

## Meeting Room Setup for MS Teams and Zoom

1. Make sure the computer behind the TV is turned on.
2. Turn on TV using remote control and ensure that the correct input/source is selected. If there is still no picture, tap the keyboard's spacebar to wake up the PC.
3. Login at the login screen using your username (for most users this is your first initial and last name, i.e. jsmith) and password (same password you use to login to your laptop/desktop).

### Teams

4. In the search bar located in the taskbar, type "Teams" and click the Teams with this icon:



5. Log into Teams using your email address (firstname.lastname@lifewaysmi.org) and password (same password you use to login to your laptop/desktop).
6. If applicable, log into Outlook using the above two steps (search "Outlook" instead of "Teams.")
7. Join a meeting via email invite, link, or using the "Join" button attached to the scheduled meeting in your calendar.
8. Audio and video settings can be found by clicking the three dots in the top-right corner next to your profile picture > Settings > Devices.

### Zoom

4. Join a meeting using the Zoom link provided to you (this could be through email, Teams chat, or manually entered into a web browser). If prompted to "Open Zoom Meetings?," do so. Alternatively, you can search for and open Zoom using the search bar > Join a Meeting > enter meeting ID and name you would like displayed > Join.
5. Audio and video settings can be found by clicking your profile icon in the top-right corner > Settings > Video or Audio.

**Please be sure to close out of all apps and sign out of your account when finished.**