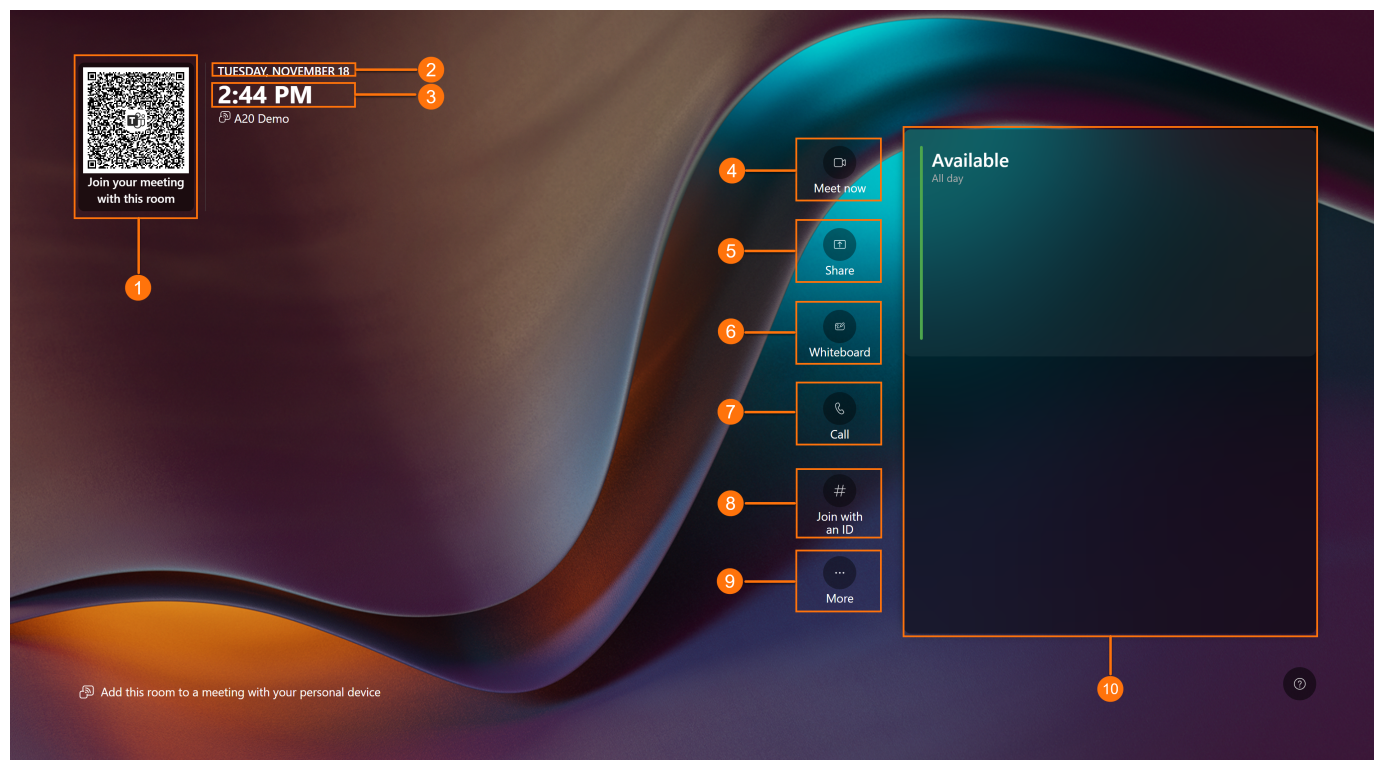


# Quick User Guide for Microsoft Teams

## Teams Rooms Interface

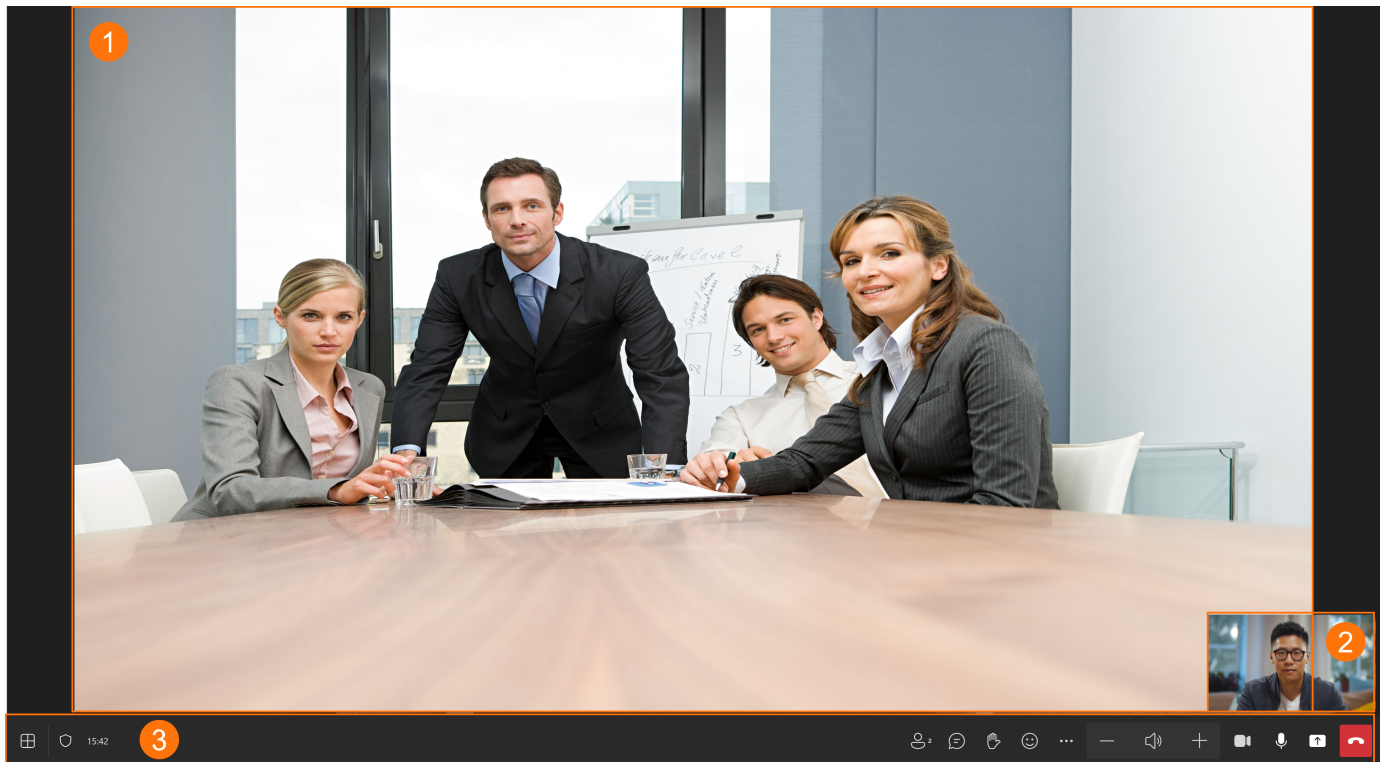


No.	Description
1	Scan to join your meeting in this room.
2	Date.
3	The local time.
4	Start an instant meeting.
5	Start/stop sharing.
6	Open whiteboard.
7	If you have configured a <a href="#">Calling Plan</a> for your Teams account, you can join a meeting by dialing a phone number.
8	Join with a meeting ID.
9	Configure the video conferencing device.

