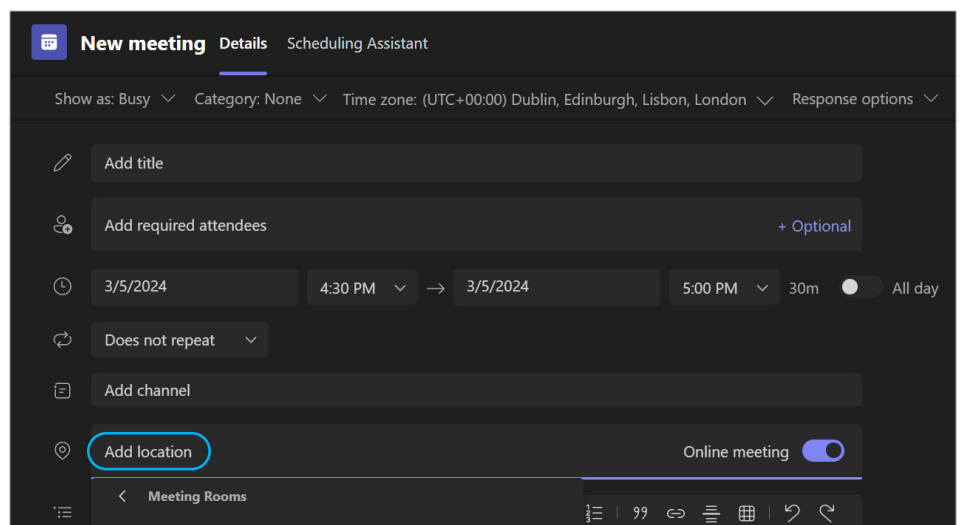


# How to schedule a Microsoft Teams Rooms meeting with a Cisco Device

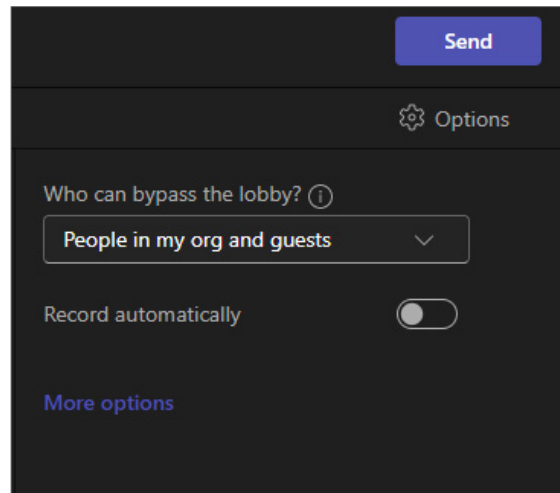
Go effortlessly hybrid by including Microsoft Teams Rooms in your meeting invites. Streamline scheduling with this Microsoft Teams Rooms guide, maximizing device potential for seamless planning.

## Using your Microsoft Teams calendar:

1. Open your calendar, click **'New Meeting'**, add the meeting details.
2. To enable a fully hybrid meeting experience, select **'Add a meeting room with device'** from the location field. This ensures all participants have easy access to the Meetings Team Room.

