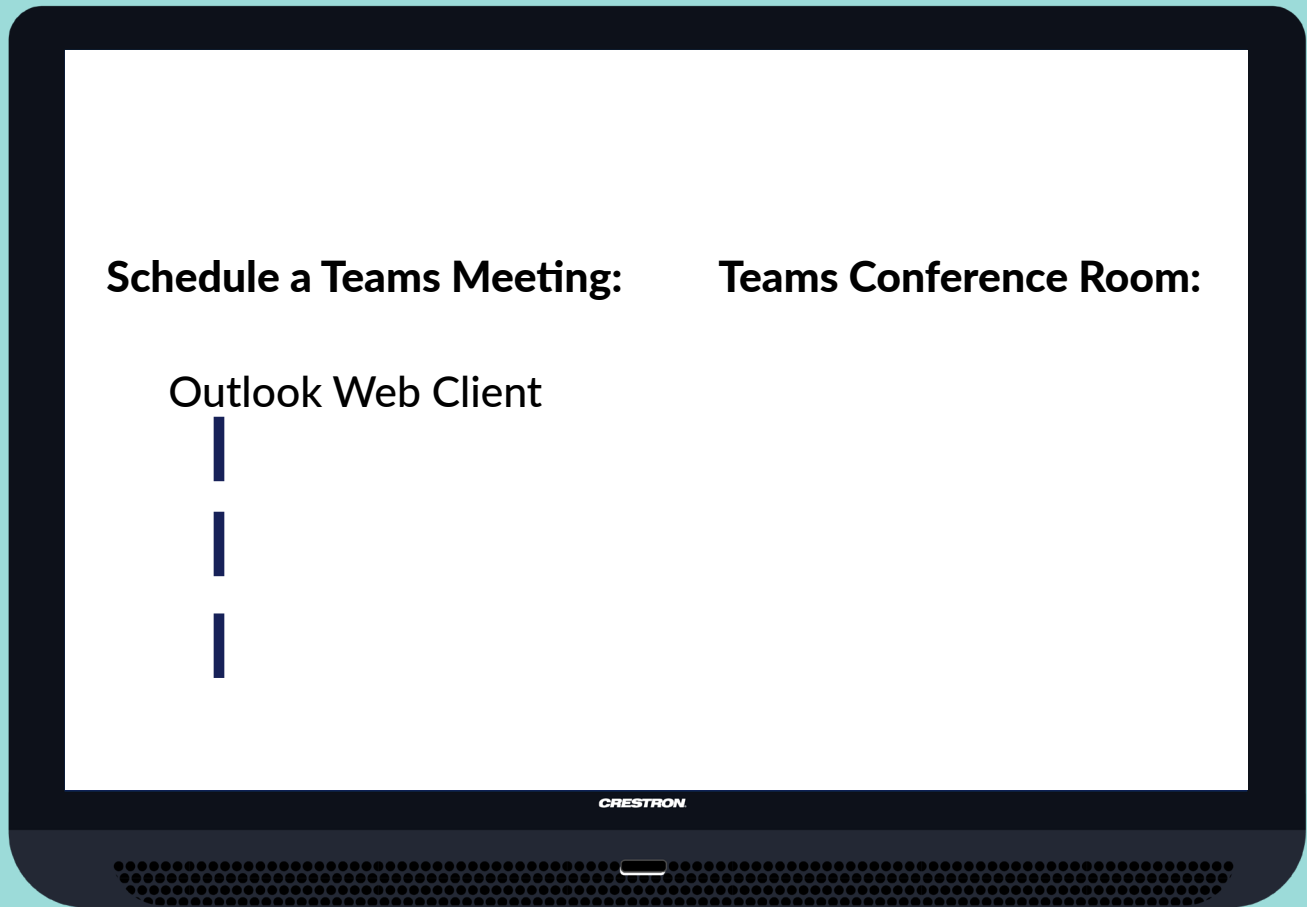
