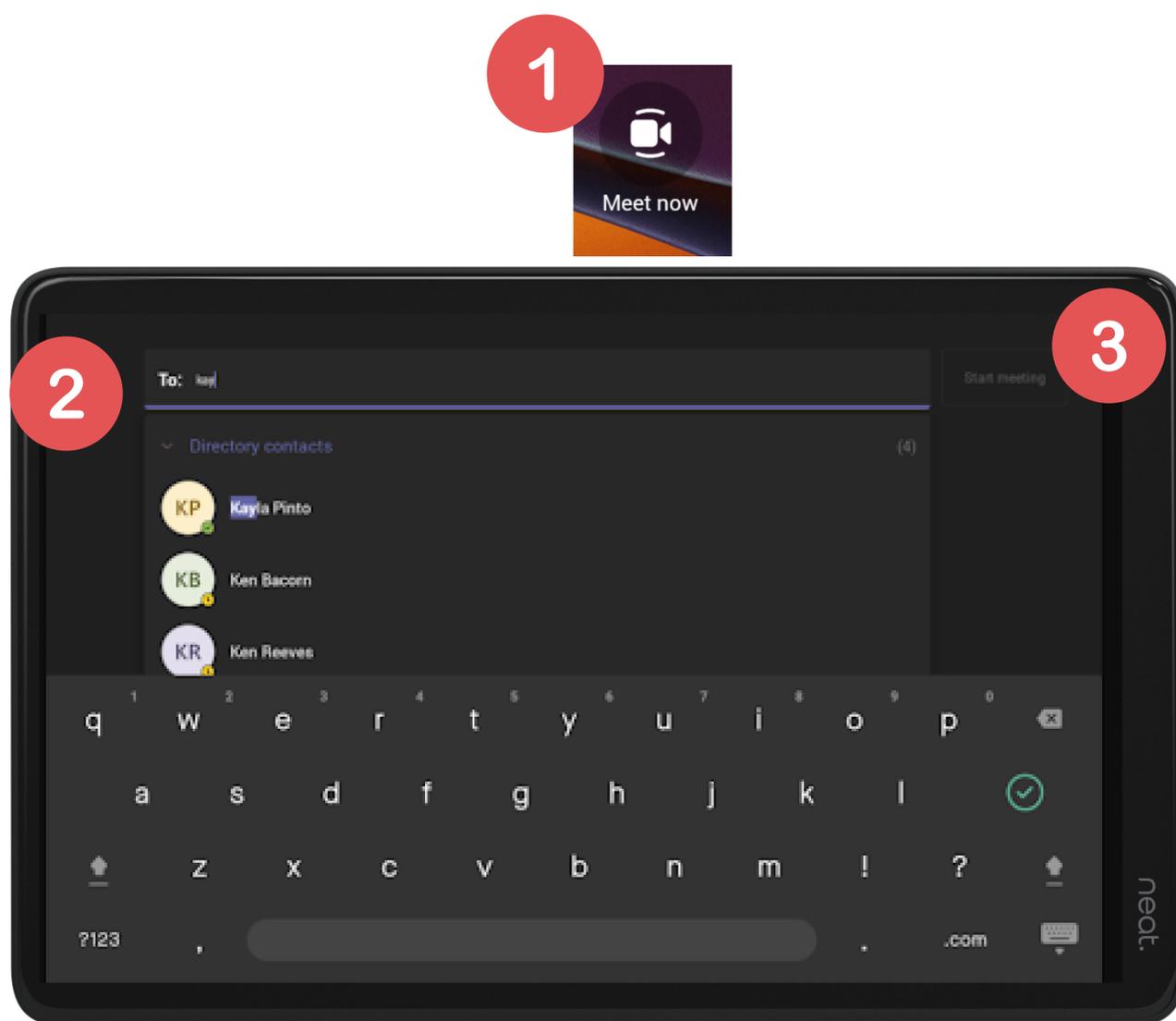


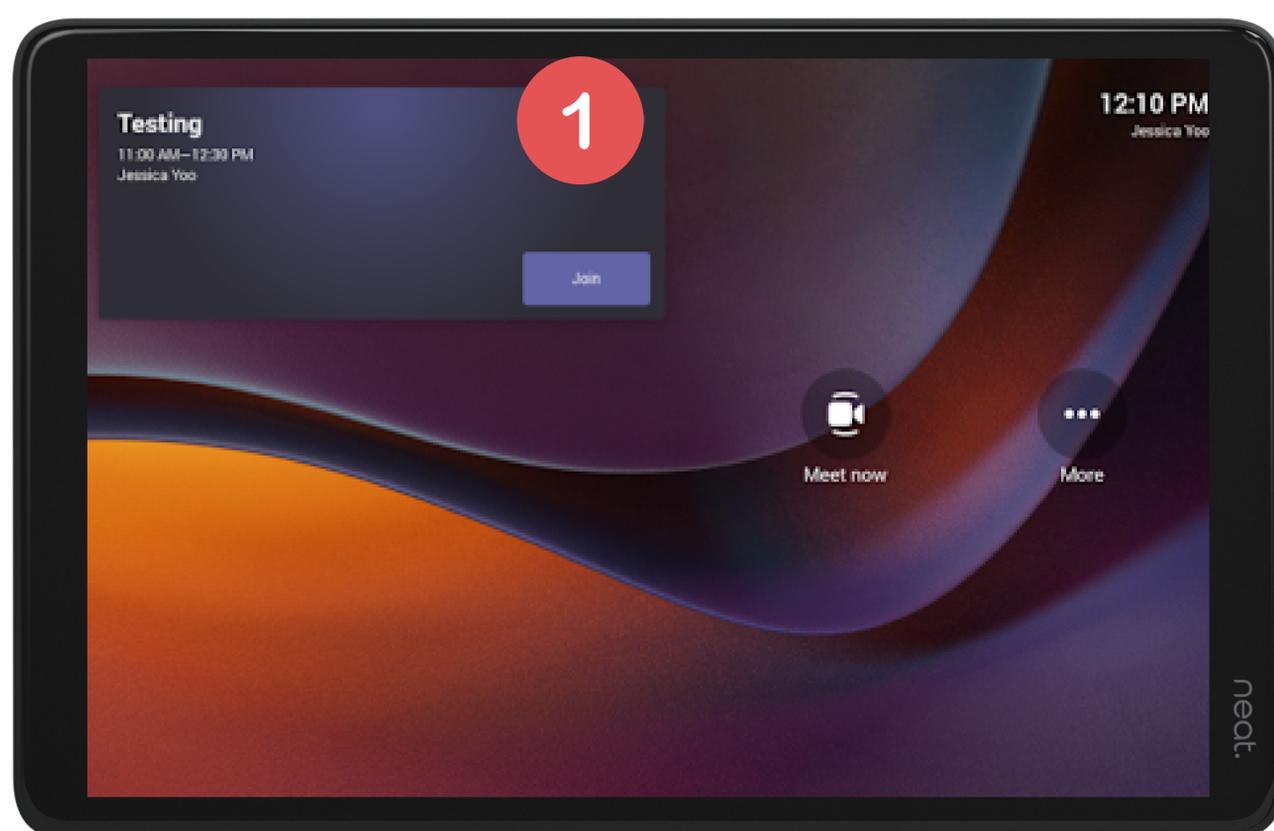
How to Start an Instant Meeting

1. Select **Meet Now** from the home screen.
