

How to join a Zoom or Microsoft Teams Meeting Using Airtame Rooms

1198 August 14, 2023 [Airtame](#) 812

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Starting an Airtame Rooms meeting session

Open **Airtame** app

Locate the display that will join the meeting. The name will be the same as it appears on the physical display in the room

Click the "**Join Call**" button next to the display

Enter the PIN code that appears on the display

A new window will appear where you can join either a Zoom or Microsoft Teams meeting

Optionally you can sync your Outlook calendar with the Airtame app to allow you join meetings with one click

Syncing your Outlook calendar

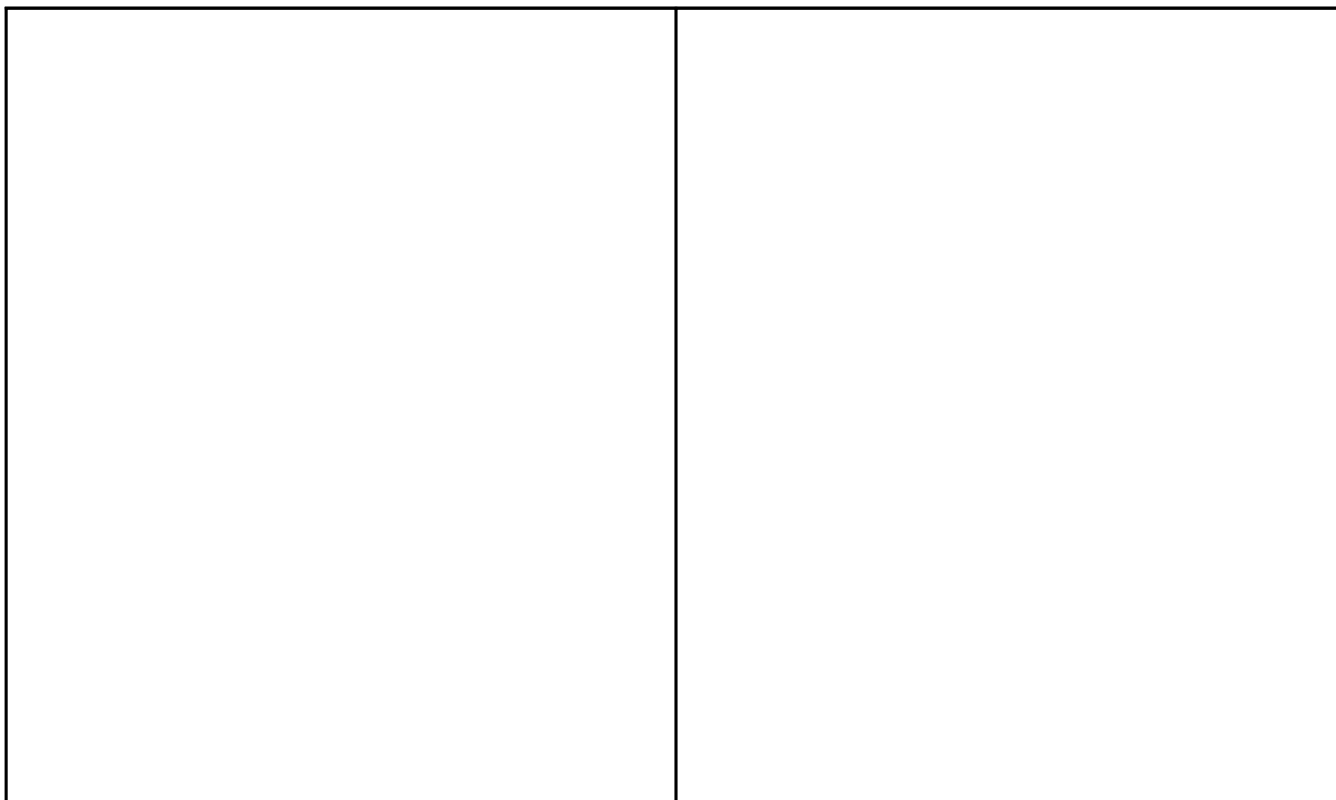
Syncing your Outlook calendar with the the Airtame app will allow to join upcoming Zoom or Microsoft Teams meetings with one click. This will be the easiest way to join meetings

Click the "**Sign in with Microsoft**" button

A new browser window will open

Log in using your **LPS account** if prompted

A page will appear asking to allow calendar integration with Airtame Rooms. Click the "**Continue**" button



Joining a Microsoft Teams meeting

Join a meeting using calendar sync

Start an Airtame Rooms meeting session

If the calendar sync is enabled your upcoming meetings will be listed in the window

Click the "**Join**" button under the appropriate meeting to have the display join it

If the host has a waiting room enabled make sure they admit the display into room

Join a meeting manually

Start an Airtame Rooms meeting session

Click on "**Microsoft Teams**" from the menu on the left side

Enter or paste the full link to the meeting. This is the link you would normally click on to join a meeting from your email

