

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

1198 August 14, 2023 [Airtame](#) 326

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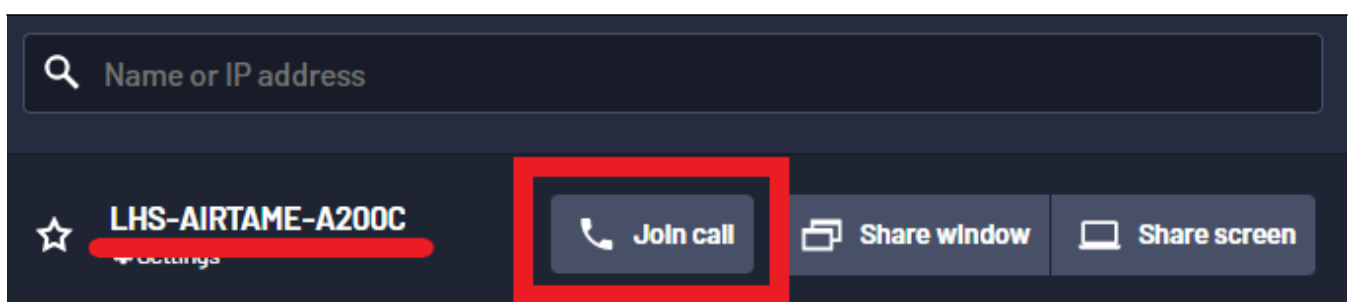
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## Starting an Airtame Rooms meeting session

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



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

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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



