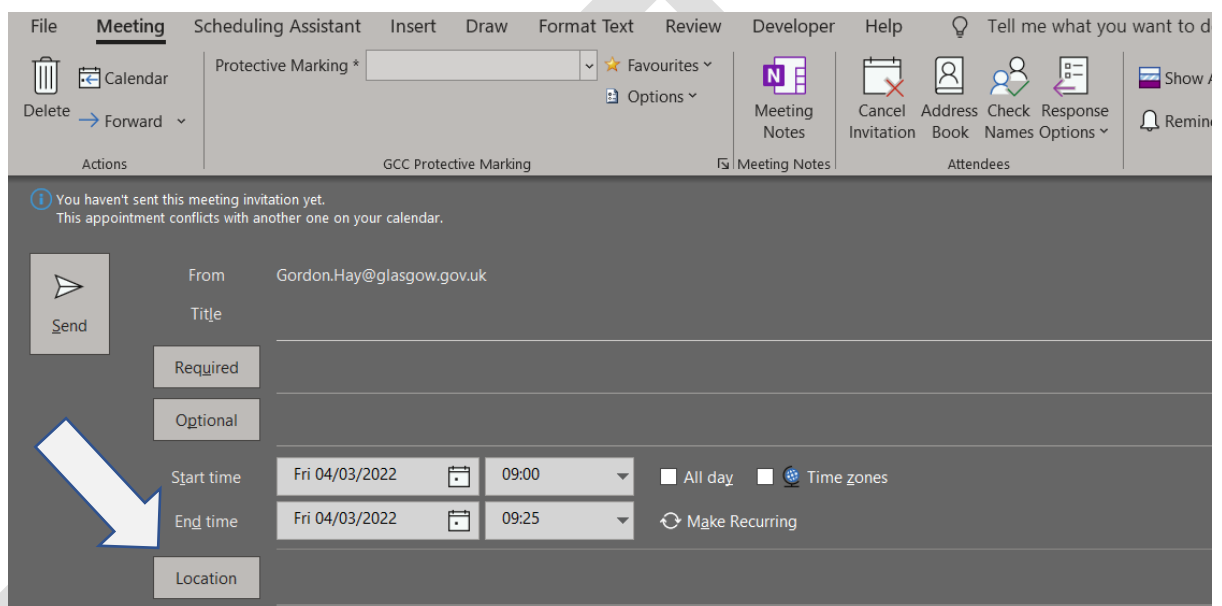How to use the hybrid meeting Room

Contents

# How to Book a Hybrid Room

Hybrid Room Booking Instructions

Booking the Hybrid room so that the room shows as a meeting location.

Use Outlook to book a hybrid room equipped with Microsoft Teams Rooms equipment.

