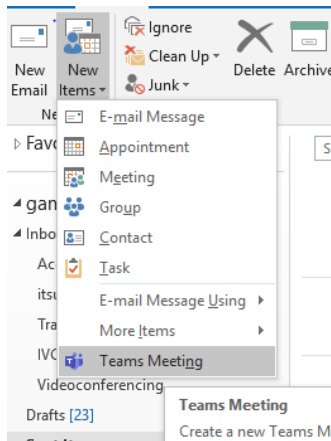


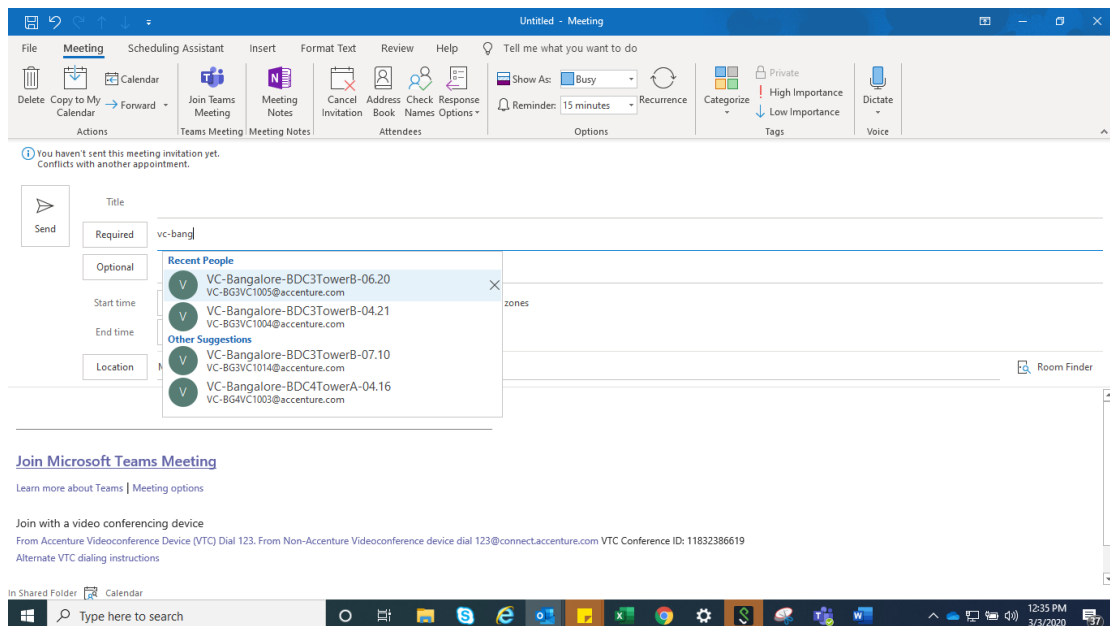
This is to keep you informed the **Microsoft Teams** is now rolled out in place of Skype for business, going forward you need to schedule Microsoft Teams meeting through your outlook calendar.

Please find the below steps for reference for the Booking Process.

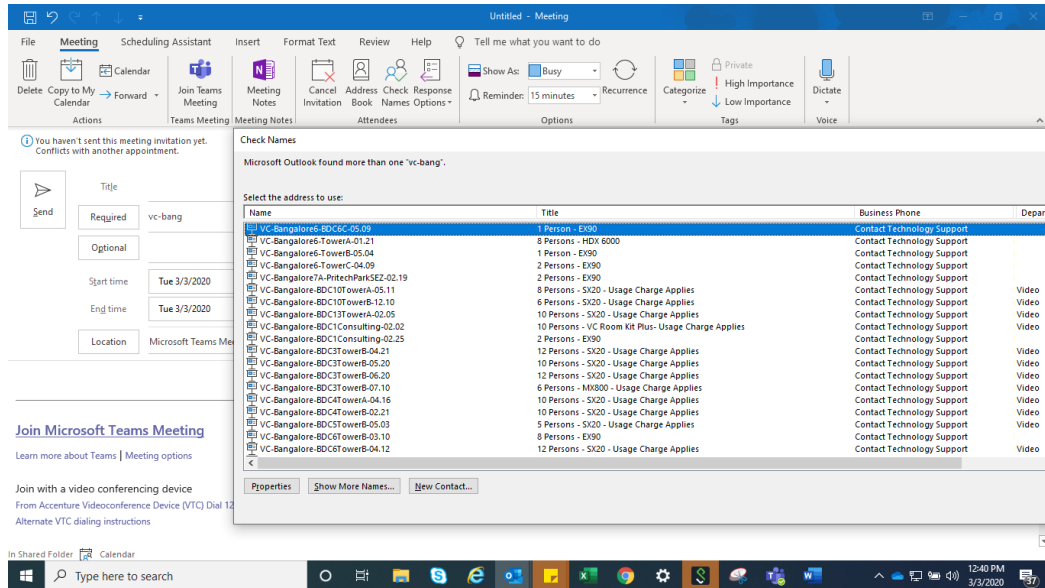
1. Click on New Items in your outlook home page and select **Teams Meeting**.



