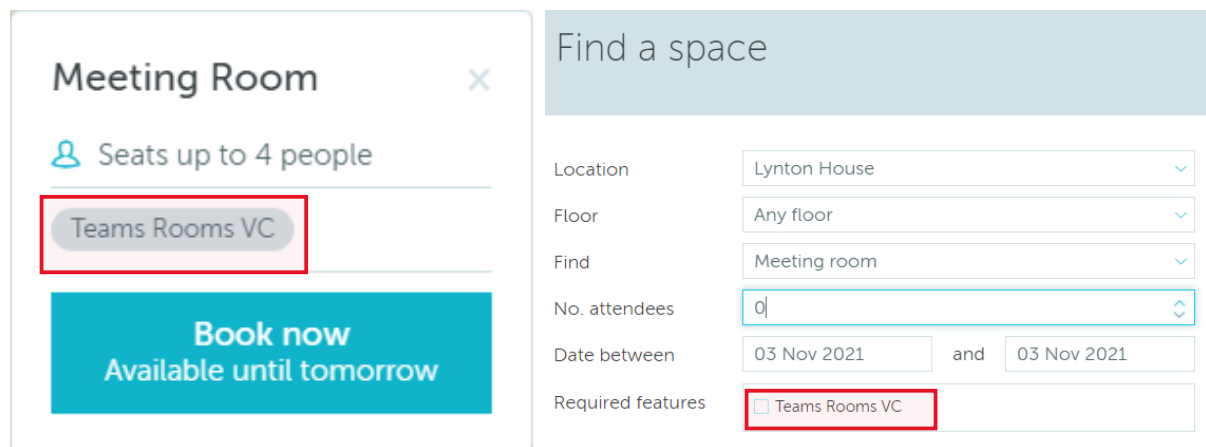



Booking a Teams Rooms Video Conference Meeting

Finding a Room with Teams Rooms VC facilities

Within the YAROOMS system, any meeting rooms which have Teams Rooms Video Conferencing facilities can be identified by the tag 'Teams Rooms VC'. You can search for Meeting Rooms with this tag using the 'Find a Space' feature in the Workplace menu.