1. Open **Outlook** and go to your **Calendar**.

2. Select **New Teams Meeting** in the **Teams Meeting** section or **New Meeting**, then **Teams Meeting.**

3. Select **Location** on the meeting scheduler or type the room email address.
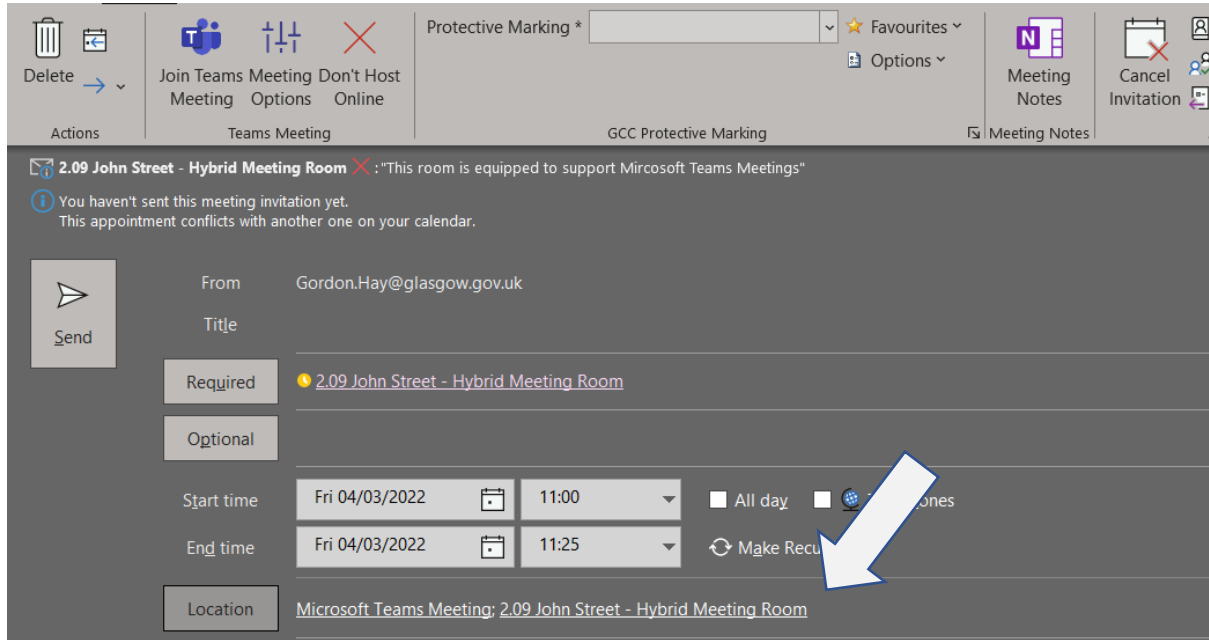

4. In the pop-up box for **Rooms** select the Hybrid room of your choice
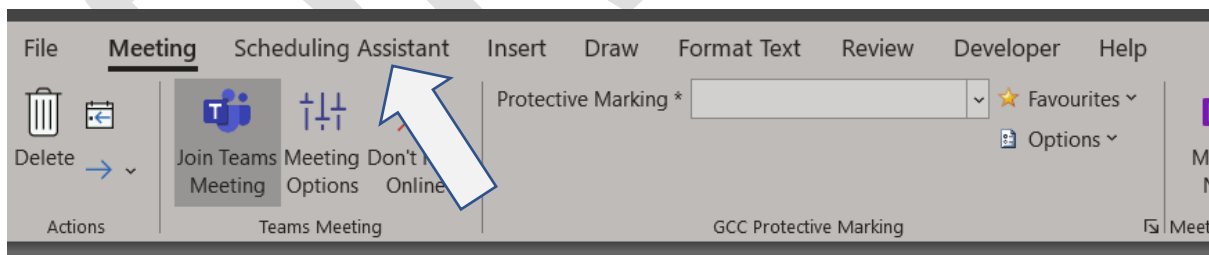   a. 2.09 John St, or
   b. G22 Exchange House
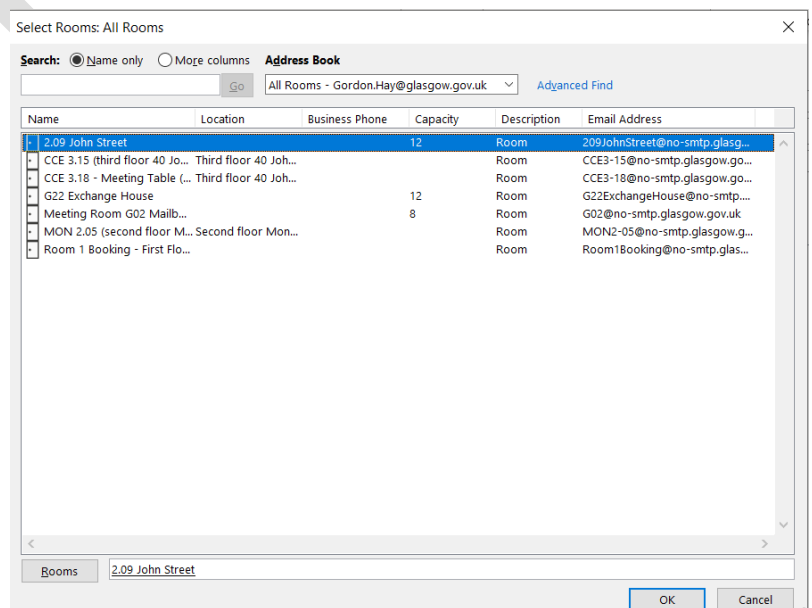
5. The location of the meeting has been updated in the location field.

