# ISTITUTO ITALIANO DI TECNOLOGIA

# CREATE TEAMS MEETING

## ICT User Guide

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# Rooms Teams meeting reservation

Thanks to the **Lenovo Thinksmart Hub 500** device, you can actively participate in meetings through **Ms Teams**.

If you want to create a **Teams Meeting**, you need to:

- Book as usual the desired room through the **Rooms bookings portal** and wait for the confirmation of availability from the technical office;

- After receiving the confirmation, open the event from your calendar, and in the meeting tab on the toolbar click on the Microsoft Teams button: follow the instructions given below in the guide;

- On the day of the meeting, all the guests can follow the link in the event;

- The **Teams Meeting a**dd-in lets users schedule a **Teams Meeting** from **Outlook**;

- The add-in is available for **Outlook** on Windows, Mac and mobile.

## CREATE TEAMS MEETING IN OUTLOOK
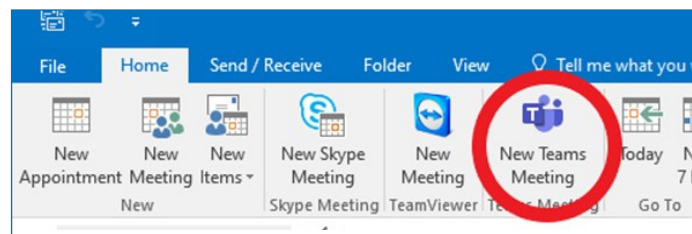


Add your **invitees** and the **room** you have previously booked to the "**To…**" field — you can even invite entire contact groups (formerly known as "distribution lists").

Add your meeting subject, location, start time, and end time - then click **Send**.

You can also invite people **from outside your organization** from Outlook.
Just be sure to **add them as guests** before the meeting starts, or they will have to join anonymously.

Once the meeting is created, you will find it on the screen of the **SmartHub** in the room and join the meeting directly from there.
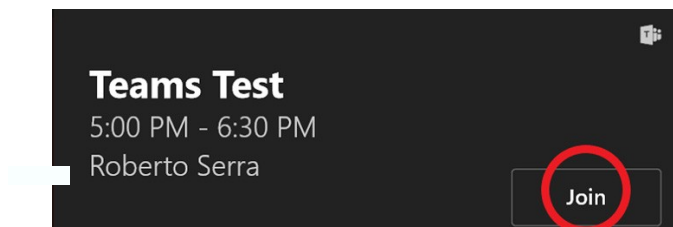
The **Teams Meeting add-in** is **automatically installed** for users who have **Microsoft Teams** and Office (2016/2019/365) installed on their Windows PC.

You will see the **Teams Meeting add-in** on the Outlook Calendar ribbon

If you don't see the **Teams Meeting add-in** in your Outlook client or for any other problem, please contact **ict_servicedesk@iit.it**.