2. Invite Participants.
3. Click **Start Meeting**.



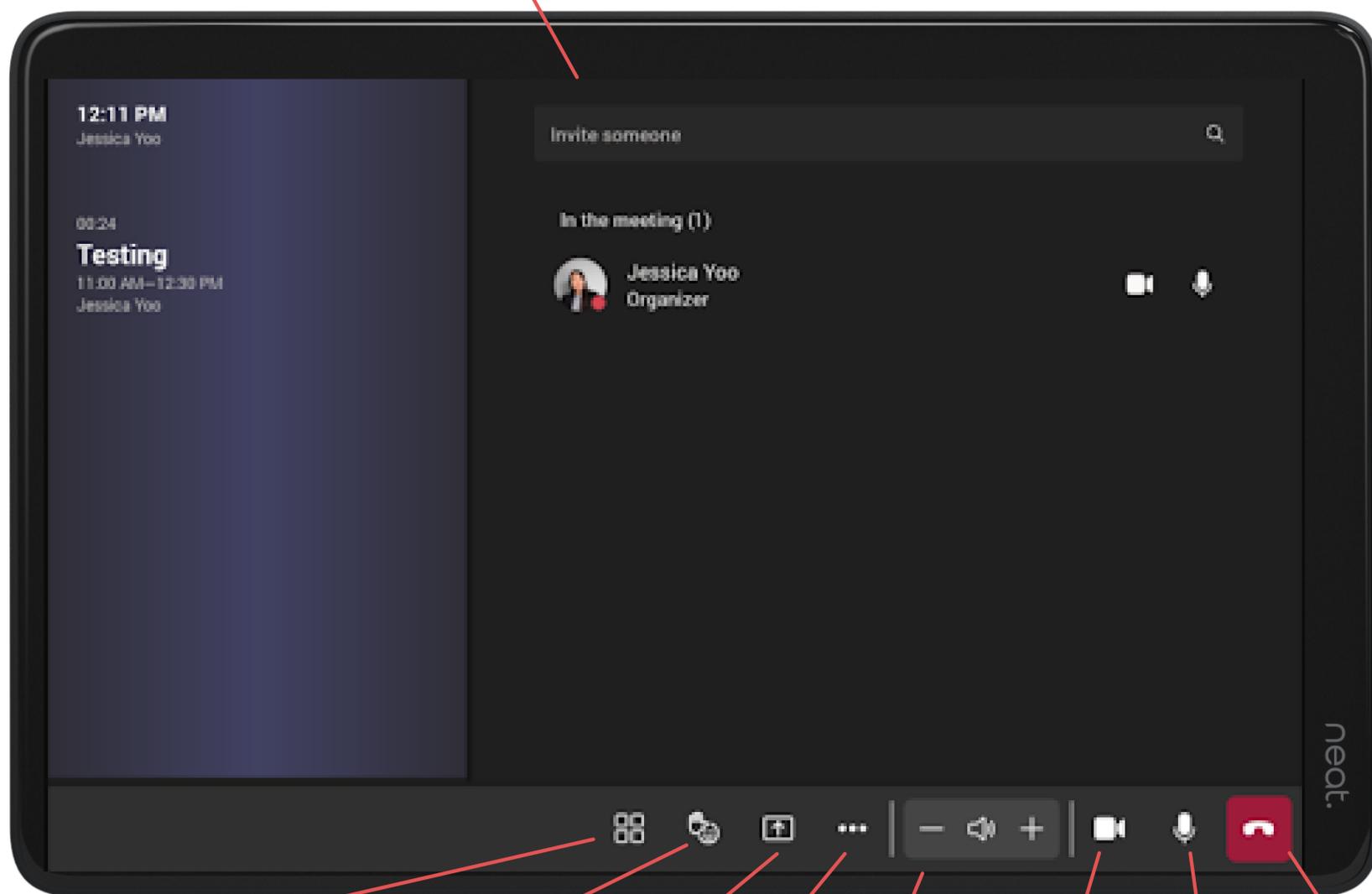
How to Start a Scheduled Meeting