Note: you ought to let attendees know if you would like them to attend virtually or on site via the meeting text.

Checking the Hybrid Room Availability

The hybrid rooms are open to all for booking, and you will need to check the room availability. Once the room is added to the location, click on **Scheduling Assistant** in the ribbon this will show the rooms availability
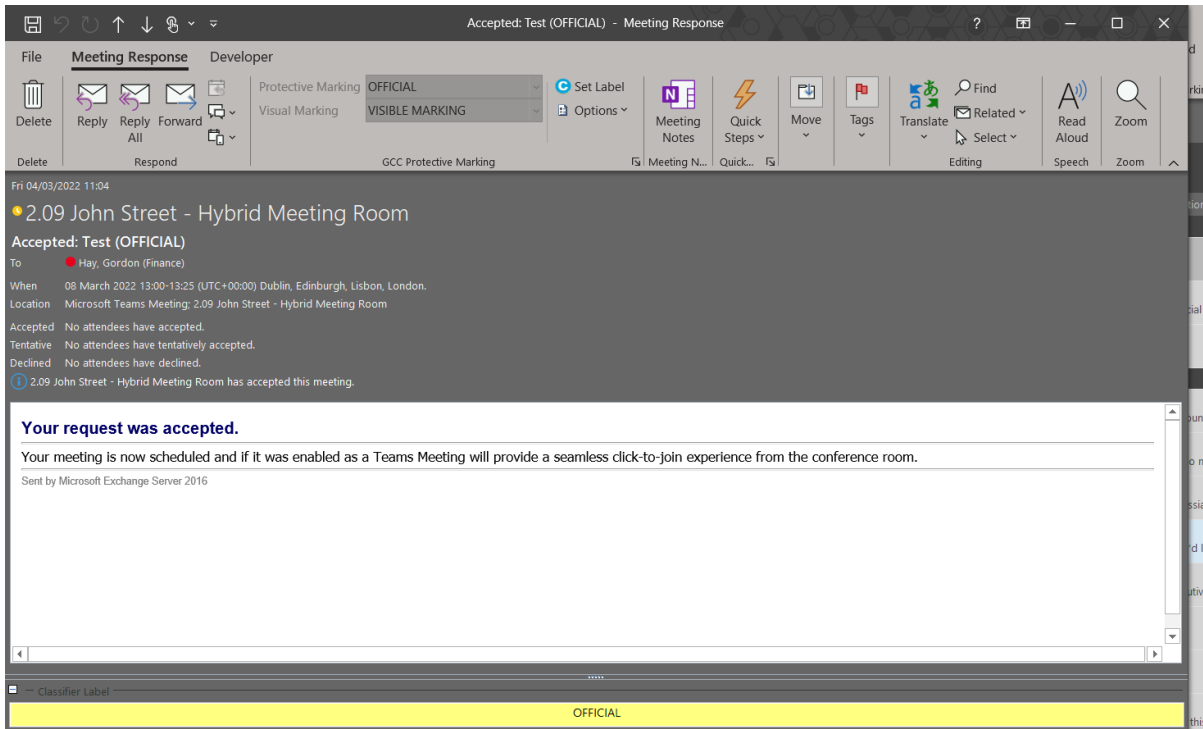
Sending a Hybrid Meeting Request

Once the Hybrid room is added as the location and the attendees have been added you can send the meeting invite as per your normal process.

Booking conformation

Accepted meetings

Accepted hybrid room booking wills show the time blocked out, any request made to the room for this time will be automatically declined. The Hybrid room will send a meeting acceptance email.