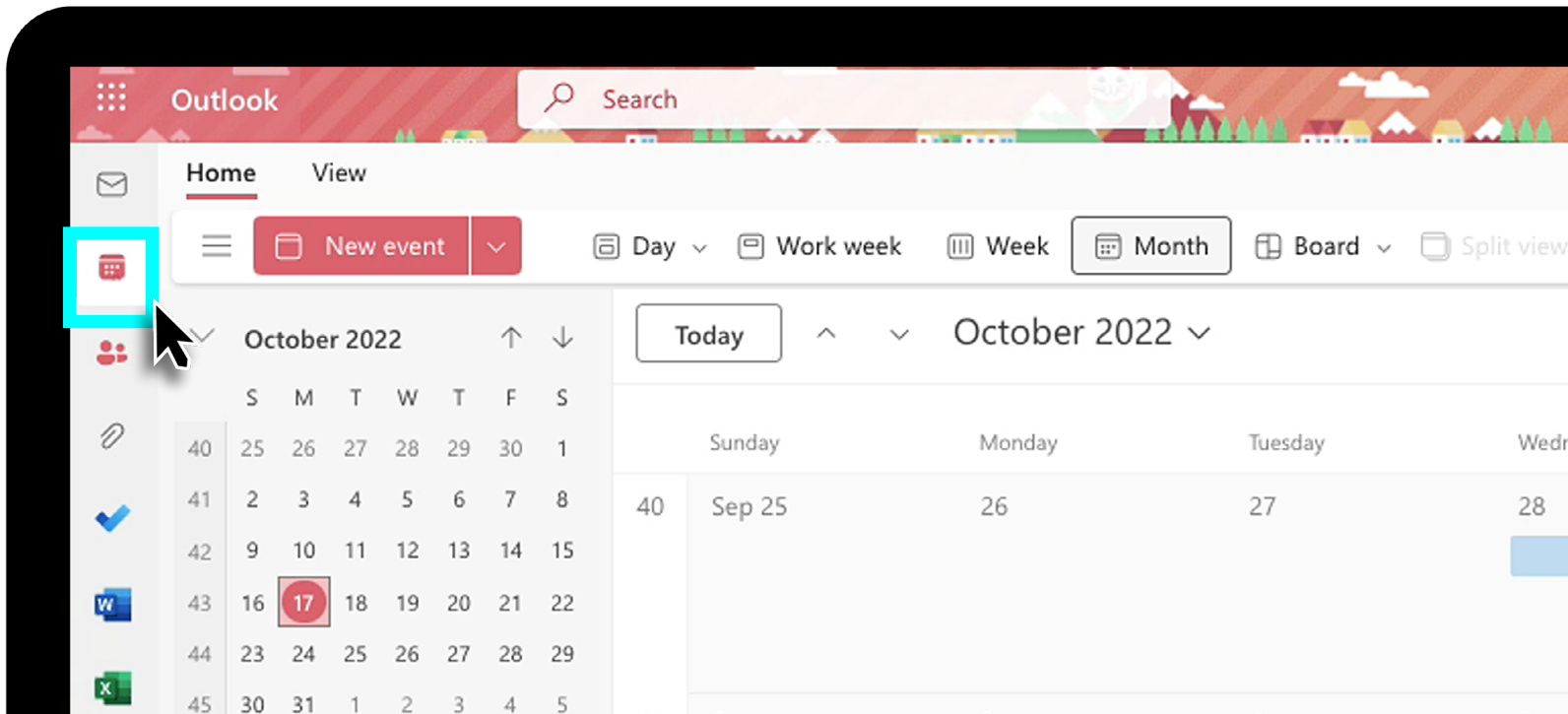


