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

1198 August 14, 2023 Airtame 326

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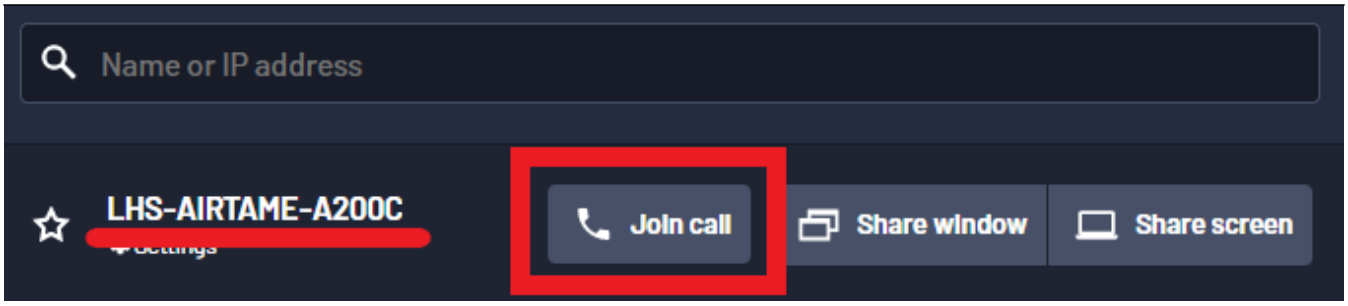
Starting an Airtame Rooms meeting session

Open **Airtame** app

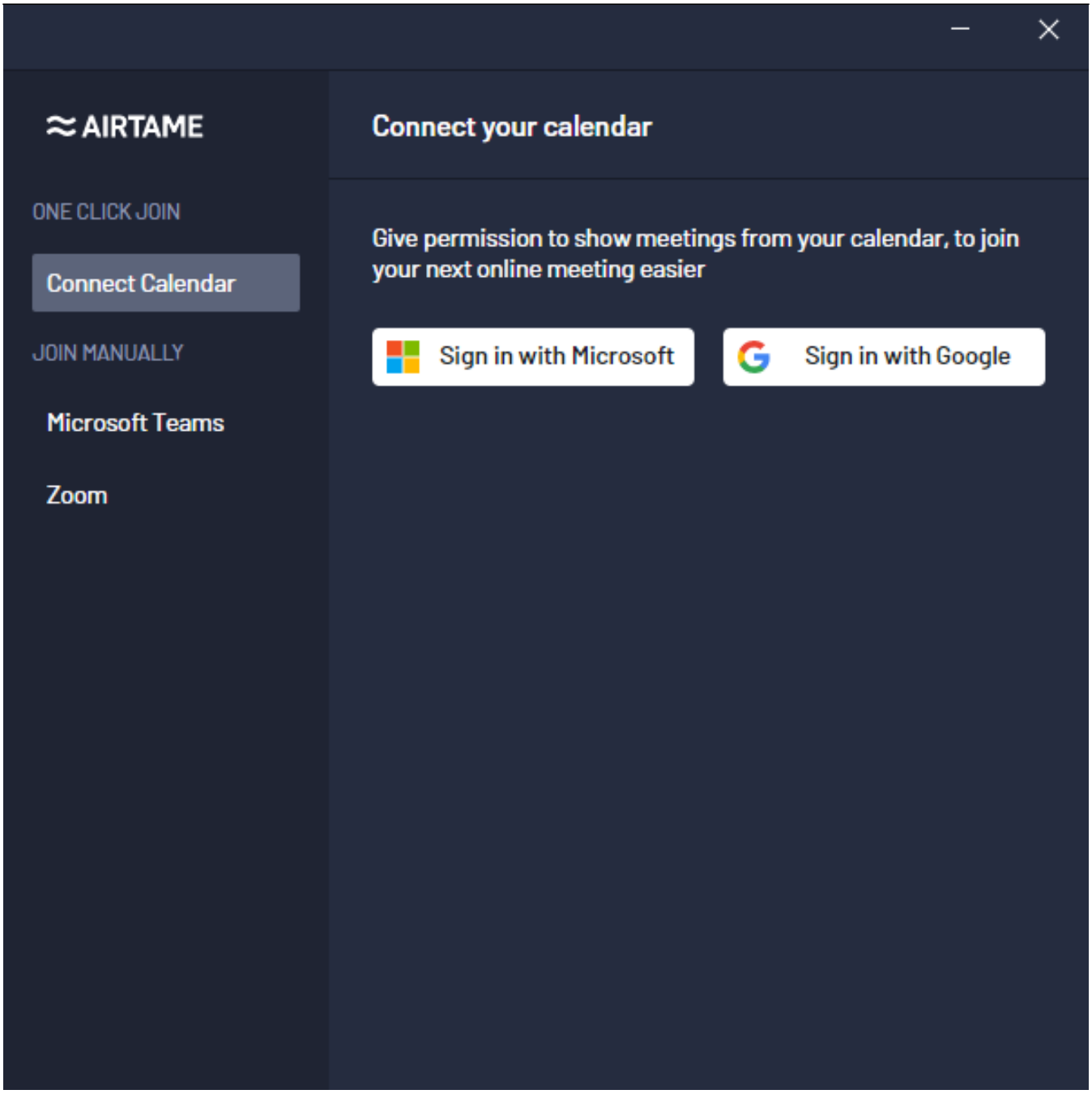
Locate the display that will join the meeting. The name will be the same as it appears on the physical display in the room