1. Select **Join** from the list of scheduled meetings.



In-Meeting Controls

Invite Someone to
Your In Progress Meeting



Change the Viewing Options:
Gallery Mode, Large Gallery,
Together Mode

Reactions

Screen Share
Via
HDMI

More
Settings

Volume
Control

Start or Stop Video
in a Meeting

Mute or Unmute
in a Meeting

End The
Meeting

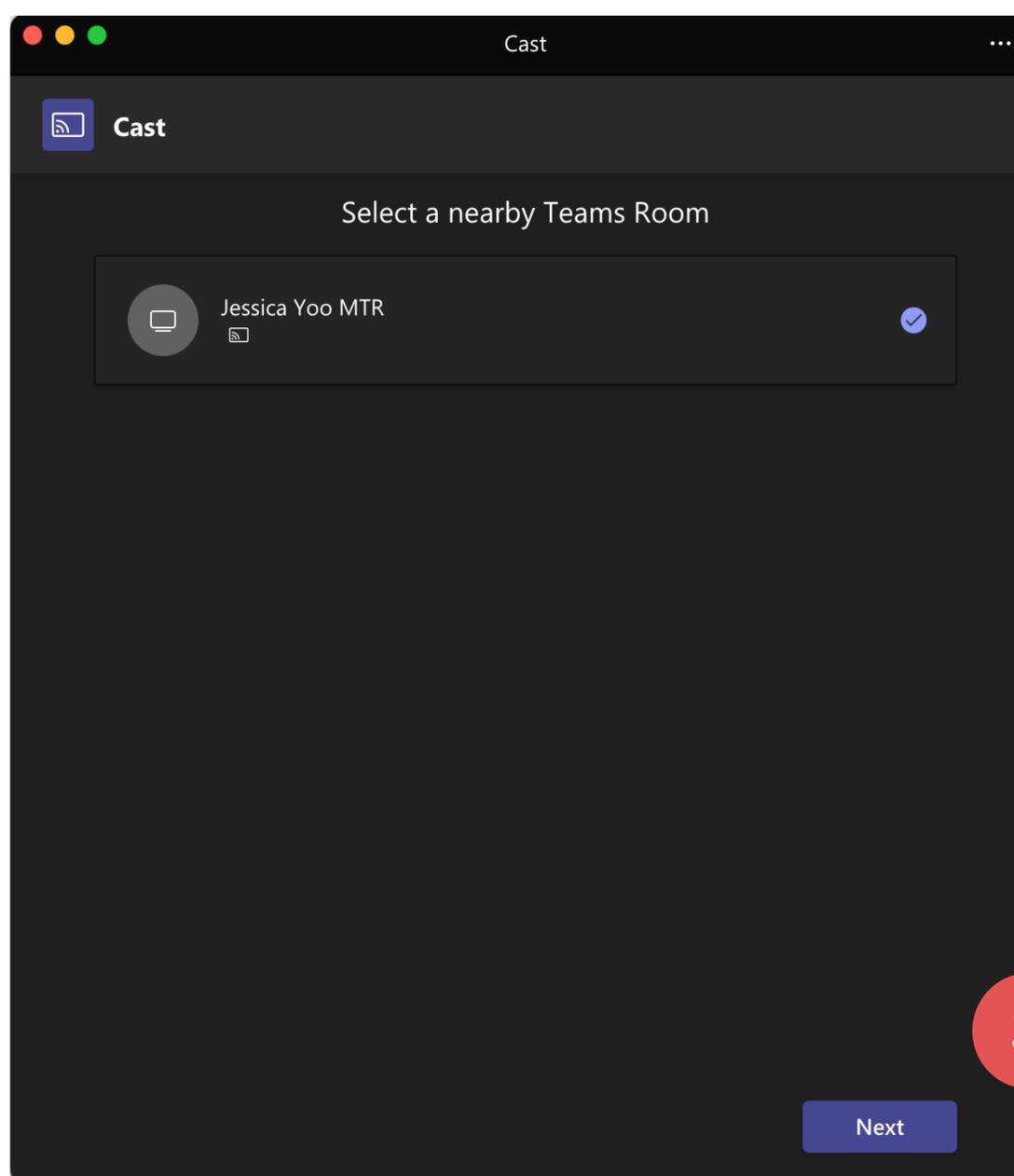
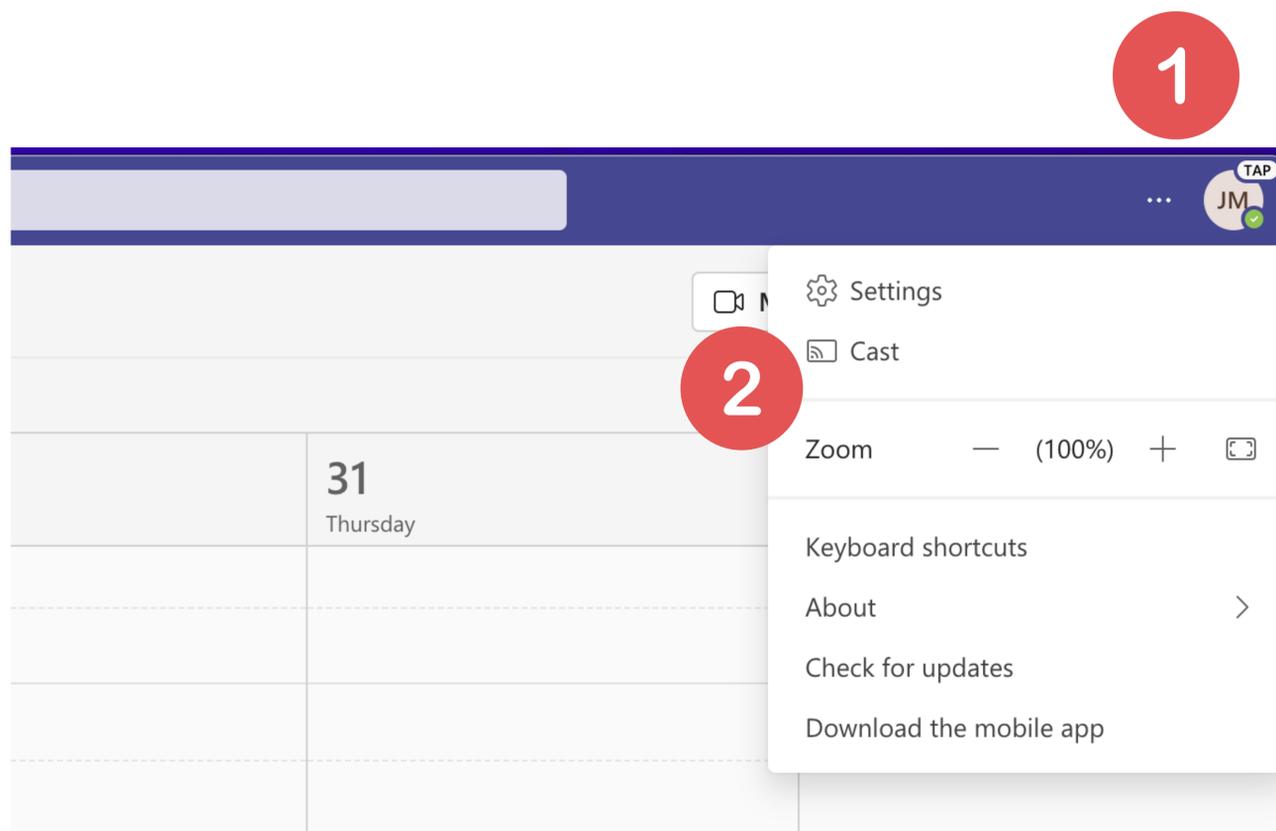
How to Screen Share using Cast