# CSU TEAMS MEETING ROOM

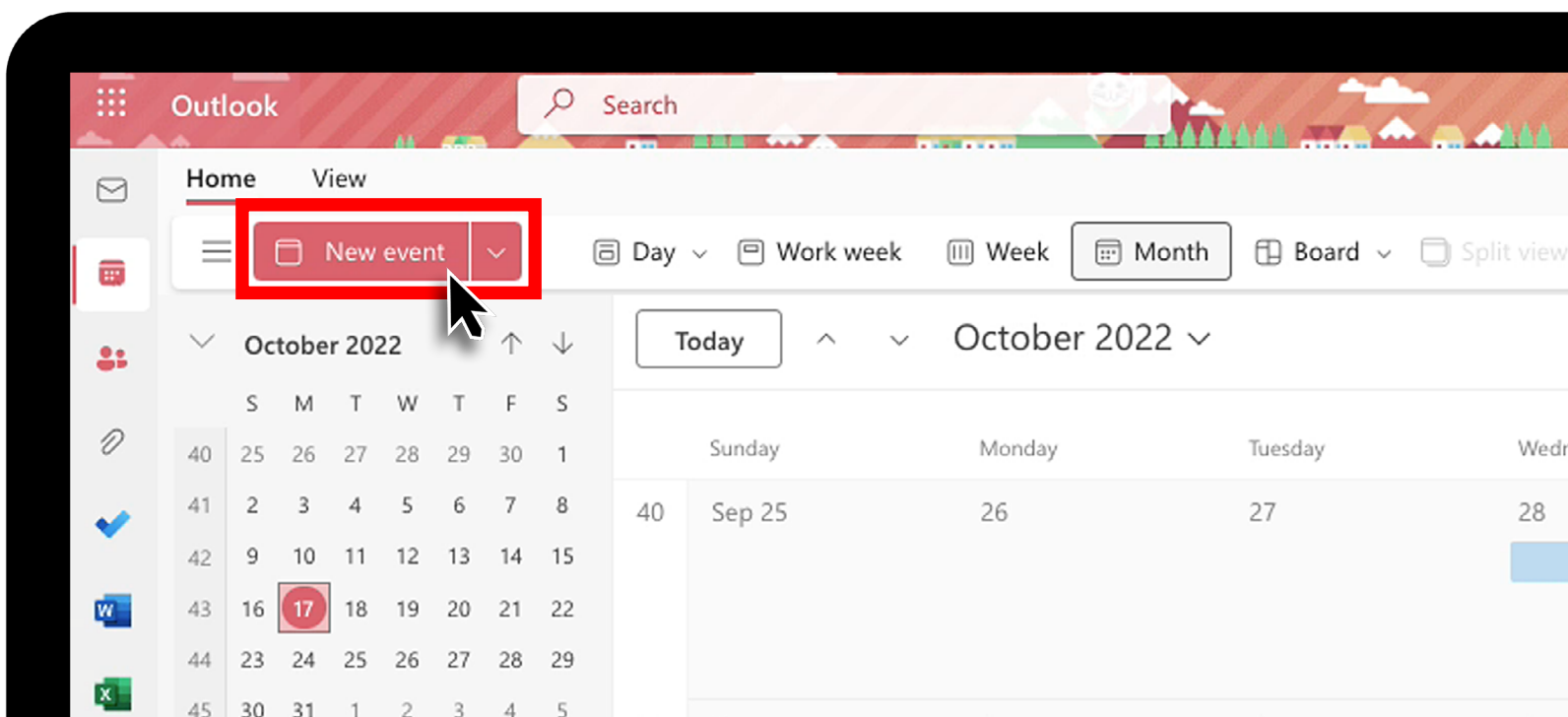


# HOW TO SCHEDULE A MEETING: OUTLOOK WEB CLIENT

1. Select the **Calendar Icon** located in the sidebar.