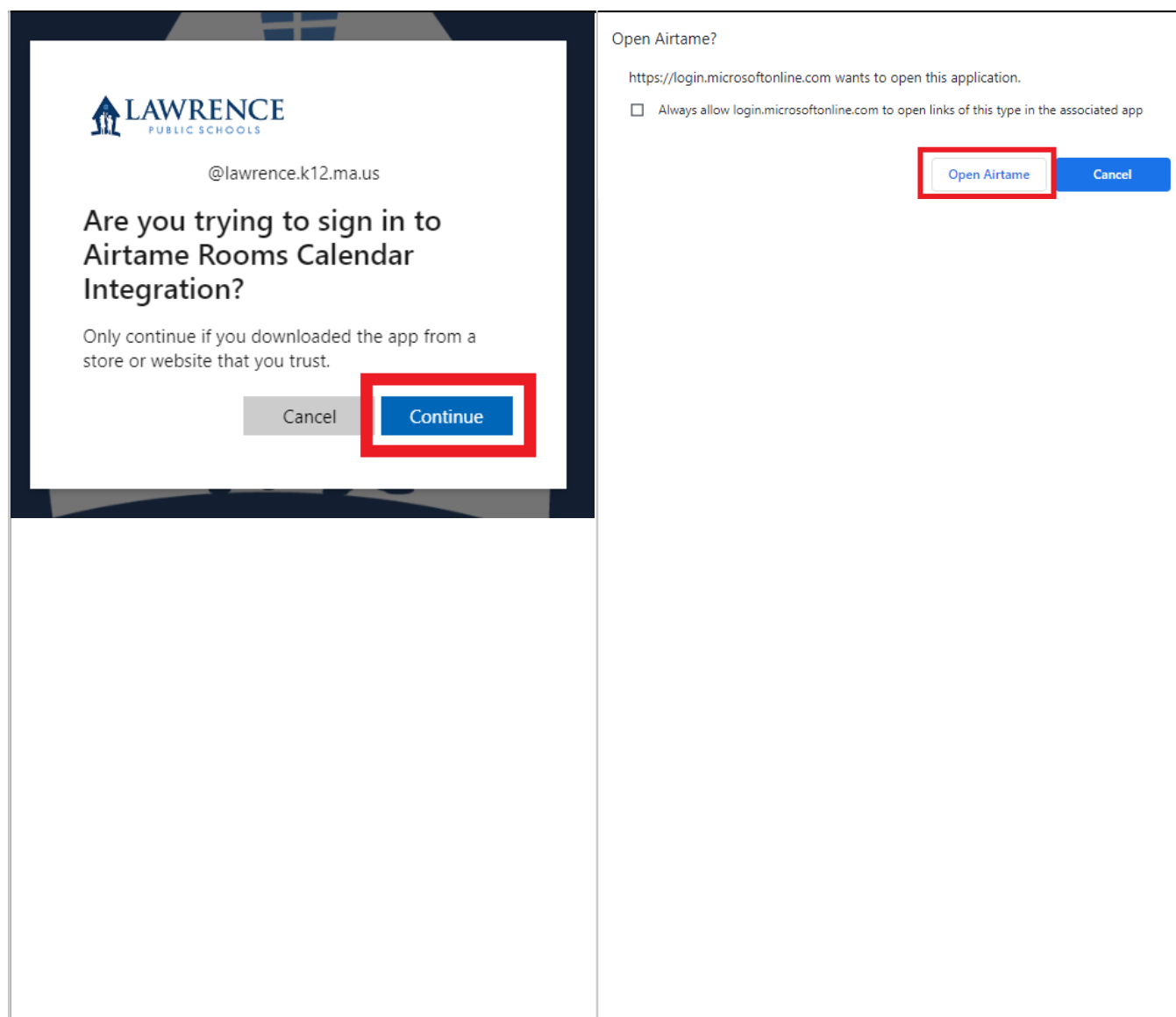
Sign in with Google



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



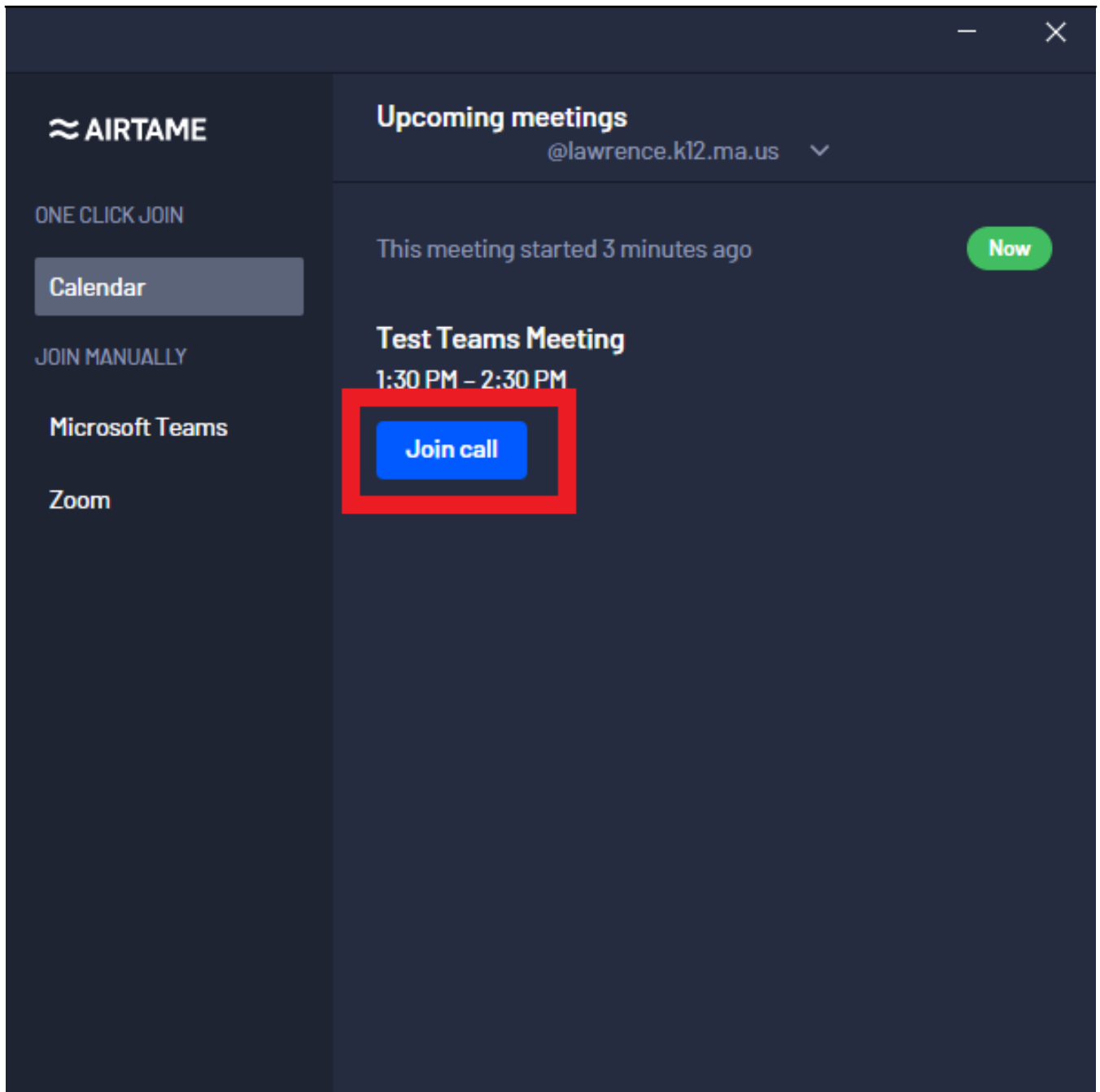
## Joining a Microsoft Teams meeting

### 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

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 225 594 894 802

Passcode: i5Jwag

[Download Teams](#) | [Join on the web](#)

**Or call in (audio only)**


[+1 978-746-6058](tel:+19787466058), [76587242#](tel:+19787467658) United States, Lowell

Phone Conference ID: 765 872 42#


[Find a local number](#) | [Reset PIN](#)

[Learn More](#) | [Meeting options](#)

 Edit Hyperlink...