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

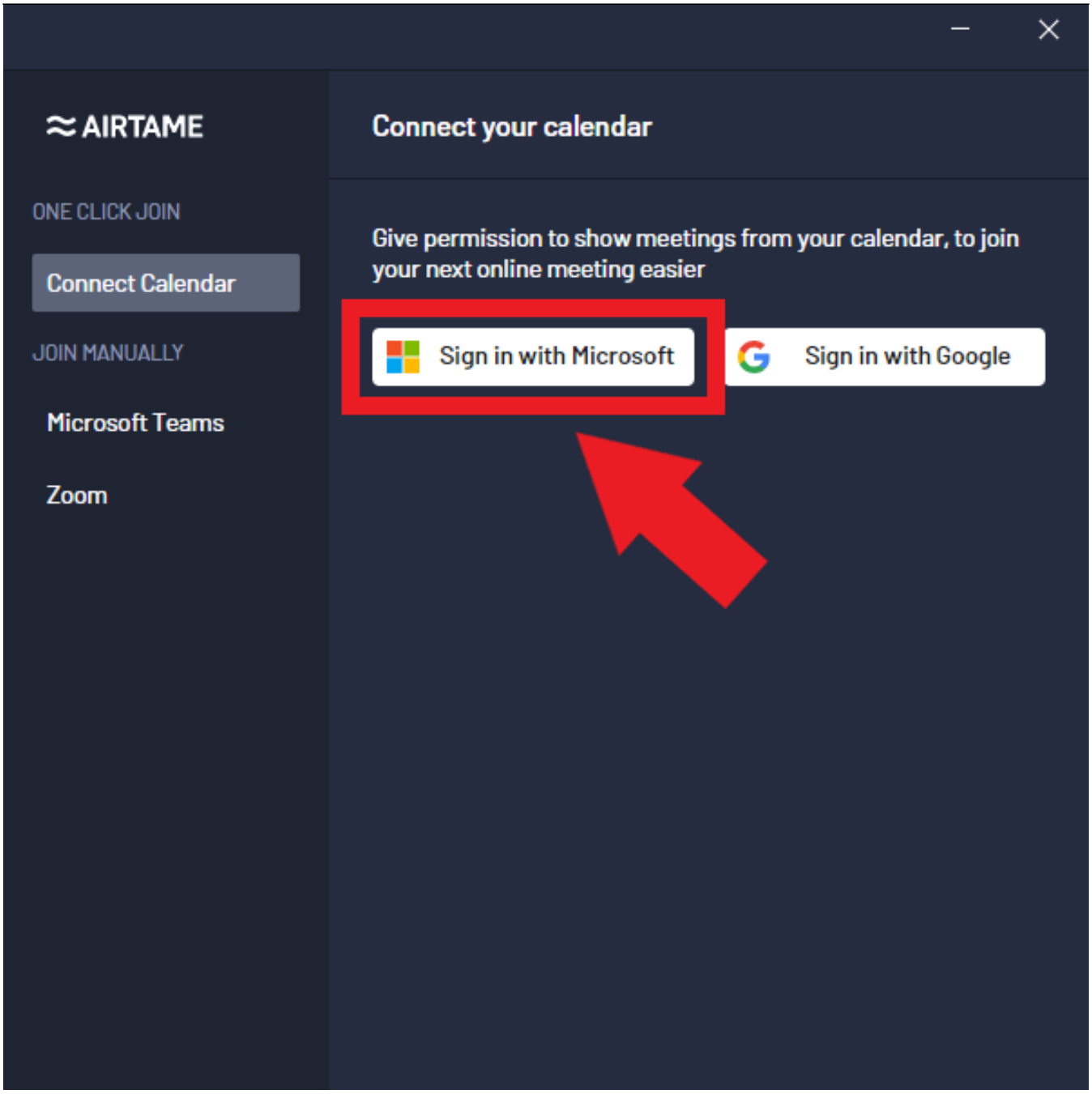

AIRTAME
ONE CLICK JOIN
Connect Calendar
JOIN MANUALLY
Microsoft Teams
Zoom
Connect your calendar
Give permission to show meetings from your calendar, to join your next online meeting easier
Sign in with Microsoft
Sign in with Google

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

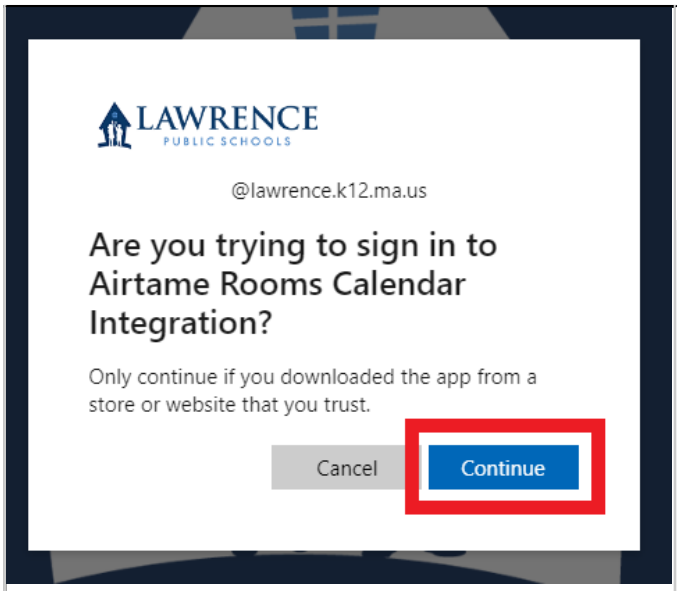
Click the "**Sign in with Microsoft**" button

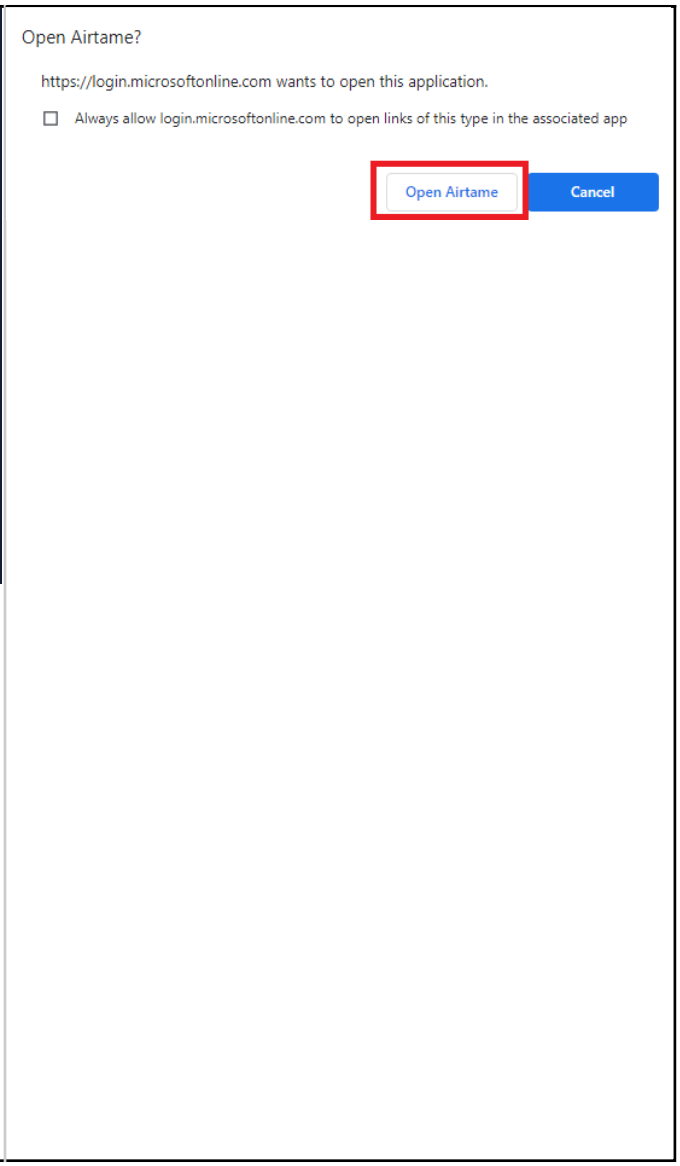

AIRTAME
ONE CLICK JOIN
Connect Calendar
JOIN MANUALLY
Microsoft Teams
Zoom
Connect your calendar
Give permission to show meetings from your calendar, to join your next online meeting easier
Sign in with Microsoft
Sign in with Google