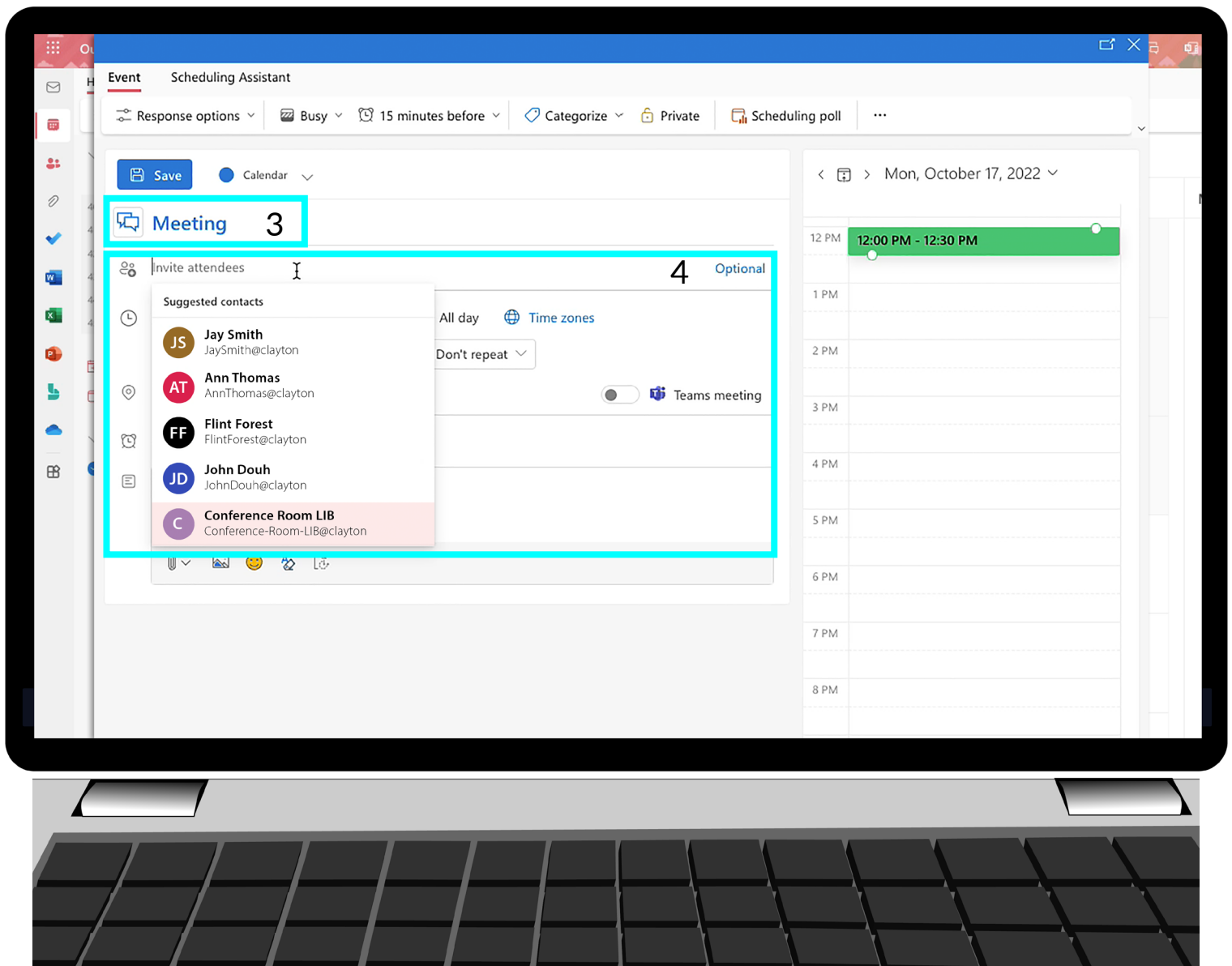


2. Click **New Event Button**.



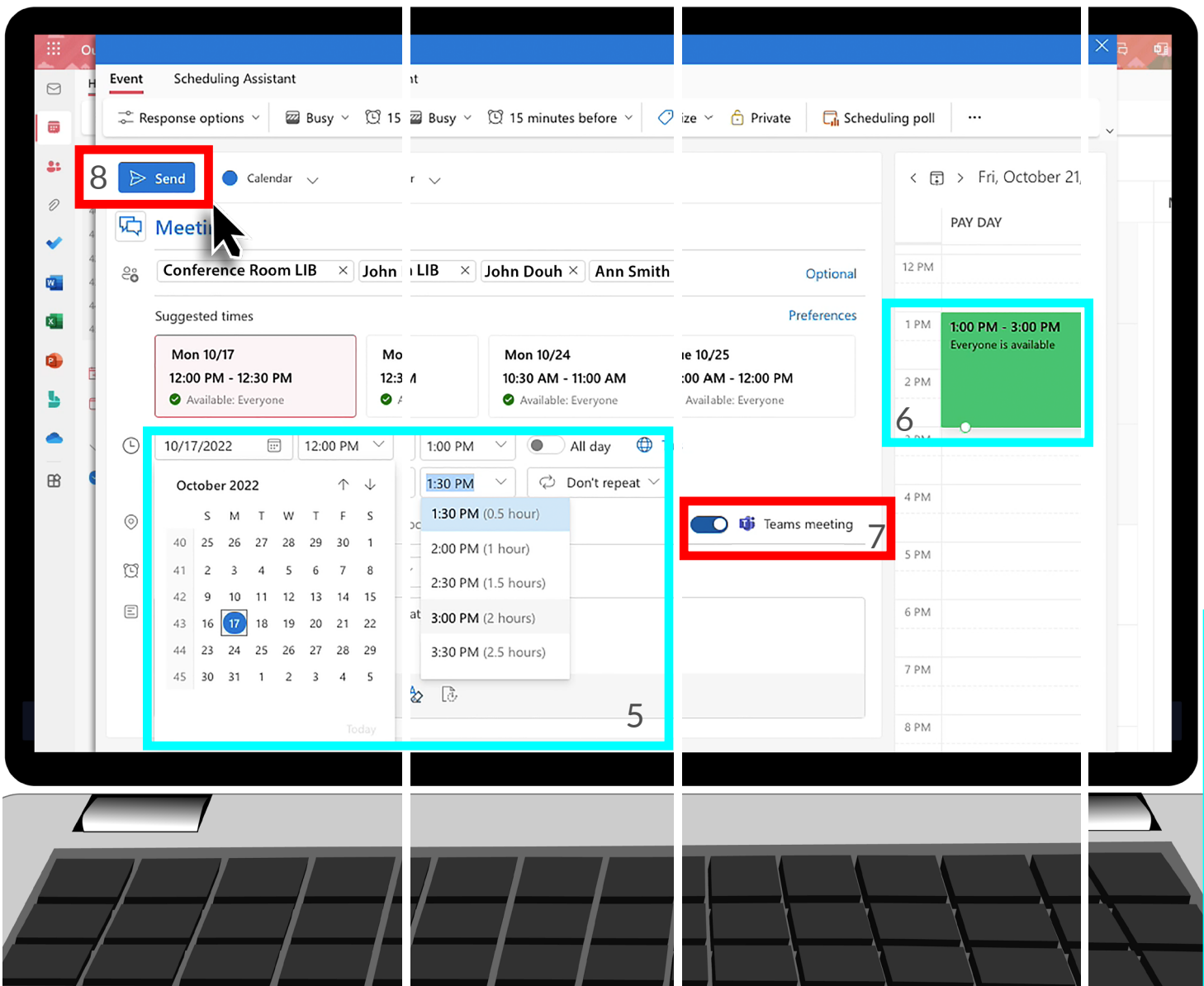
# HOW TO SCHEDULE A MEETING: OUTLOOK WEB CLIENT

