Microsoft Surface Hub 2S

Schedule or invite a Surface Hub to Teams Meeting

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Join Microsoft +1 480-409-5656 U (844) 559-1724 (Toll Conference ID: 356 31-4 Conference ID: 356 31-4	Teams Me Jnited States, Pl I-free)	eting						

- 1. Open Outlook and go to your calendar.
- 2. On the **Home** tab, in the **Teams Meeting** section, click **New Teams Meeting**.
- 3. On the Meeting tab, select Room Finder.
- 4. In the **Room Finder** pane, select a building or list from the **Show a room list** menu.
- 5. From the list of available rooms, choose a room based on how your organization has designated rooms equipped with a Microsoft Surface Hub.
- 6. To have PowerPoint files available on the Surface Hub, add the files to the meeting invitation. On the **Insert** tab, click **Attach File**.
- 7. Complete the meeting invitation as you would for any other meeting before sending.