 Open Hyperlink

Copy Hyperlink

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ONE CLICK JOIN

Calendar

JOIN MANUALLY

Microsoft Teams

Zoom

## Microsoft Teams

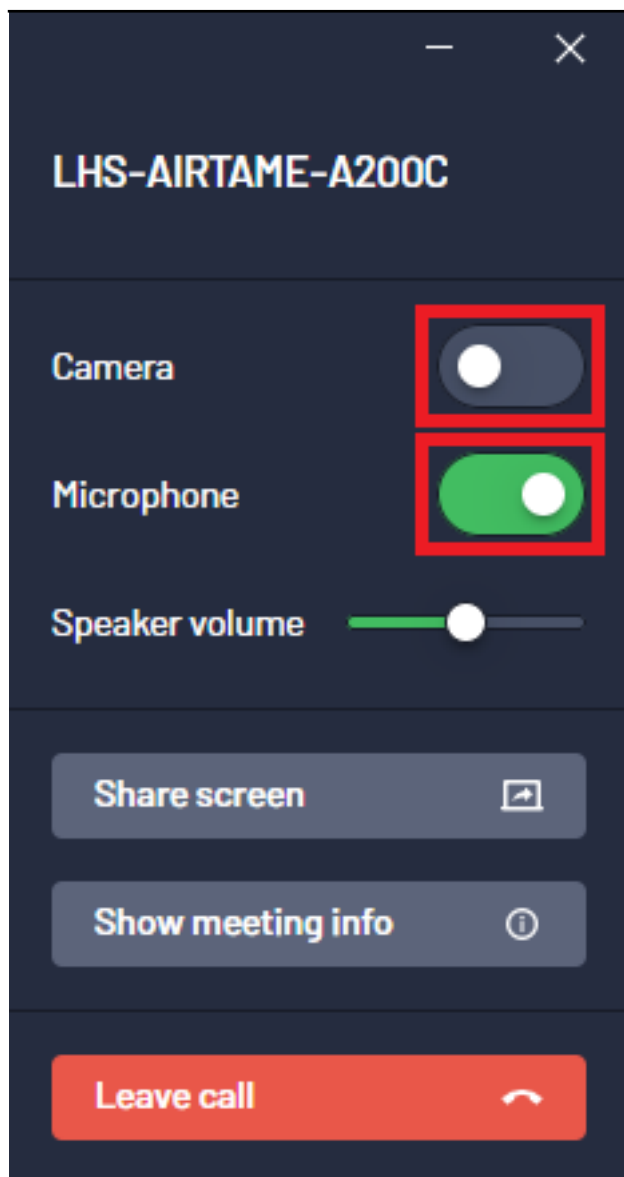
Microsoft Teams meeting link

<https://teams.microsoft.com/join/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