Teams Meeting email	Right-click link, select " Copy Hyperlink "

Your camera and/or microphone may be muted after joining a meeting. Click the button next to "**Camera**" or "**Microphone**" to turn these on or off

To leave a meeting click the "**Leave Meeting**" to disconnect

Joining a Zoom meeting

Join a meeting using calendar sync

Start an Airtame Rooms meeting session

If the calendar sync is enabled your upcoming meetings will be listed in the window

Click the "**Join**" button under the appropriate meeting to have the display join it

If the host has a waiting room enabled make sure they admit the display into room

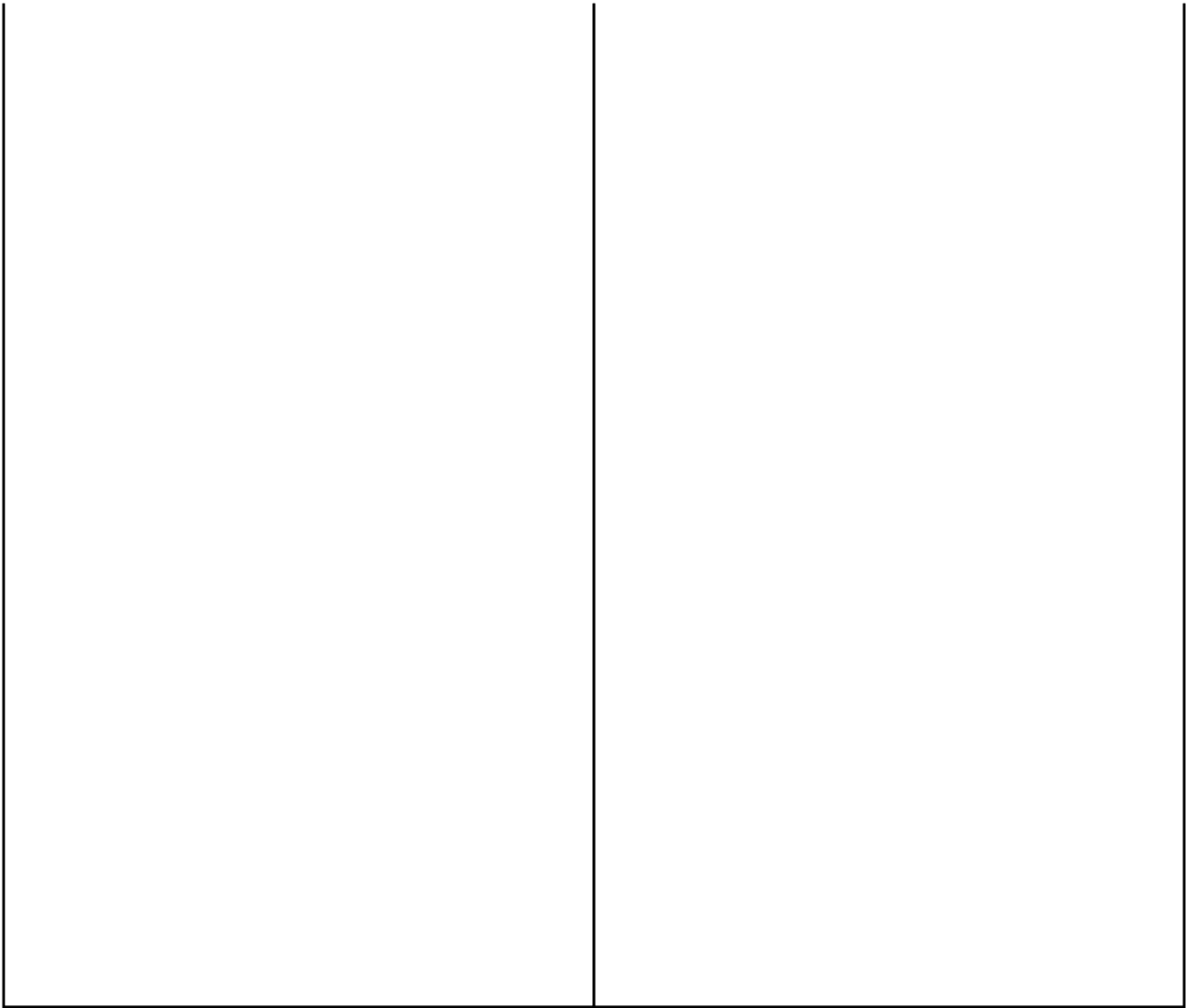
Join a meeting manually

Start an Airtame Rooms meeting session

Click on "**Zoom**" from the menu on the left side

Enter or paste the meeting ID and passcode for the meeting. This is usually displayed in the Zoom meeting event in your email calendar

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Your camera and/or microphone may be muted after joining a meeting. Click the button next to **"Camera"** or **"Microphone"** to turn these on or off

To leave a meeting click the "**Leave Meeting**" to disconnect

Online URL: <https://kb.lawrence.k12.ma.us/article.php?id=1198>