3. Add title of your meeting in the **Title Field**.
4. Add your conference room name and attendees required for your meeting in **Invite Attendees Field**.



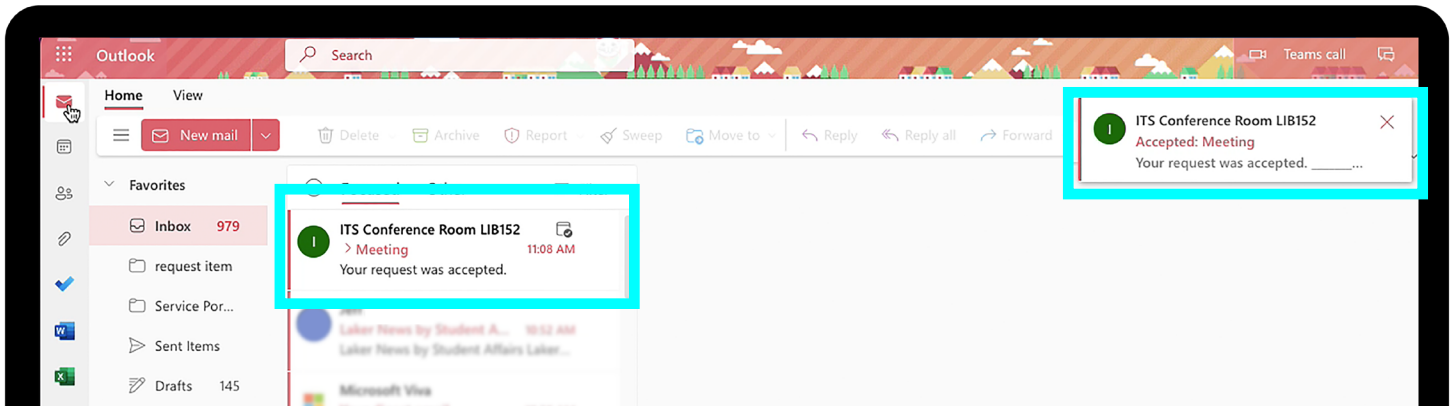
# HOW TO SCHEDULE A MEETING: OUTLOOK WEB CLIENT

5. Select **Date and Time**.
6. Your meeting duration will appear in the **Calendar**.
7. Make sure **Teams Meeting Slide Bar** is activated blue.
8. Click the **Send Button** to Schedule the meeting.