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





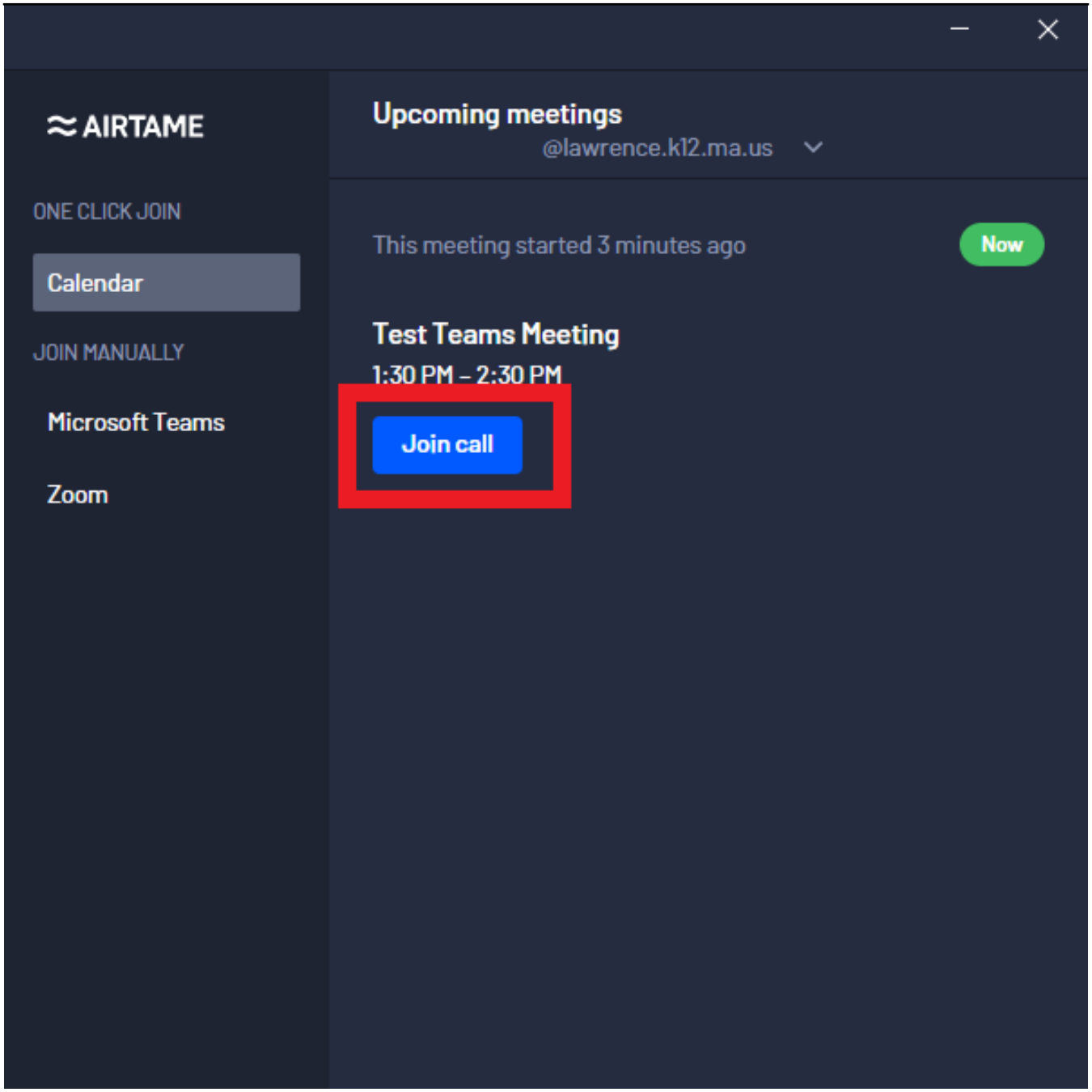
Joining a Microsoft Teams meeting

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

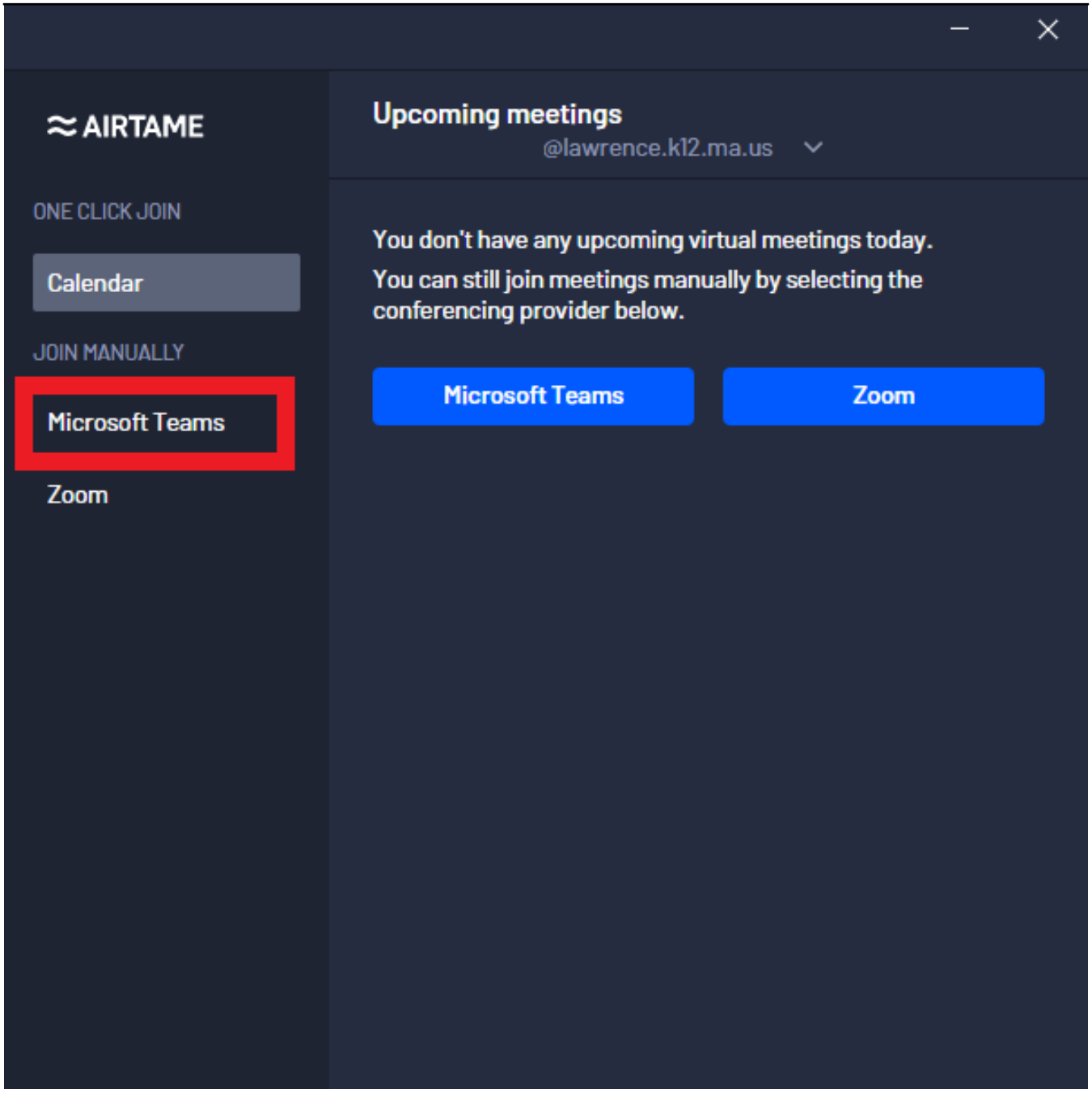


If the host has a waiting room enabled make sure they admit the display into room

