

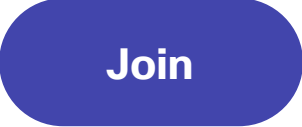

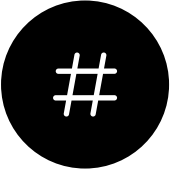



Scheduling and joining Microsoft Teams Rooms meetings with a Cisco device

Whether you seek seamless integration with Cisco or an intuitive user experience, we have the right options for you. Use this guide to schedule meetings ensuring your team stays connected and productive.

Schedule a Teams Rooms meeting	Use when	How
Using your Microsoft Teams calendar Go effortlessly hybrid by including Microsoft Teams Rooms in your Teams meeting invites.	You prefer to manage your calendar from Microsoft Teams.	<ul style="list-style-type: none">• Using your Microsoft Teams calendar
Using your Outlook calendar Streamline meeting scheduling by adding Microsoft Teams Rooms to your Outlook calendar invites.	You prefer to manage your calendar from Outlook.	<ul style="list-style-type: none">• Using your outlook calendar with a Cisco device
Using your navigator touch panel to meet now Schedule an instant meeting for fast, efficient collaboration.	You need to set up an instant meeting for quick collaboration.	<ul style="list-style-type: none">• Instant meeting• GIF: Schedule an adhoc meeting

NOTE: [Here is an overview of Cisco certified Microsoft Teams Rooms devices](#)



Join a Teams Rooms meeting	Use when	How
 By using the ‘Join’ button from your navigator touch panel or touch screen.	You want to join a scheduled meeting.	<ul style="list-style-type: none">▪ Joining a meeting with the ‘Join’ button on your navigator or touch screen
 By using the Microsoft Teams app calendar.	You want to join a meeting directly from your Microsoft Teams app calendar using the ‘Join’ button.	<ul style="list-style-type: none">▪ Joining a meeting from your Teams app calendar
 By ‘Join with ID’ on a Cisco device navigator touch panel or touch screen.	You want to join a meeting that you haven’t been invited to.	<ul style="list-style-type: none">▪ Joining a meeting via ‘Join with an ID’▪ Getting started on a Cisco device with Microsoft Teams Rooms
 Meet now.	You want to start an instant meeting.	<ul style="list-style-type: none">▪ Instant meeting▪ GIF: Starting an instant meeting using ‘meet now’
 Join with Room audio.	You have a meeting scheduled in your Microsoft Teams app calendar and want to connect to the meeting room’s audio system.	<ul style="list-style-type: none">▪ Joining a Microsoft Teams Room with Room Audio on Cisco devices
 Join with the QR code.	You want a quick and easy way to bring your meeting to the room system. Simply scan the QR code displayed on the Teams Rooms home screen to join ongoing meetings, start a new meeting, or cast content from your mobile device to the room display.	<ul style="list-style-type: none">▪ Join meetings on Teams Rooms using a QR code



Tip:



Video on



Video off



Sound on



Sound off

