**[Getting Started with Microsoft Teams Rooms](https://cbright.me/blog/2021/2/8/getting-started-with-mtr)**

A common question people ask, especially when beginning to evaluate Microsoft Teams Room (MTR) systems, is ‘How do I get started’? This post walks you through both how to create a room resource account for use on the system, and how to configure the actual MTR application.

Microsoft provides thorough documentation on how to accomplish the resource account creation via PowerShell, but some users may prefer or feel more comfortable using the Admin Center, especially when first getting started. The PowerShell resources can be found at the bottom of this post.

It can take up to 24 - 48 hours for the new account to be fully ready with Microsoft Teams and other services; therefore it is recommended to complete the first half of these steps (Microsoft 365 Configuration) well in advance of installing a room system.

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*Prerequisites & Assumptions:*

* You should have a Microsoft Teams Room Standard (or Premium) license for each MTR system you wish to configure. This license can be obtained directly through the Microsoft 365 admin center, or through a reseller.
* You have the appropriate permissions to complete these steps in the MIcrosoft 365 admin center.
* Your tenant is utilizing Office 365 for Teams and Exchange Online for email / calendar. Other scenarios such as hybrid deployments may require other configuration.

**Microsoft 365 Configuration**

**Creating the Resource Account**

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The first step is to create the room resource account. This account is how the MTR system will sign in and access resources in your tenant. This example assumes that a room does not already exist. If you already have a room resource created, skip to the next step.

To create a room, login to the Microsoft 365 admin center and navigate to Resources -> **Rooms & equipment**. You may need to click **Show all** in the lower left corner to see the Resources section.

Click **Add Resource**, then fill out the appropriate fields (Room name, email address / username, domain, capacity, location, and phone number).

Be sure to record the email address, as that is how you will sign into the MTR in a later step.

**Assigning the Microsoft Teams Room license**

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Once you have created the resource account, you will need to assign the appropriate license. For MTR systems, you will want to use the **Microsoft Teams Room Standard (or Premium)** license. Both licenses cover the necessary services required by MTR systems, while the Premium option adds the Microsoft Managed Rooms monitoring service. More details about the licensing can be found at the end of this post.

To add the license, navigate to Users -> **Active users** and find the room account that was just created. Select it, then click on the **Licenses and apps** tab.

Select a location, add the appropriate license, then click **Save changes**. Keep in mind that it may take up to 24-48 hours for the Teams account to fully provision once the license has been assigned.

**Resetting the Password**

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Once the license has been added, the next step is to set the password for the room. It is recommended to use a password that is suitably complex for your organization’s security requirements. *If this is an existing resource account, ensure that no other services are already using a previously set password.*

To reset the account’s password, click **Reset password** in the header below the room name. Ensure that ‘Automatically create a password’ is unchecked, and enter your desired password.

It is also important to ensure that the ‘Require this user to change their password when they first sign in’ box is *not* checked, as MTR systems are unable to reset passwords themselves.

Once you click save changes, you will be presented with a success page, which includes an option to have this password emailed to you as the admin. Make sure to record your new password!  
  
*You should also ensure that this newly created account is exempt from any password expiration policies, and that it does not require Multi-Factor Authentication (MFA).* If your organization does have a Microsoft 365 password expiration policy, instructions can be found at the end of this post on how to exempt this new user from that policy.

**Teams Room Configuration**

Once you have done the preliminary work to create the room resource account, you are ready to begin configuring the room system. For this example, I will be setting up a Crestron Flex UC-CX100-T system, and I’ve already paired the interface with my UC-Engine (compute device). Instructions on how to pair these can be found in the appropriate quick start guide.

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*EULA*

When your system first boots, you will see the standard Windows prompts for language and keyboard layout selection. Once those have been selected, the system will reboot a few times and you should be greeted by the Microsoft EULA page. Select the **Agree** checkbox at the bottom and tap **Next**.

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*Account*

Enter the room resource account’s Email and Password on this page. In most cases, you should also toggle **Modern Authentication** to **On** to ensure that your MTR can securely authenticate.

There are three application / meeting modes for MTR systems. Select the appropriate option for your environment, which is generally **Skype for Business and Microsoft Teams (default)**.

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*Advanced*

The next page will automatically populate the Exchange sign-in address based on the Email field from the Account screen. Only modify the fields on this page if your environment requires it.

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*Finish*

Once you have reached the final page, you can tap the Finish button, and your system will reboot. When it comes back, it will automatically sign into Teams and Exchange based on the information you have entered.

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*Main Screen*

Once your system reboots, you should see the MTR home screen. You can now configure additional settings such as the theme, peripherals, and more. To access these settings, tap More -> **Settings**, and sign in with the admin password. The default password is ‘sfb’, and *it is highly recommended to change this shortly after configuring your system.*

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*About*

After you sign in, you will see the About page. This shows your MTR application version, Windows version, and network information at a glance. The Account and Advanced pages will already have the information entered previously.

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*Meetings*

On this page, you are able to configure various options controlling how the device behaves, such as enabling or disabling automatic screen sharing, showing meeting names, and automatically leaving meetings. This is also where you can enable third party meeting direct guest join for Cisco Webex or Zoom.

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*Device*

This page allows you to configure device specific settings, including support for dual Front of Room displays (Dual monitor mode), support for proximity join from Teams clients (Bluetooth beaconing), and allowing you to send logs to an email address. Adding an email for logs can be useful so that in the event a user taps the ‘Report a Problem’ button, the logs are sent to an admin or group in your organization.

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*Peripherals*

This page allows you to select the audio devices (mic and speaker) that the system will use. Additionally, you have the option to select a Content Camera, but this isonly for Microsoft-certified whiteboard capture cameras. The room / standard camera will be selected automatically by the application when a camera is connected.

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*Theme*

You also have the option to select one of several included themes. If you wish to load your own custom background, follow the link below.

Once you have configured the system to your liking, tap **Save and exit**. Depending on what configuration changed, your system may reboot. You can also tap **Windows Settings** to access the admin side of the device for more advanced settings.

When you tap **Windows Settings**, you will be brought to the standard Windows 10 desktop. From there, you are able to change any settings unique to your environment, such as renaming the device, changing network settings, and changing the admin user’s password. *As a best practice to secure the device, it is highly recommended to change the admin user’s password immediately after setting up the device.* Crestron Flex systems also include a **Crestron Settings** application in the Start Menu, which allows you to pair with a control system, load a smart graphics project, configure advanced camera settings, and view device diagnostics. Stay tuned for another blog post exploring those options further.