10

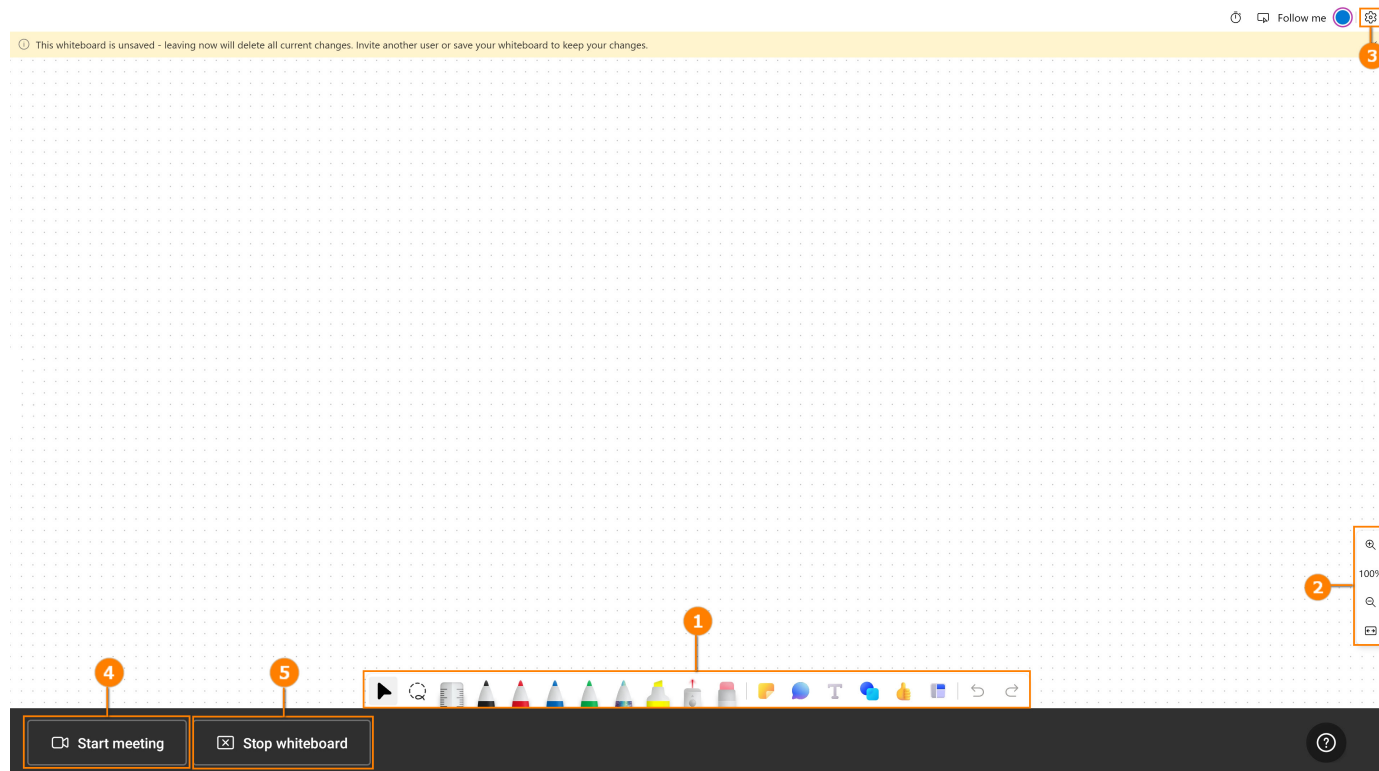
Display scheduled meetings.

## Teams Rooms Meeting Interface



No.	Description
1	Display the remote video screen.
2	Display the local video screen.
3	Meeting controls toolbar.

## Whiteboard Interface



No.	Description
1	<ul style="list-style-type: none"> <li>• Move/zoom in/out of the whiteboard</li> <li>• Circle Contents</li> <li>• Ruler</li> <li>• Brushes/highlighters</li> <li>• Laser point</li> <li>• Ease</li> <li>• Sticky notes</li> <li>• Send comments</li> <li>• Text</li> <li>• Shape</li> <li>• Emojis</li> <li>• Template</li> <li>• Undo</li> <li>• Redo</li> </ul>
2	Zoom the whiteboard
3	Whiteboard setting
4	Start meeting
5	Stop whiteboard