Show meeting info



Leave call



## 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

≈ 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

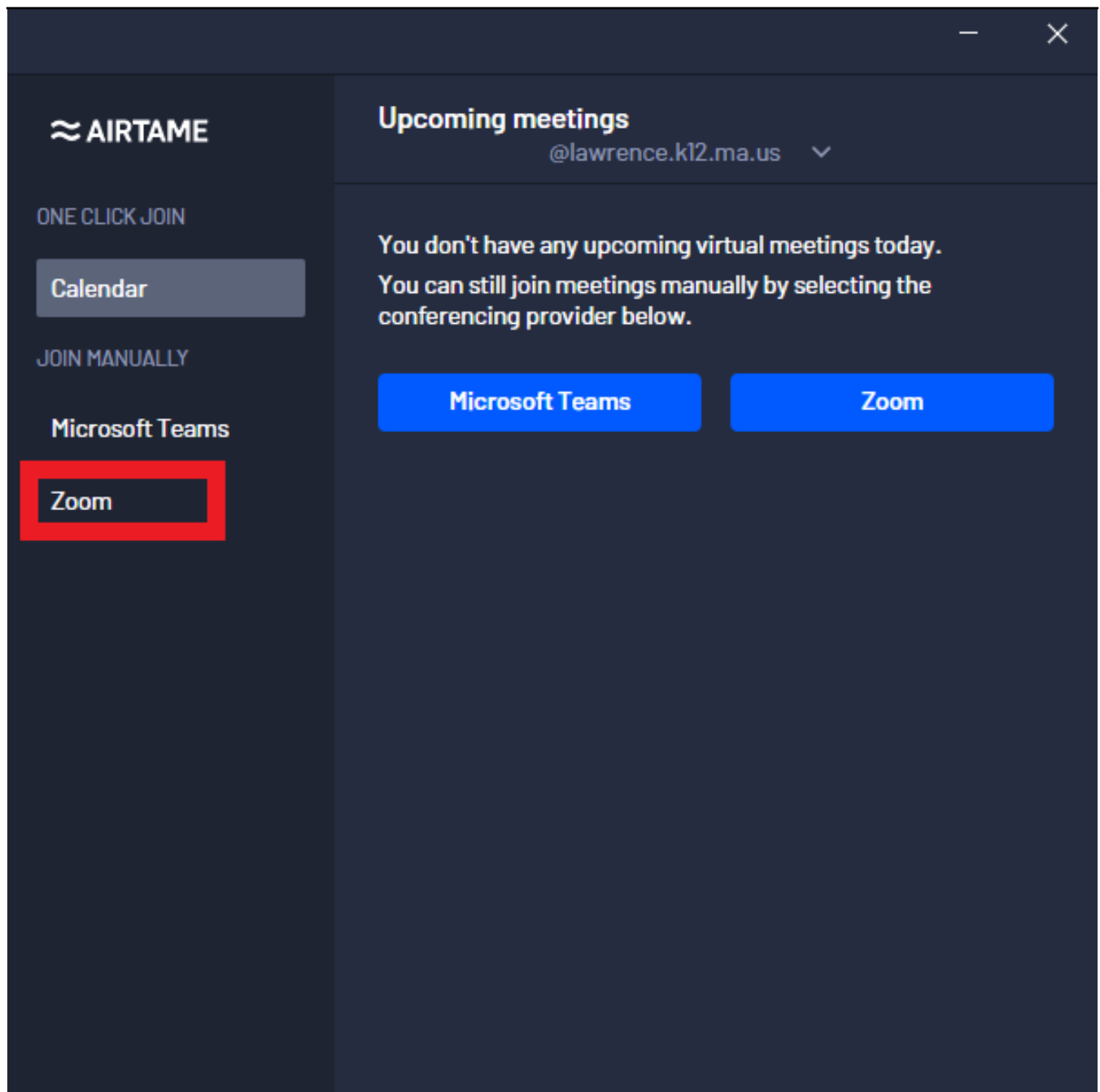
Join call

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

is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting  
<https://lawrencepublicschools.zoom.us/j/8159348568?pwd=cWM1bmNocnk3emQrMzk0NUp0eVdlZz09>

Meeting ID: 815 934 8568  
Passcode: 788566

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Join by Skype for Business  
<https://lawrencepublicschools.zoom.us/skype/8159348568>

≈ AIRTAME

ONE CLICK JOIN

Calendar

JOIN MANUALLY

Microsoft Teams

Zoom

Zoom

Zoom meeting ID  
815 934 8568

Password  
\*\*\*\*\*

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



LHS-AIRTAME-A200C

Camera



Microphone



Speaker volume



Share screen



Show meeting info

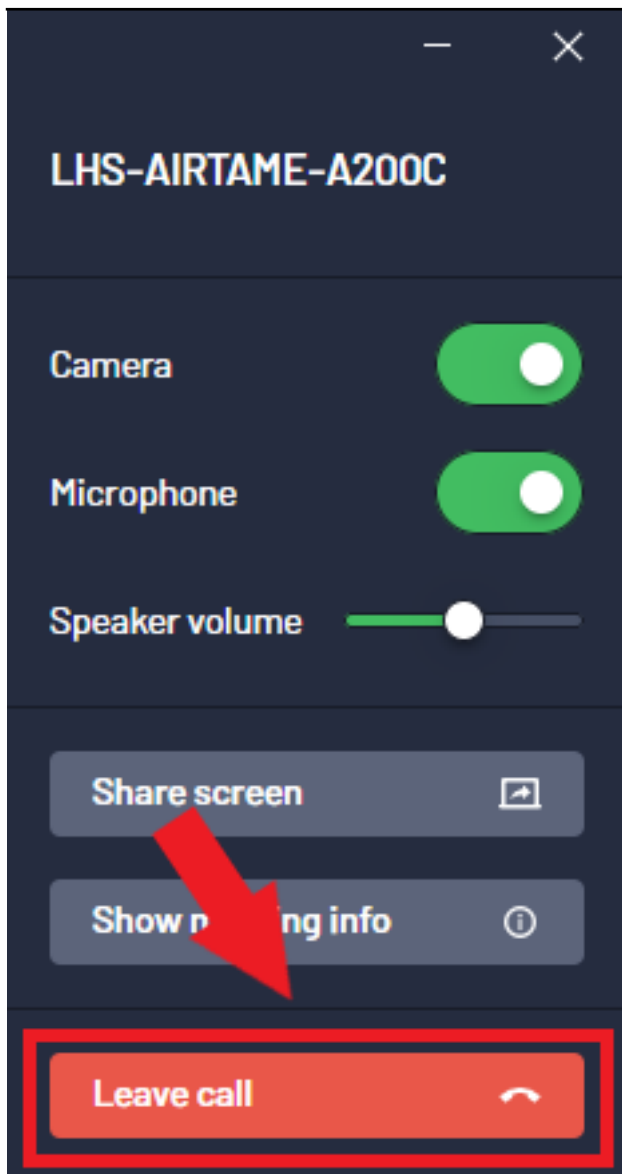


Leave call





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



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