

Microsoft Teams Video Conferencing Guide for Blois (Huron) Conference Room

Get Support for Video Conferencing

For additional IT assistance, contact:

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For instructions on joining non-Teams meetings (Zoom, WebEx, Google Meet, etc.), [click here](#).

Microsoft Teams Meeting Setup Instructions

Reserve the Room and Activate the Equipment

1. **Reserve the Conference Room:** Add or forward the Blois Conference Room to your meeting invitation. Do not reserve the room separately. Include Microsoft Teams details if necessary.
2. **Turn on the Display:** Ensure both TVs are on. The **left TV** (Sharp) should turn on automatically. If not, use the remotes located on the table or in the black box on the windowsill.

Join a Microsoft Teams Meeting

1. Look for your scheduled meeting on the touch panel display.
2. Tap **Join** to connect the room to your Teams meeting.

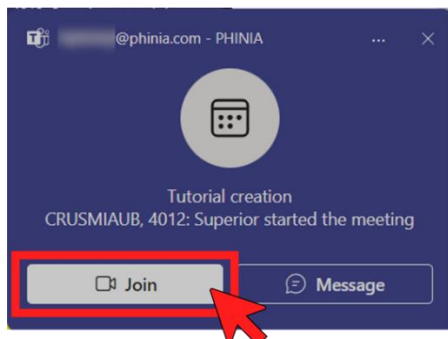


Share Your Content in the Room and Meeting

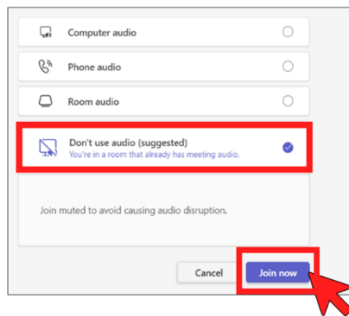
There are three options for sharing content with both the room participants and the Teams meeting attendees:

Option 1: Share Wirelessly

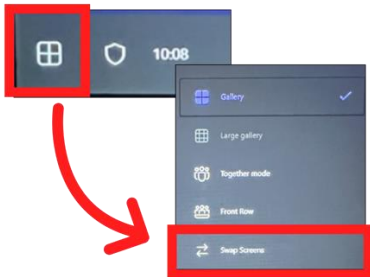
1. **Join the Meeting:** If a pop-up appears on your computer, select **Join**. If not, join directly from your calendar.



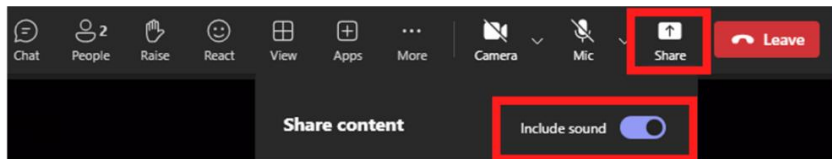
Choose **Don't use audio** (recommended), then click **Join now**.



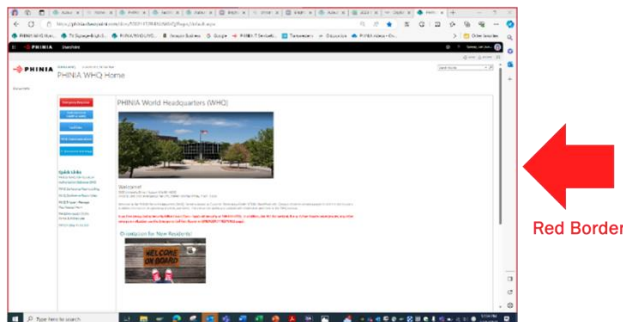
2. **Share Your Screen:** Share your screen in the Teams meeting as usual. Content displays on the center screen, and participants display on the left screen. To switch and show content on the center TV, tap the set of 4 squares in the lower left of the display panel, then select **Swap Screens**.



- **Sharing Video?** Select **Include sound** when sharing. Control the volume using your computer's settings to avoid affecting the overall meeting audio.



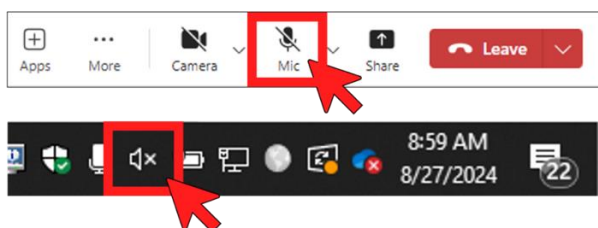
3. **Monitor What You're Sharing:** A red border will outline the content being shared.



Mute Audio for Participants

If a participant in the room accidentally joins with their computer audio:

1. Mute their microphone from the Teams toolbar at the top of their screen.
2. Mute their speakers from their laptop controls.



Option 2: Share via HDMI (Without Joining Teams from Your Laptop)

Connect to the Display: Plug the USB-C/HDMI cord from the touch panel into your computer.

- Ensure the USB-C is properly connected to the HDMI adapter or directly into your device.



- Your screen will now be displayed locally and in the Teams meeting.

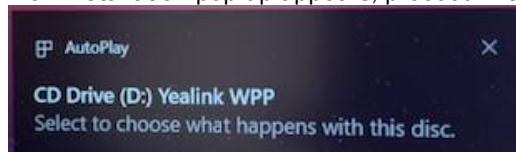
Option 3: Share via Wireless Dongle (Without Joining Teams from Your Laptop)

1. Connect with Wireless Dongle:

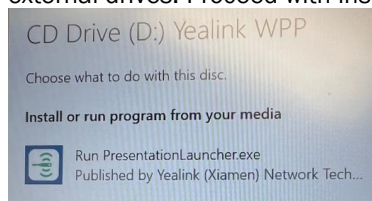
- **Connect Using the USB-A Dongle:** Locate the dongle on the table or in the black box on the windowsill (or use the USB-C adapter in the same box if preferred).



- When connecting with USB-A, software must be installed on your computer the first time of use:
 - If an installation pop-up appears, proceed with installation.



- Alternatively, locate RunPresentationLauncher.exe software directly in File Explorer on one of your external drives. Proceed with installation.



2. Share Your Screen:

- Press the **button on the dongle** to share your desktop. Alternatively, you can open the app that appears after the dongle is connected and select **"Press to share."** Then, choose the specific window or file you want to share.



OR



- Press the button on the dongle to stop sharing. Remove dongle.