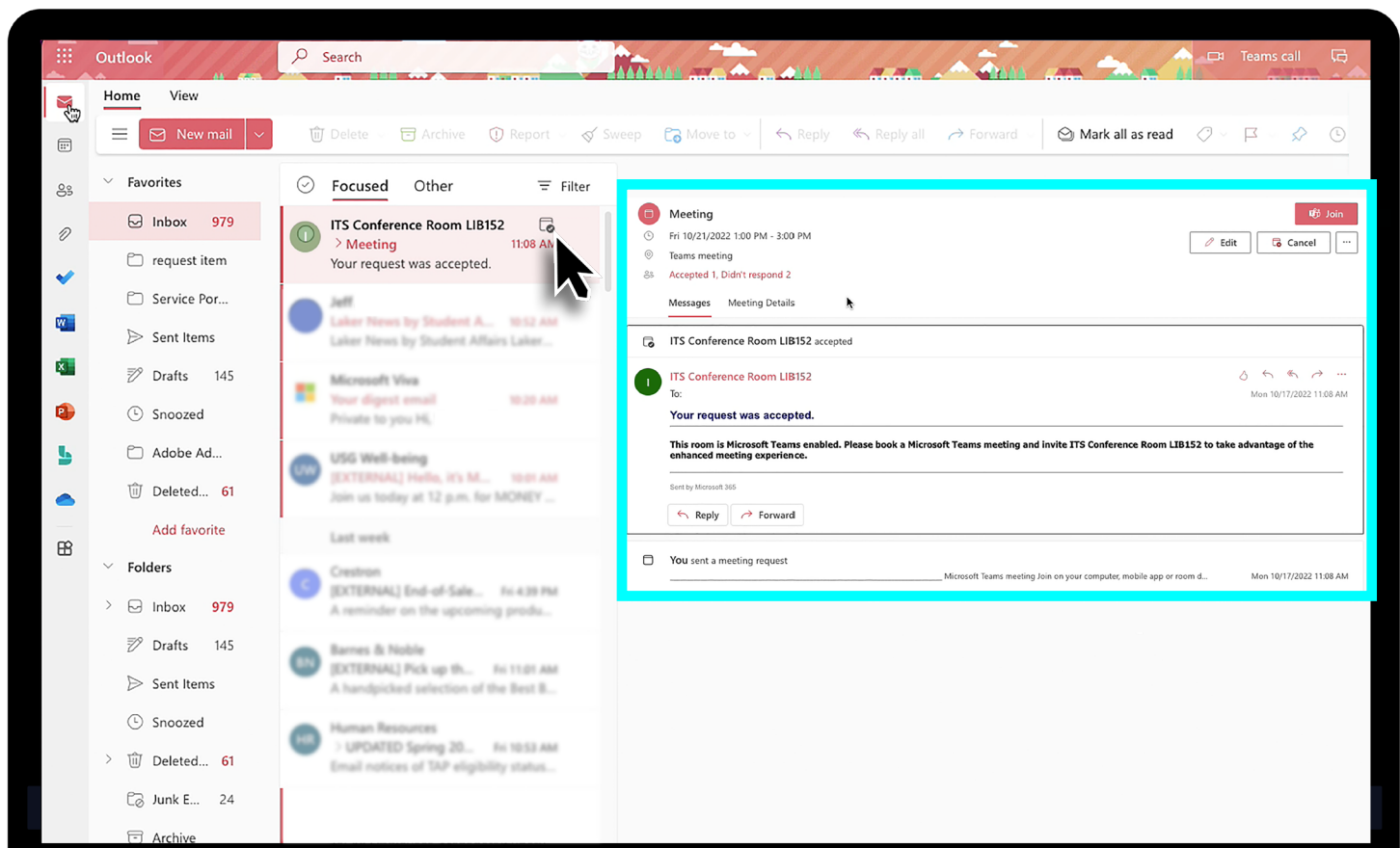


# HOW TO SCHEDULE A MEETING: OUTLOOK WEB CLIENT

## 9. The Conference Room Invite will arrive in your inbox



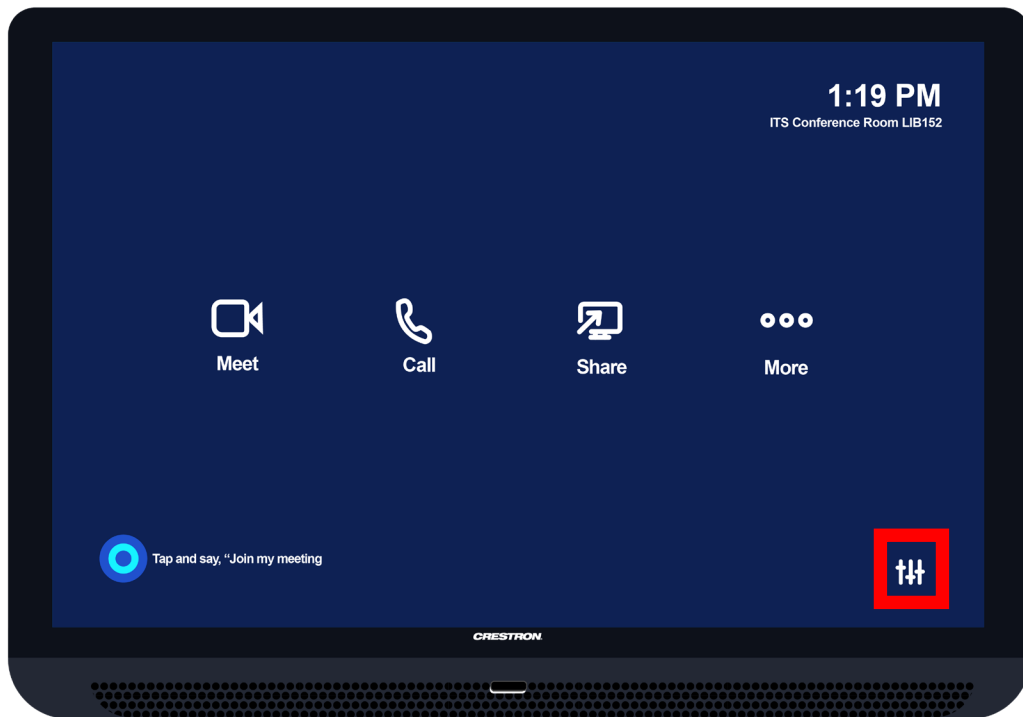
## 10. Confirm Conference Room is accepted.