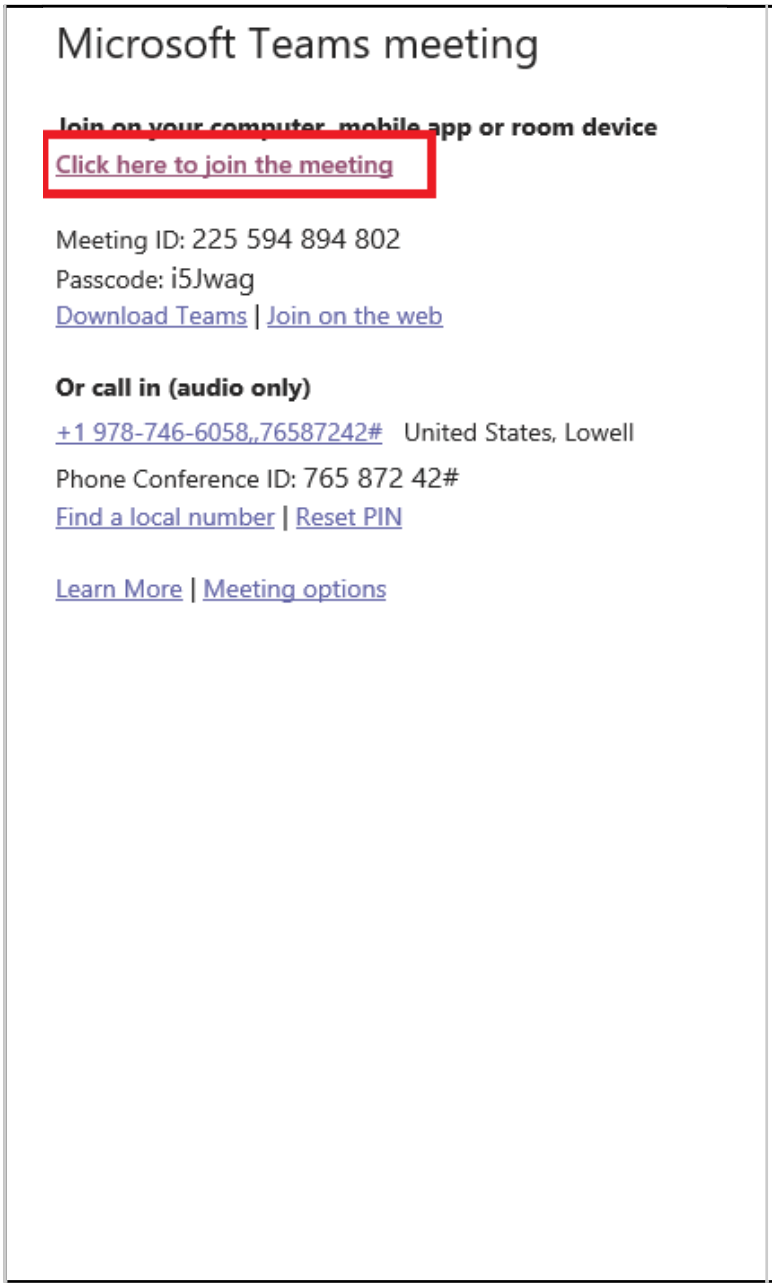
Join a meeting manually

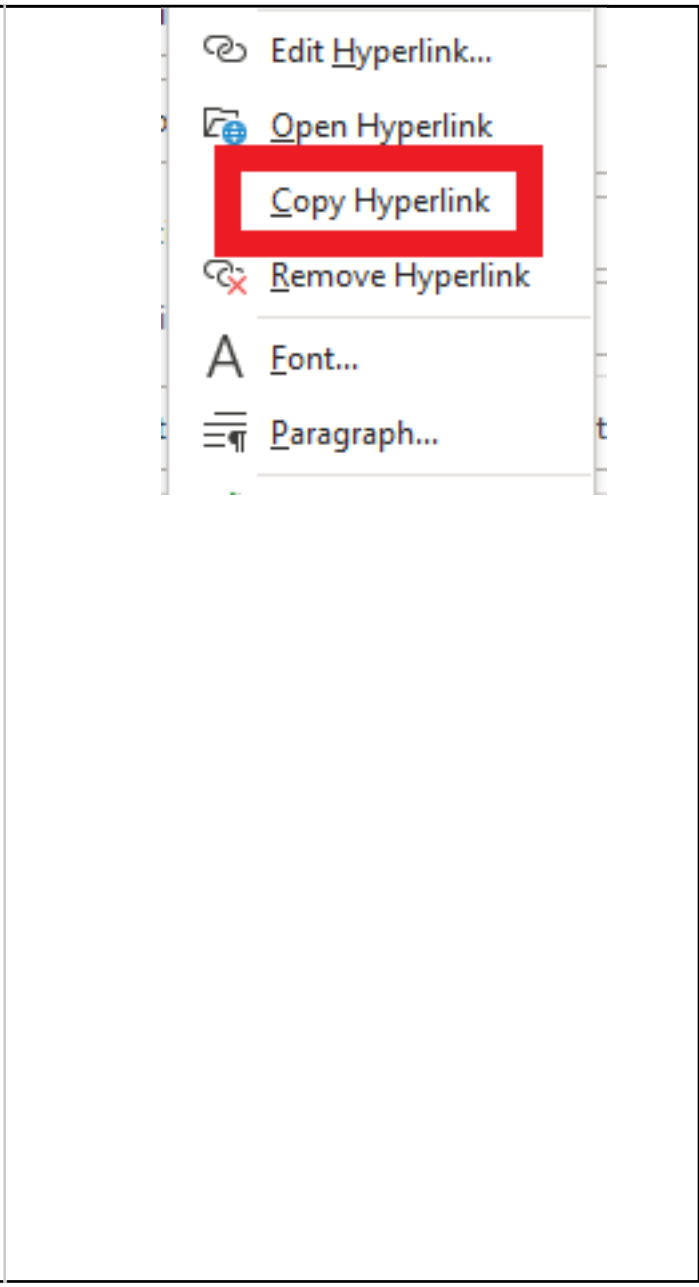
Start an Airtame Rooms meeting session

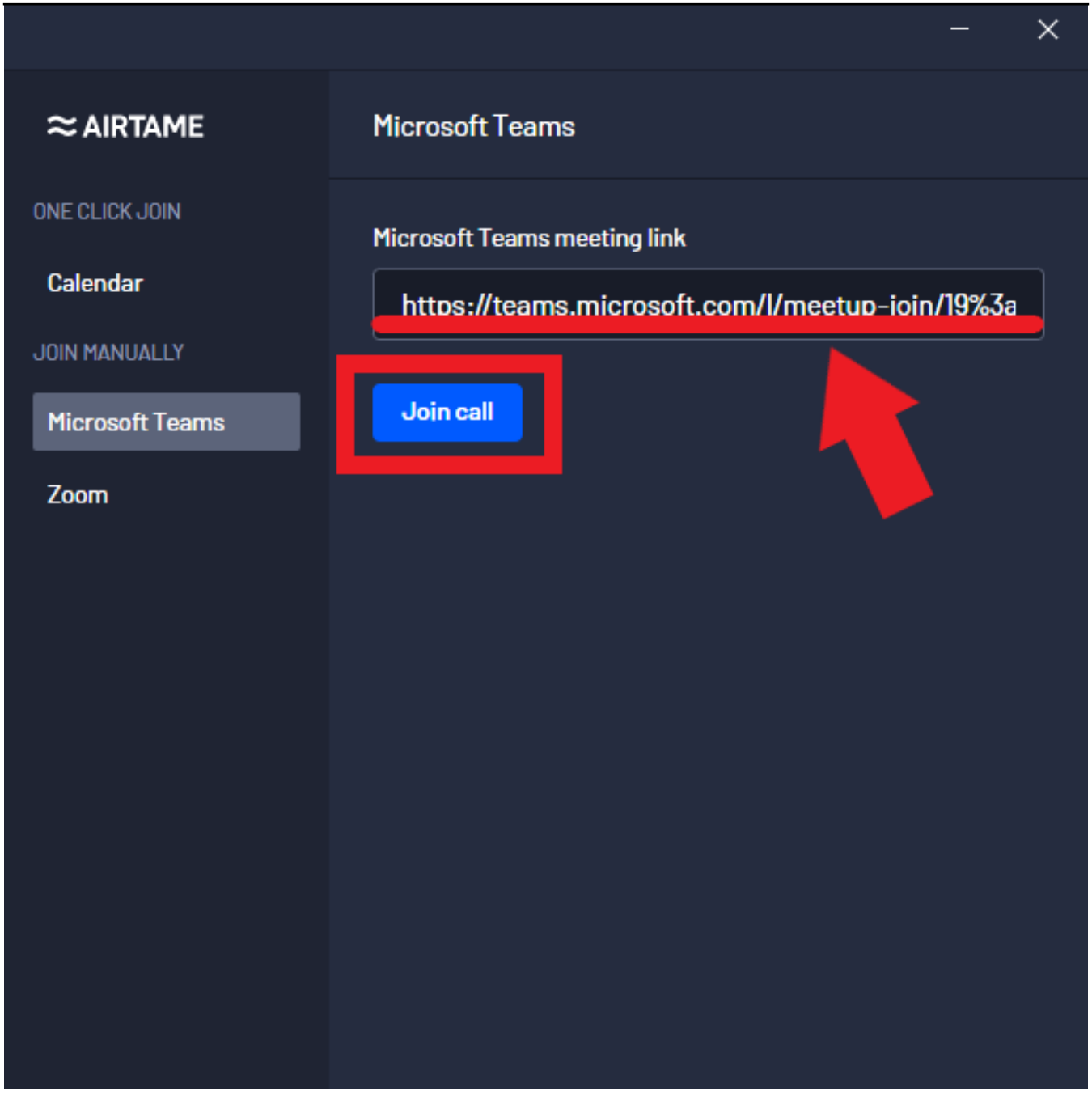
Click on "**Microsoft Teams**" from the menu on the left side


AIRTAME
ONE CLICK JOIN
Calendar
JOIN MANUALLY
Microsoft Teams
Zoom
Upcoming meetings