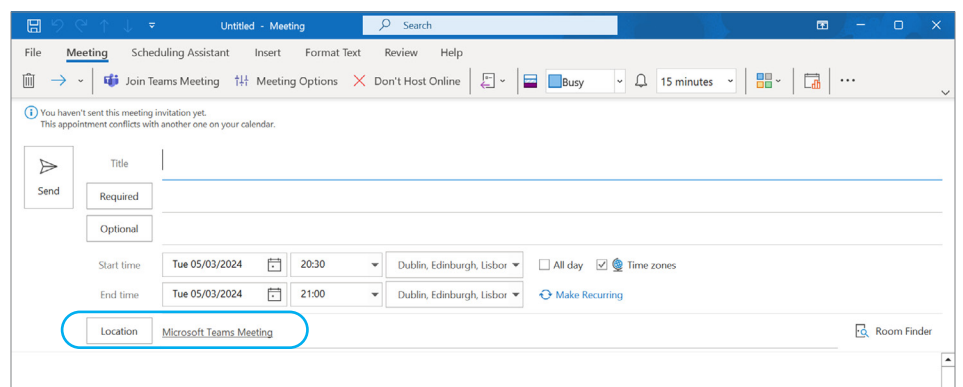
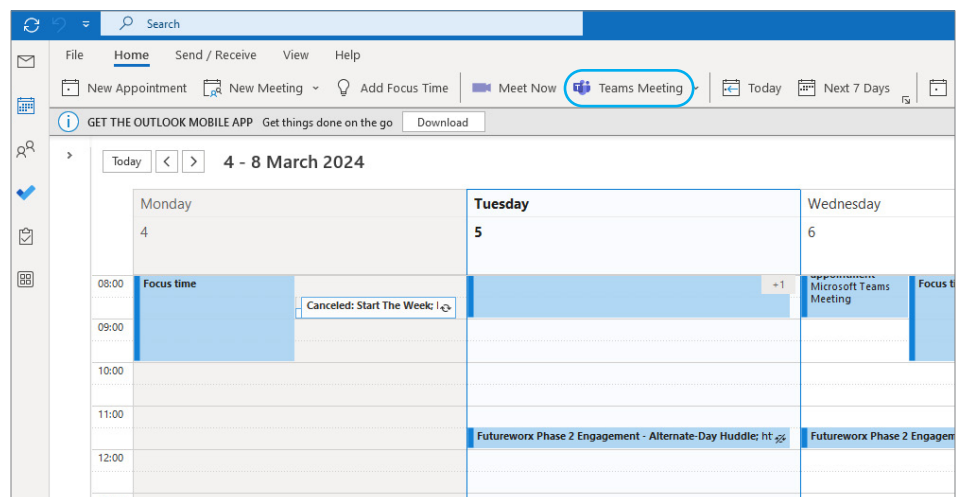


3. Fill in any other necessary details and ensure the **'Online meeting'** option is activated.
4. Choose if you wish the participant to bypass the lobby and toggle on the **'Record'** option if you wish to record the meeting.
5. If you require further options, select **'More Options'**.
6. When ready, click **'Send'** to send the invitation.

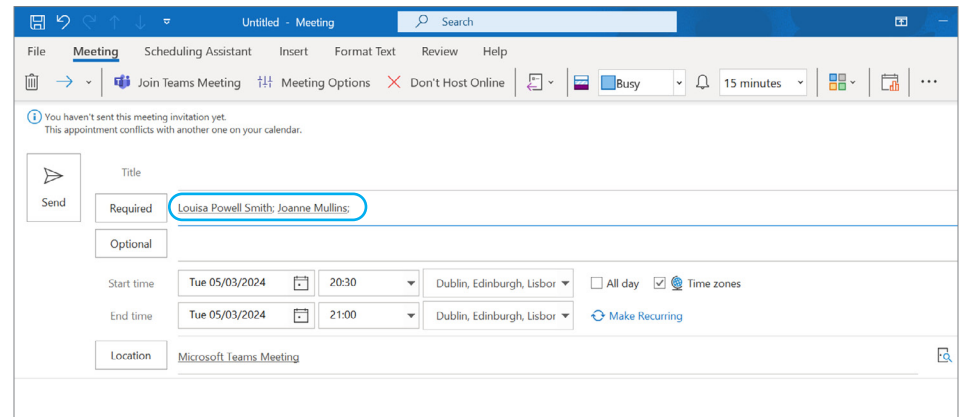


## Using your Outlook Calendar

1. Open your Outlook Calendar and click the **'Teams Meeting'** button in the middle of your Outlook ribbon.
2. This action will automatically insert a **'Microsoft Teams Meeting'** button into the location field of your meeting template.