Meeting Room ×

 Seats up to 4 people

Teams Rooms VC

Book now
Available until tomorrow

Find a space

Location: Lynton House ▼

Floor: Any floor ▼

Find: Meeting room ▼

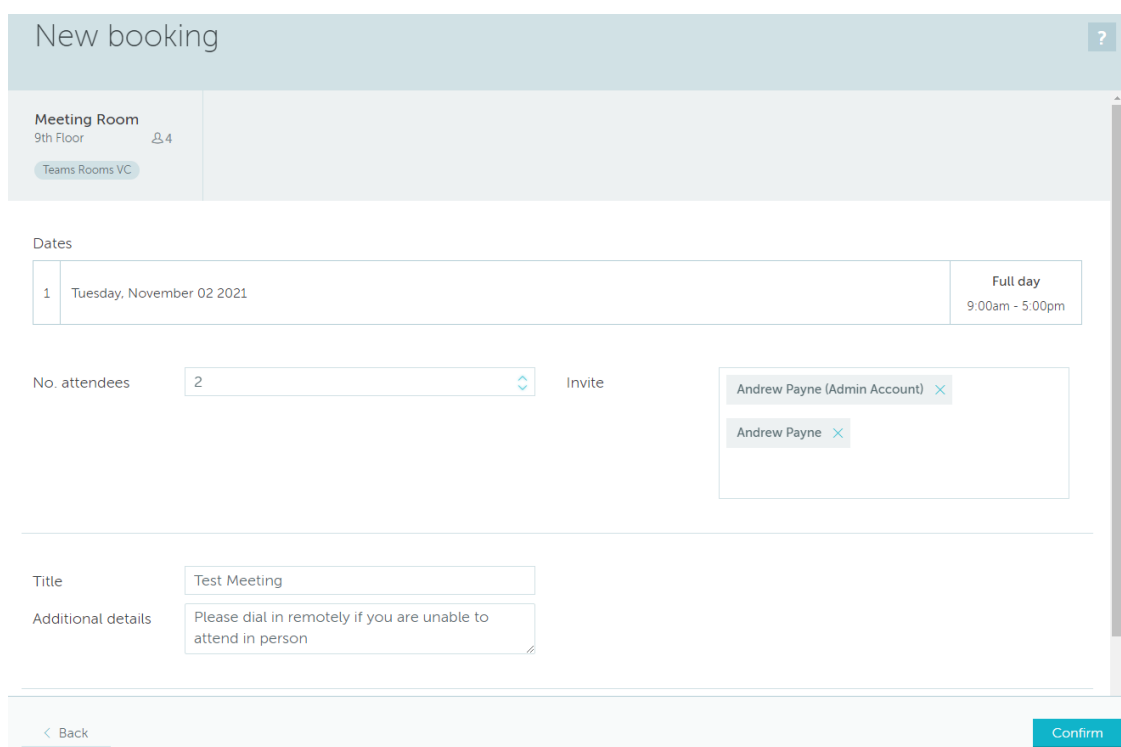
No. attendees: 0 ▼

Date between: 03 Nov 2021 and 03 Nov 2021

Required features: Teams Rooms VC

Creating the Teams Room meeting

This is done automatically when you book out the associated physical room so you don't need to do anything differently. When you book the meeting room out on Yarooms, a Teams Meeting is also created which will invite the same participants you have specified in the room booking.



New booking ?

Meeting Room
9th Floor △ 4
Teams Rooms VC

Dates

1	Tuesday, November 02 2021	Full day 9:00am - 5:00pm
---	---------------------------	-----------------------------

No. attendees: 2 ▼ Invite

Andrew Payne (Admin Account) ×
Andrew Payne ×

Title: Test Meeting

Additional details: Please dial in remotely if you are unable to attend in person

< Back Confirm

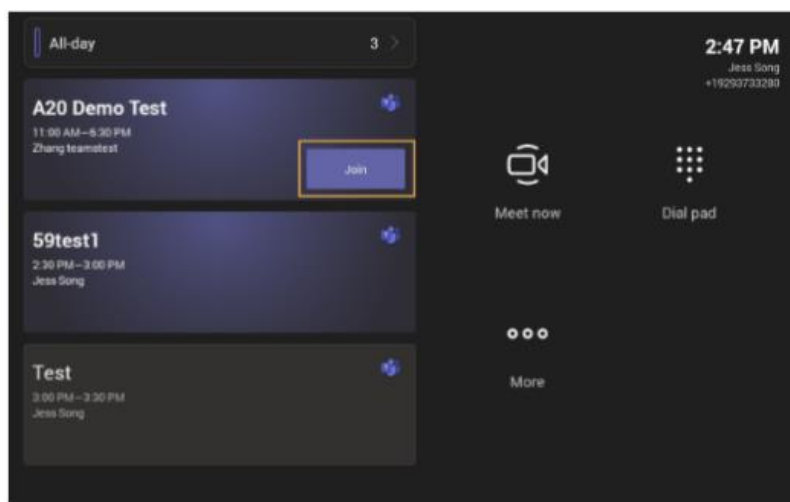
The invitees will receive the familiar meeting invitation in Outlook from the Teams Rooms account for the meeting room that was booked (in this example 'eBayHub Meeting Room 1')

The screenshot shows an Outlook meeting invitation from 'Andy Test'. The meeting is scheduled for Thursday, 04/11/2021, from 09:00 to 17:00, with 4 conflicts noted. The location is 'eCommerce Collaboration Hub / First Floor / Conference Room'. The meeting room is 'eBayHub Meeting Room 1', which has invited the user and has 2 people who didn't respond. At the top right, there is a text input field 'Add a message to eBayHub Meeting Room 1 (optional)' and three buttons: 'Yes', 'Maybe', and 'No'. Below the invitation, there are tabs for 'Messages' and 'Meeting Details'. On the left, there is a menu icon and the text '(No meeting agenda added)'. On the right, under 'Organiser', it lists 'eBayHub Meeting Room 1'. Below that, it says 'Didn't respond: 2' and lists two attendees: 'Andrew Payne (D&T) Required' and 'Andrew Payne (Admin Acc... Required)'.

Starting the meeting

The touchscreen panel in the meeting room will display a list of all the Teams Rooms meetings scheduled for the room for that day.

- Tap **Join** on the appropriate meeting and the meeting will start.



Once in the meeting, the functions and features are exactly the same as any other Teams meeting.

The following link has further information on [how to use the Teams Rooms equipment.](#)

The following link has further information on [how to use Microsoft Teams.](#)

The following link has further information on [how run successful Hybrid Meetings.](#)