@lawrence.k12.ma.us
You don't have any upcoming virtual meetings today.
You can still join meetings manually by selecting the conferencing provider below.
Microsoft Teams
Zoom

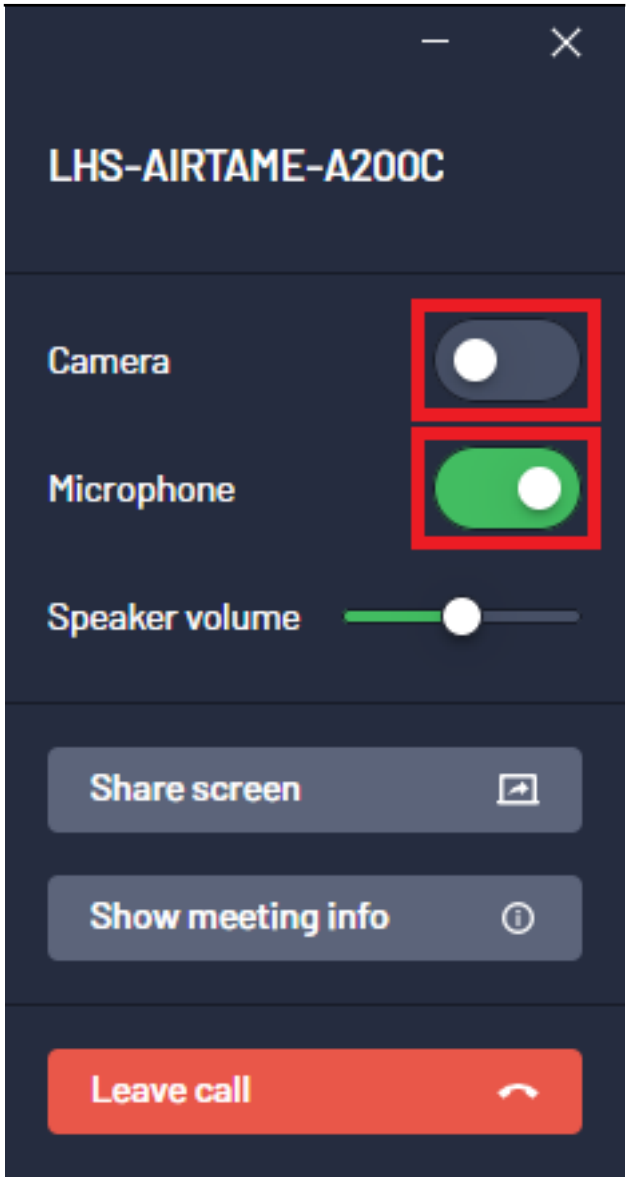
Enter or paste the full link to the meeting. This is the link you would normally click on to join a meeting from your email