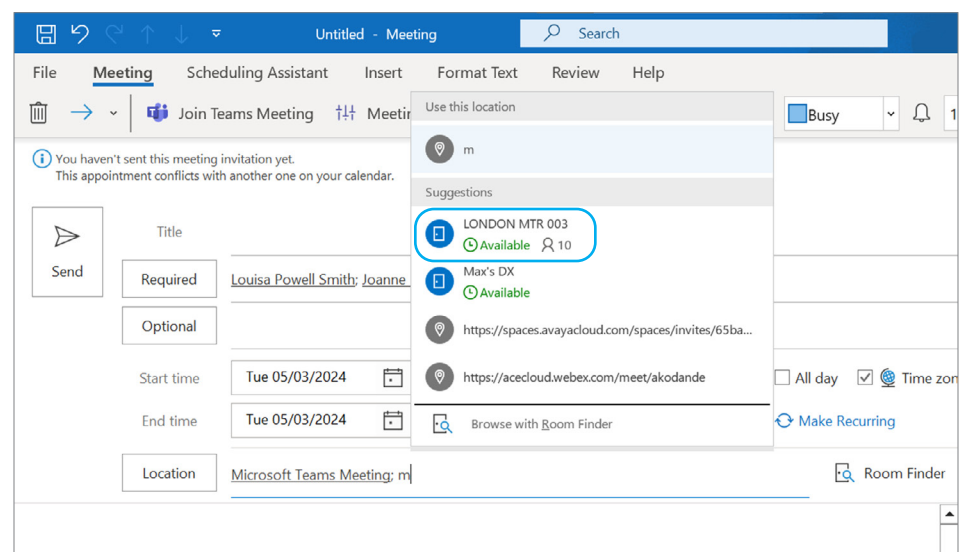


3. In the **'Add attendees'** section, enter the email address(s) of all the participants you wish to invite to the meeting.



The screenshot shows the Microsoft Teams Meeting scheduler interface. The 'Required' field contains the email addresses 'Louisa.Powell.Smith@joanne.mullins'. The 'Optional' field is empty. The start time is set to 'Tue 05/03/2024' at '20:30' and the end time is 'Tue 05/03/2024' at '21:00'. The location is 'Microsoft Teams Meeting'. The interface includes a 'Send' button and a 'Join Teams Meeting' button.

4. To enable a fully hybrid meeting experience, start typing 'meeting room' into the location field. Then select the required meeting room with device from the location field.
5. Include any additional notes, comments or a message in the meeting invite if needed.
6. When everything is set, click **'Send'** to share the invite with your attendees.



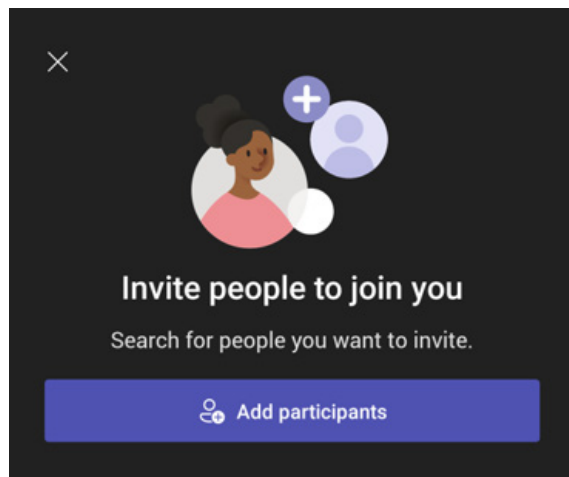
The screenshot shows the Microsoft Teams Meeting scheduler interface with the location field suggestions dropdown open. The location field contains 'Microsoft Teams Meeting: m'. The suggestions list includes 'LONDON MTR 003' (Available), 'Max's DX' (Available), and two URLs. The 'LONDON MTR 003' suggestion is highlighted. The interface includes a 'Send' button and a 'Join Teams Meeting' button.

## Instant meeting

1. To schedule an instant meeting select **'Meet'** on your navigator front of room display (when device has a touch screen).



2. An **'Invite people to join'** pop up will appear.
3. Here you can either select **'Add participants'** to add people to your meeting OR You can share the dial in details with them that are provided on the screen.



**Transform meetings with Microsoft Teams Rooms for seamless collaboration and enhanced productivity from your Cisco Device.**