# CONFERENCE ROOM: TEAMS MEETING

## ACTIVATE MONITOR

1. To activate the monitor, locate the **Crestron Panel** stationed on the conference room table.
2. Click The **Fader Icon**.



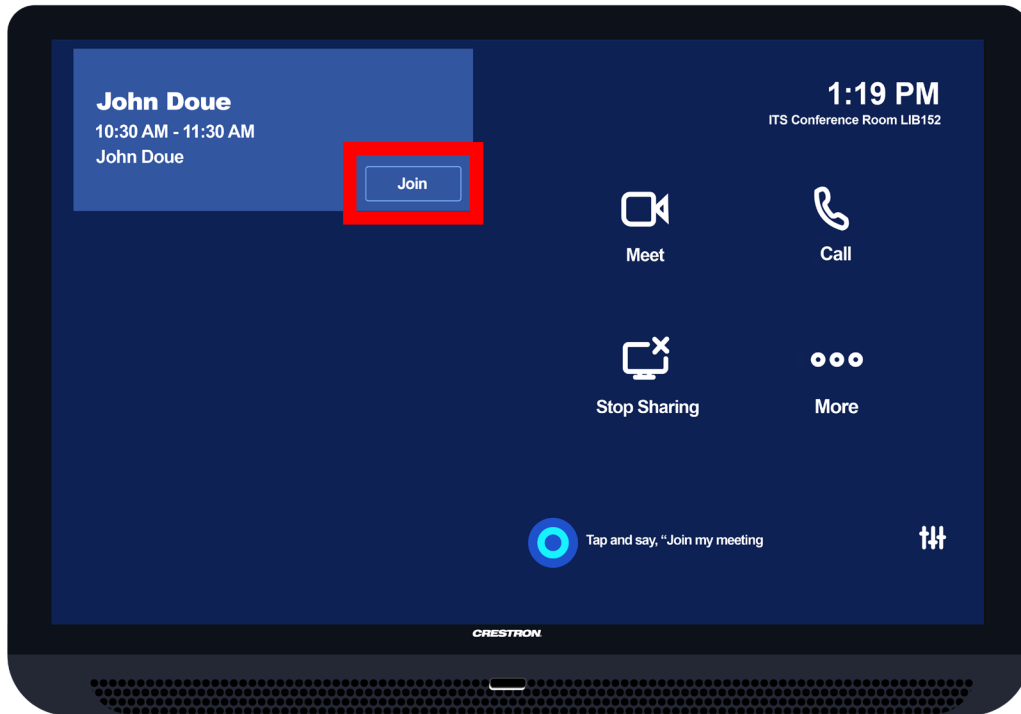
3. Click **Display On**.