Decline meetings

Meetings that are booked at a time when there is already a meeting for that date and time will be auto decline by the hybrid room. The hybrid room will send a meeting declined email.
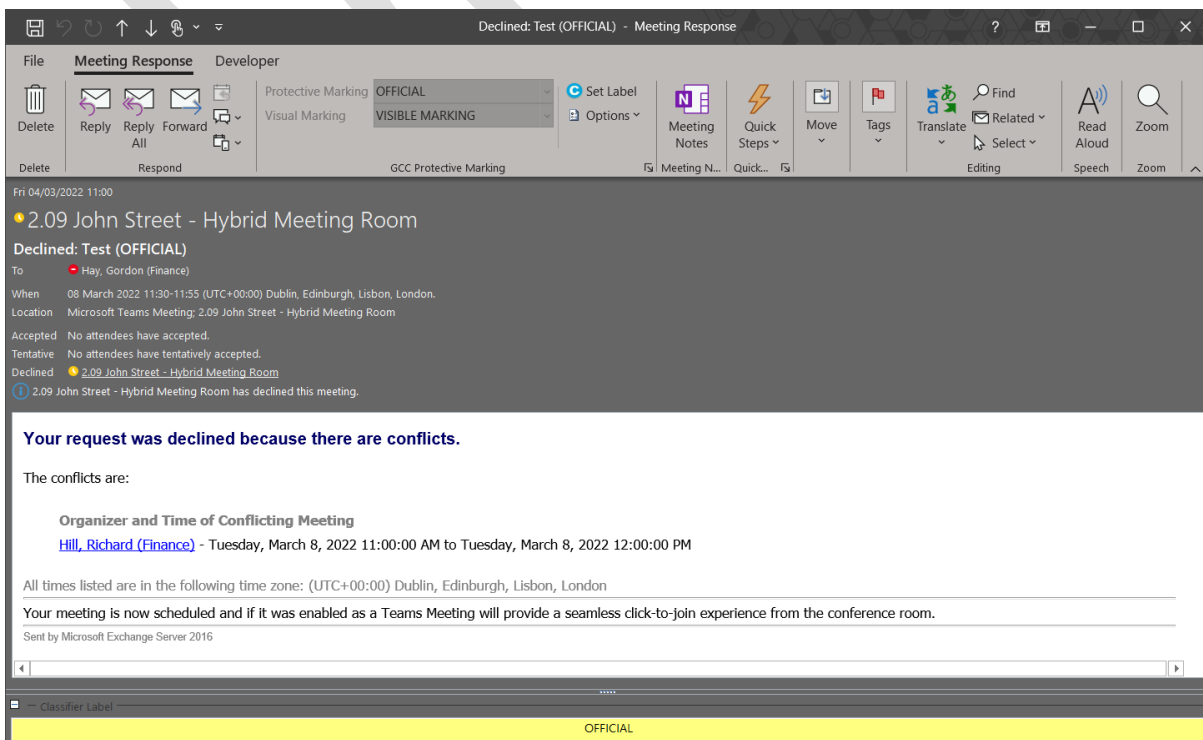
Joining or starting a Hybrid Meeting

Join a scheduled hybrid meeting

Join a scheduled meeting (from the room) just find your meeting on the console and select it to J**oin**.

Any meetings currently happening are at the top of the list. After a meeting ends, it'll stay on the screen for a little while so you can easily join again if you need to.

Manage a meeting

Add a participant

1. Go to **Add participants** and find the people you want to invite.
2. Select people to add them to the list of invitees.
3. After all the people you want to invite are on the list, select Invite.

Raise hand

To raise the hand of the room, select the **hand raise** button on the console

Manage audio

1. Select **Mic** on the room console to mute or unmute the room mic.
2. Select **Volume up** or **Volume down** to adjust the speaker volume or mute the speaker.
3. Mute participants by going to **Participants**, selecting a name, and then **Mute participant**.

Manage video

1. Select **Camera** on the room console to turn the room camera on and off.
2. Choose which video device you want to use, or tap **Camera Off** to stop streaming the room's video

Ending a meeting

Select end meeting (red phone handset icon) on the room console to end the meeting.