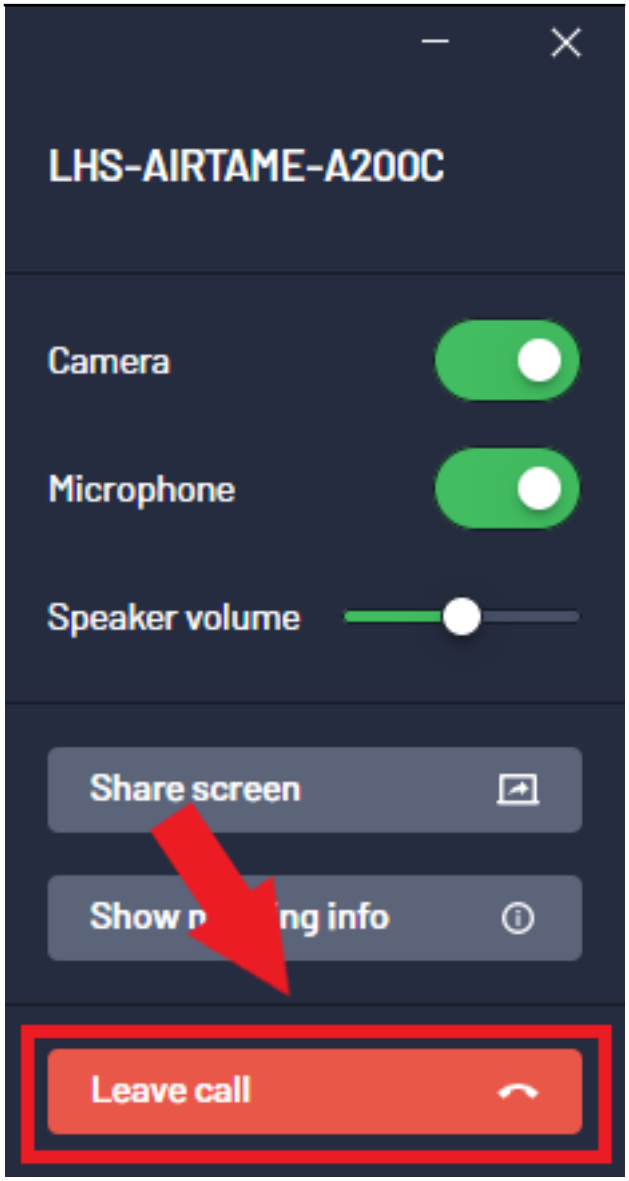



AIRTAME
ONE CLICK JOIN
Calendar
JOIN MANUALLY
Microsoft Teams
Zoom
Microsoft Teams
Microsoft Teams meeting link
https://teams.microsoft.com/l/meetup-join/19%3a
Join call

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


LHS-AIRTAME-A200C
Camera
Microphone
Speaker volume
Share screen
Leave call

Joining a Zoom meeting

Join a meeting using calendar sync

Start an Airtame Rooms meeting session

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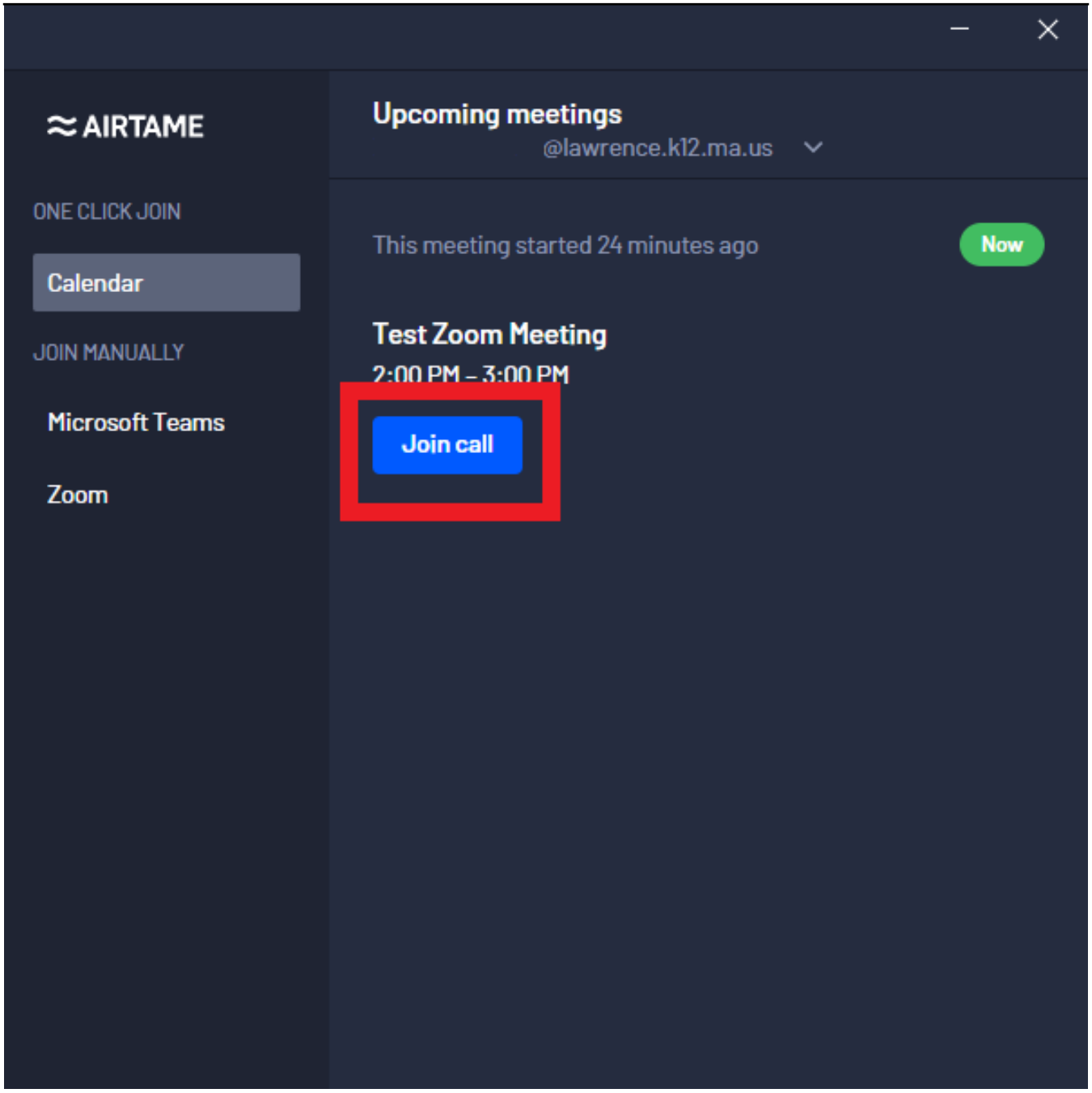
Click the "**Join**" button under the appropriate meeting to have the display join it