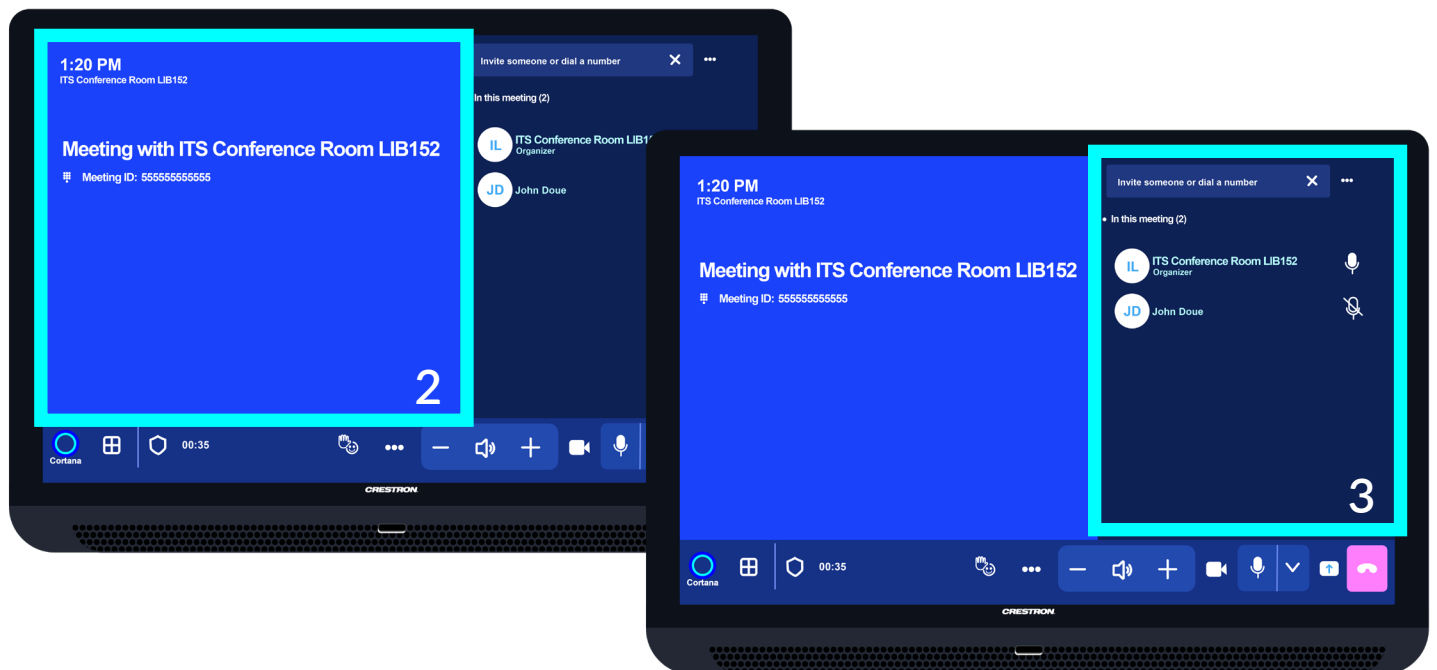
4. Click **Back Button** to exit and return to the home page.

# CONFERENCE ROOM: TEAMS MEETING

## JOIN PRESCHEDULED MEETING



2. Your Meeting Name and ID will appear on the left panel.

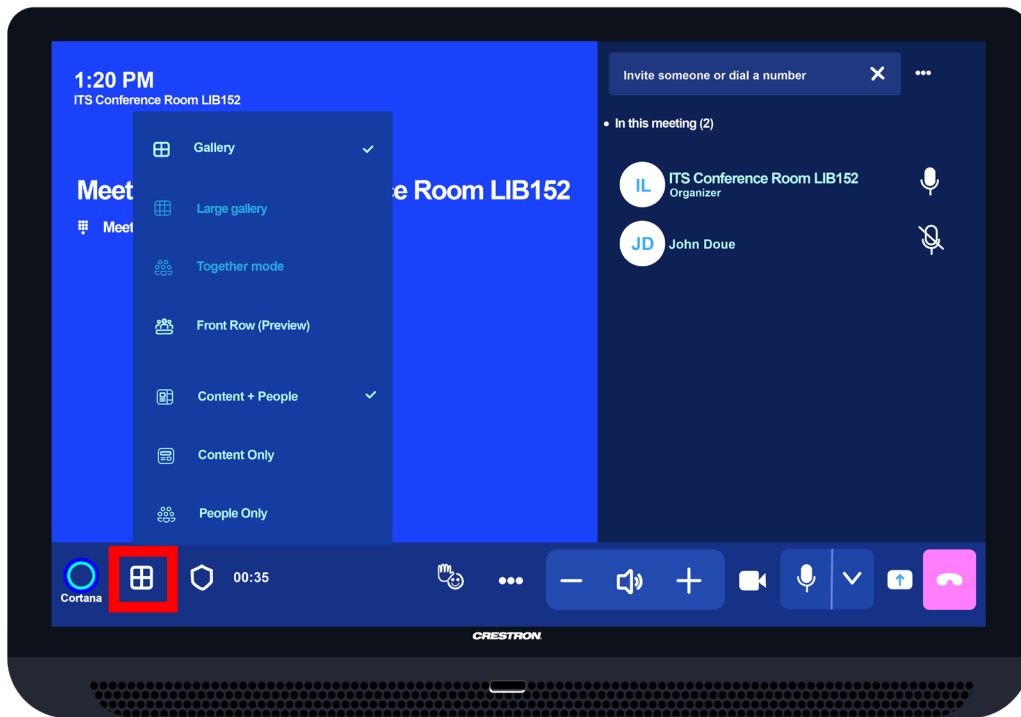


3. A list of Meeting Participants will appear on the right panel.

# CONFERENCE ROOM: TEAMS MEETING

## CHANGE LAYOUT SETTINGS

1. Click the **Gallery Button** located next to the cortana icon.



2. Choose between three layout options: **Content + People**, **Content Only**, **People Only**.