2. Once Clicked on **Teams Meeting** you will be getting a new window opened with the **Teams Conference ID** generated.



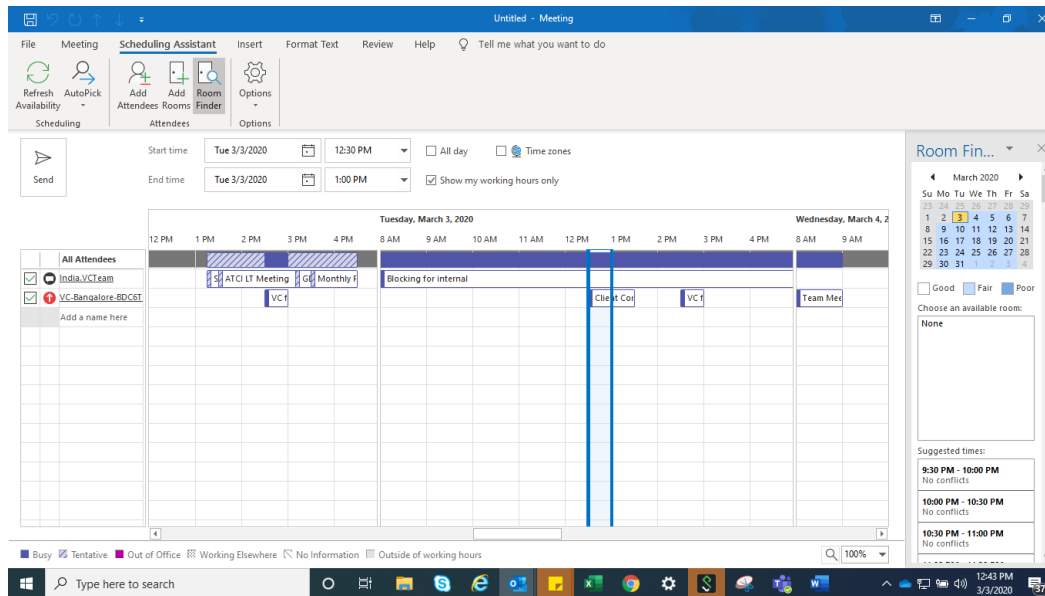
- Then click on “Required Tab” option to select the VC room. Following the below steps.



In the search bar type in “VC -” to see list of video conferencing systems that are available across the globe.

example: Type **VC-Bangalore** & do **CTRL + K** key to populate list of VC rooms in BDC facility.

- Check in the scheduling assistant if the selected video conferencing systems are free, if the system is available it would be show up as blank(available), if it is occupied it would show the meeting details highlighted in a **Blocked Cells**.



5. If you see the time you have chosen is available without any conflicts, then go back to the appointment and click on **“SEND”** button.
6. You will find the **VTC Conference ID** at the bottom right corner of the Teams Invite which you will have to share with the VC participants joining from the VC rooms.

Steps To Connect From The Video Conferencing Rooms:

- Dial 123 from the Video conference Touch Panel.
- You will be directed to Teams IVR page prompting you to enter the VTC conference ID.
- You need to enter the **VTC Conference ID** followed by # to join the Teams Meeting.