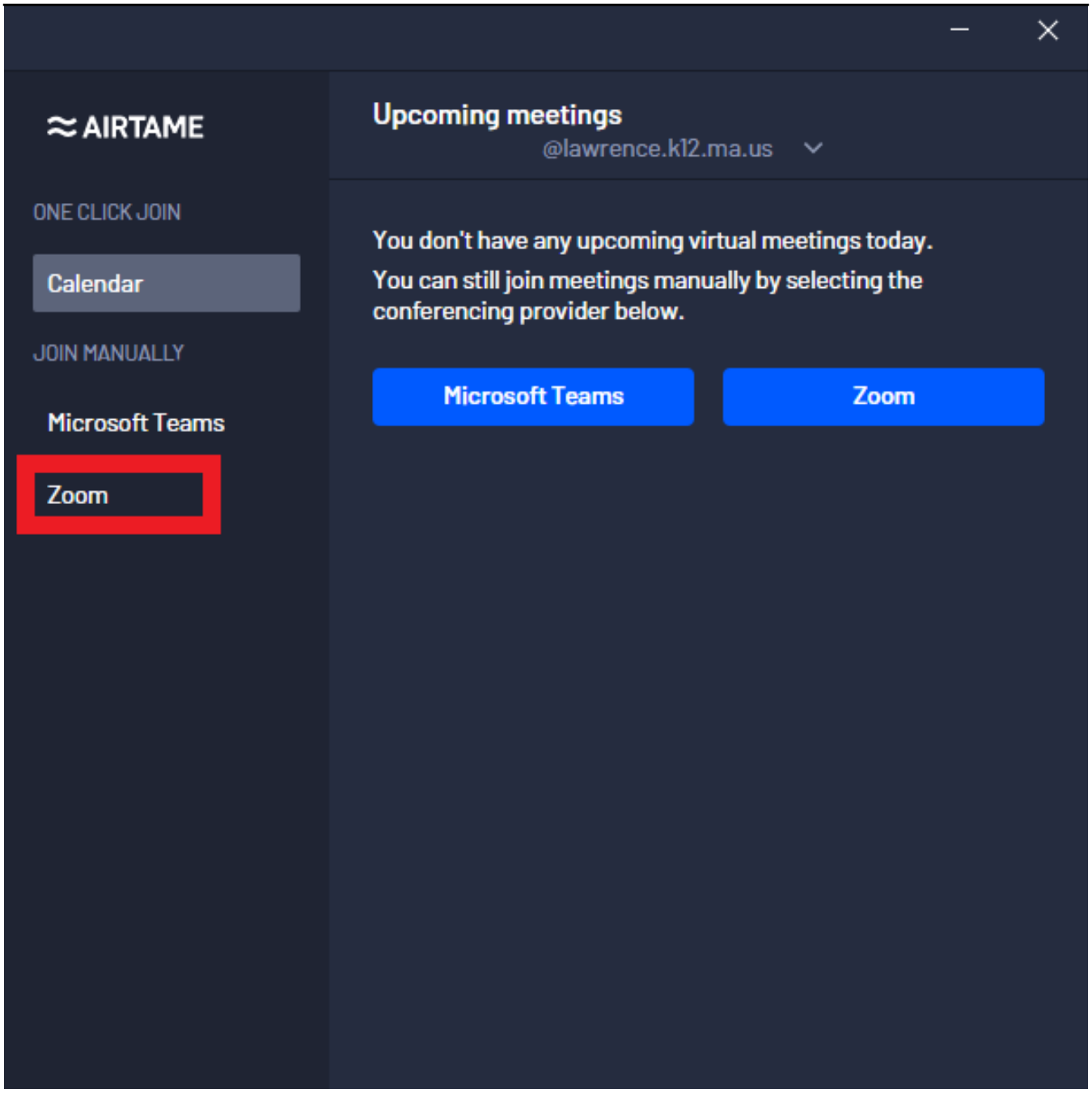

AIRTAME
ONE CLICK JOIN
Calendar
JOIN MANUALLY
Microsoft Teams
Zoom
Upcoming meetings
@lawrence.k12.ma.us
This meeting started 24 minutes ago
Now
Test Zoom Meeting
2:00 PM – 3:00 PM
Join call