1. In your Teams desktop app, click on the three dots (**Settings and More**).

2. When the dropdown menu appears, click on **Cast**.

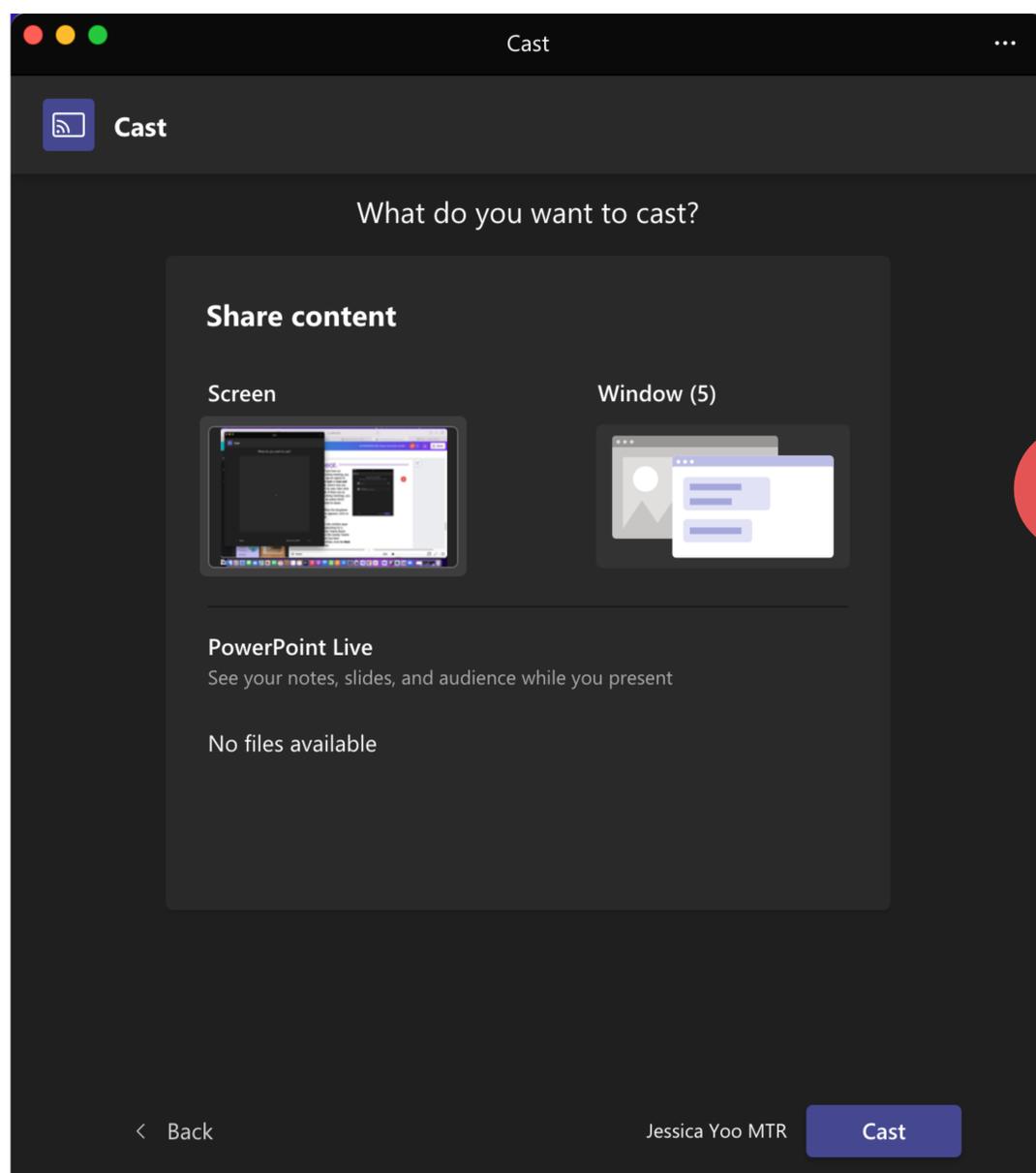
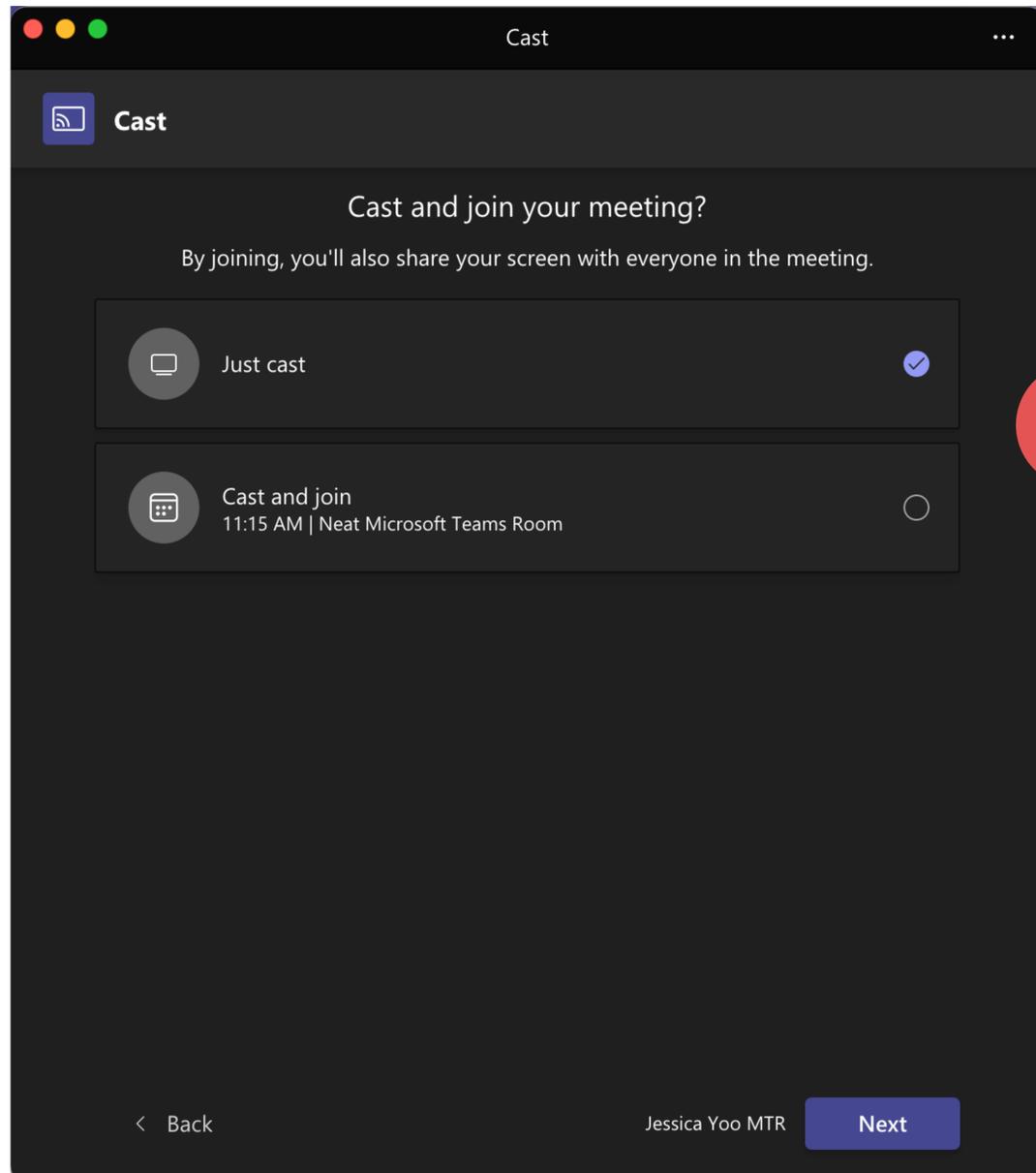
3. A new window pops up searching for a nearby Teams Room. Once the nearby Teams Room has been identified, click the **Next** button.

Note that if you are using a MacBook, you have to enable Location Services for Microsoft Teams in your Security & Privacy settings.



4. If you have an upcoming meeting, you will see an option to **Just Cast** or **Cast and Join**. Select how you want to cast, then click **Next**. If there are no upcoming meetings, you will be asked which content to share.

5. Select what you want to share, then click on **Cast**.



How to Screen Share using HDMI

1. Plug in your HDMI cable to your devices.

2. Click **Share** to screen share.

*This will be the same during a meeting. Just tap the **Share** button in the in-meeting controls.*