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

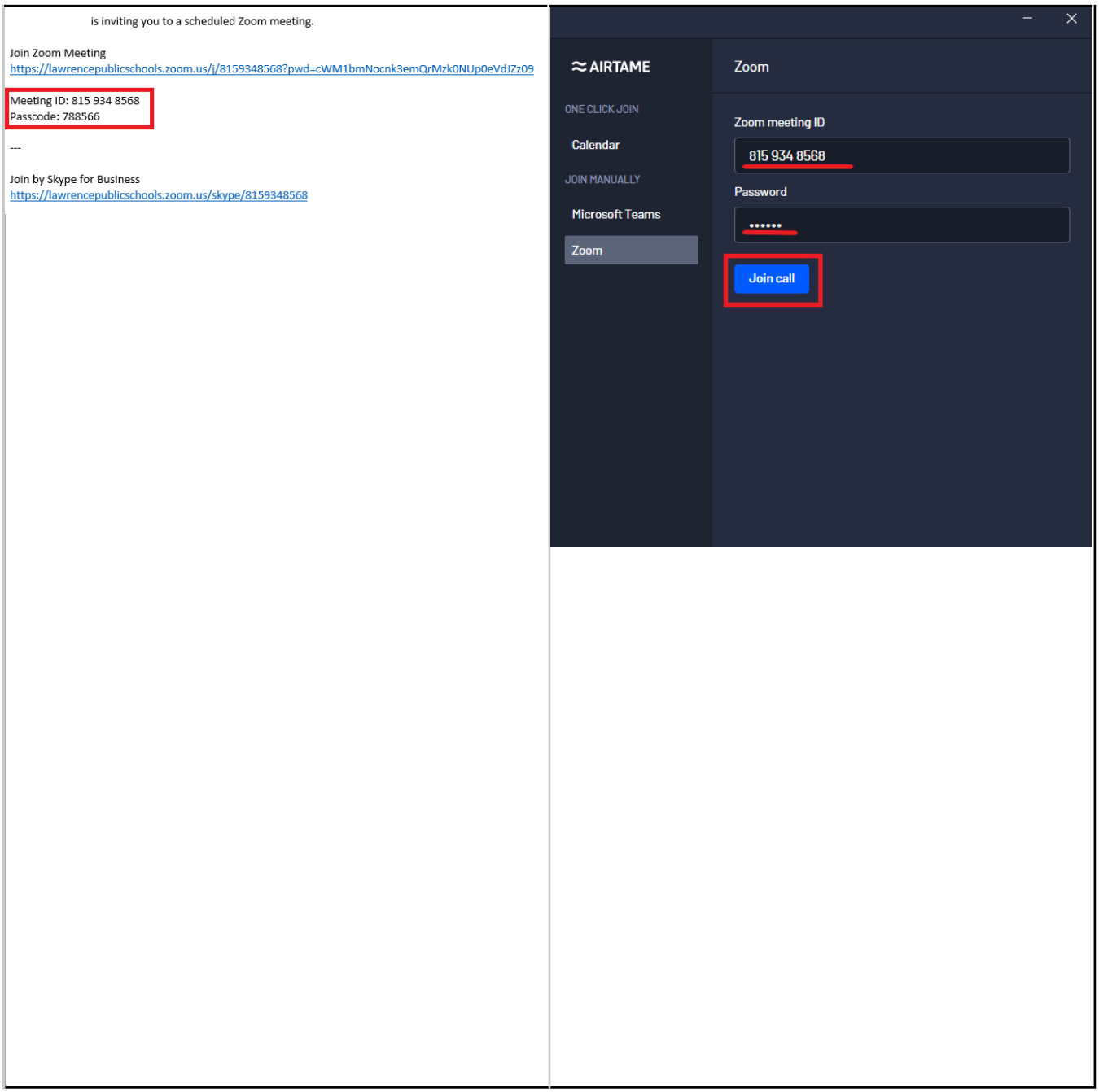
Join a meeting manually

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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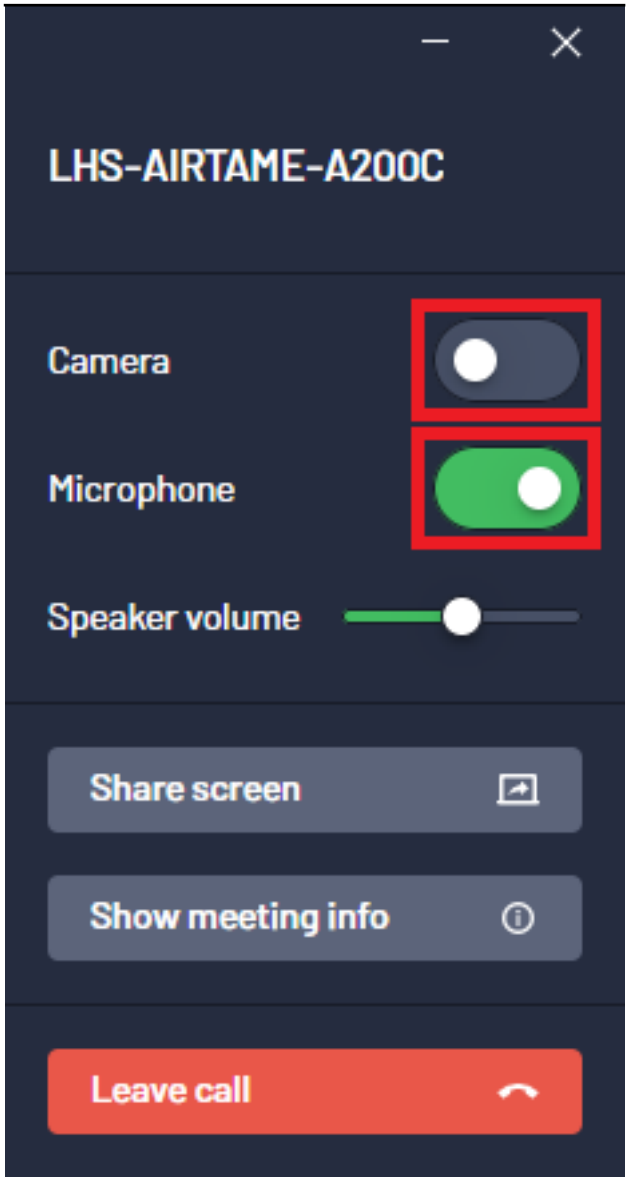
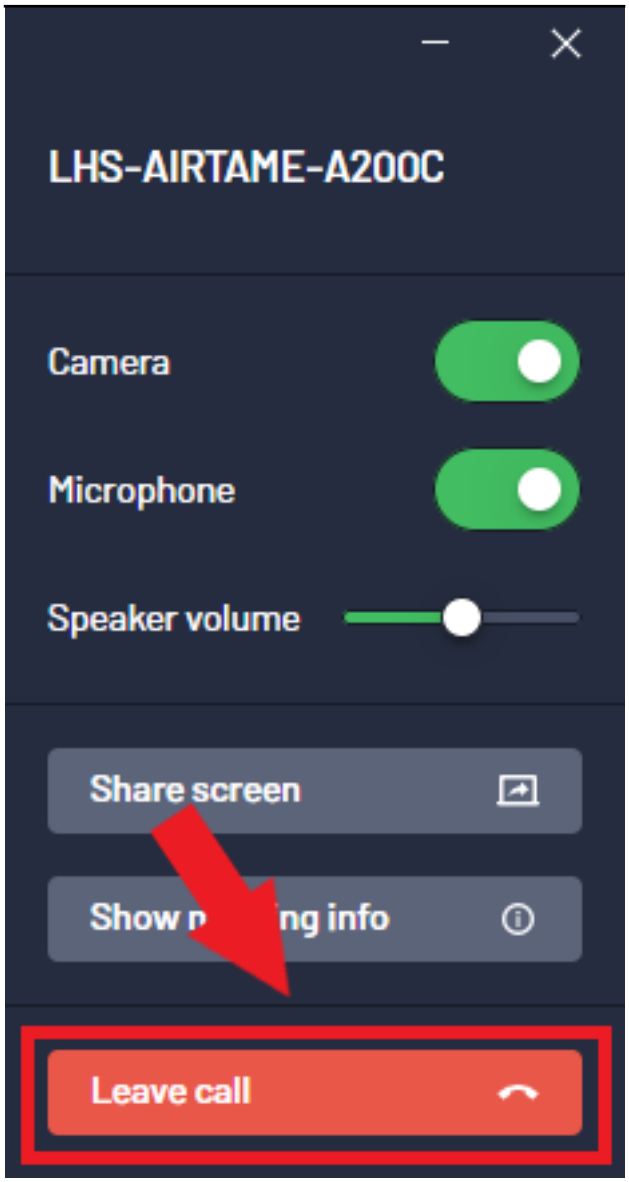

LHS-AIRTAME-A200C
Camera
Microphone
Speaker volume
Share screen
Show meeting info
Leave call

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



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