# Start or join a new meeting in a meeting room

The recommended process for accessing the Teams room functionality of a meeting room is to invite the meeting room to the meeting or to forward a meeting request to the room in advance to create a simple 'Join' button in the room. However, in situations where this has not been possible, this user guide will help you to start or join a meeting from within the meeting room.

This user guide will show you how to:

1. start a Microsoft Teams meeting using Meet Now and Bluetooth beaconing
2. join a meeting by forwarding the invite to the room
3. join an existing meeting via Bluetooth beaconing.

## 1. Start a Microsoft Teams meeting using Bluetooth beaconing

1 On your laptop, go to MS Teams, select the Calendar icon and then Meet Now.
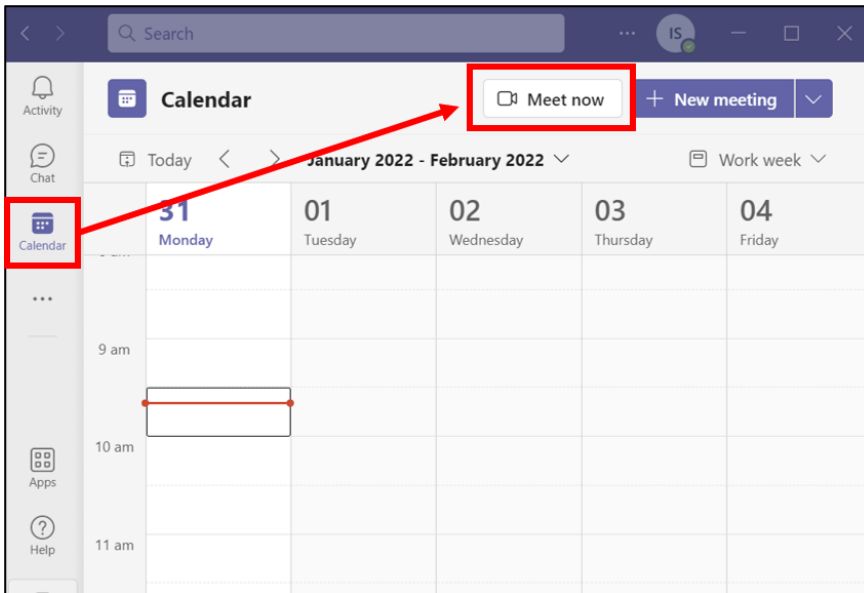
2 The video and audio options screen will display. Select Room Audio.
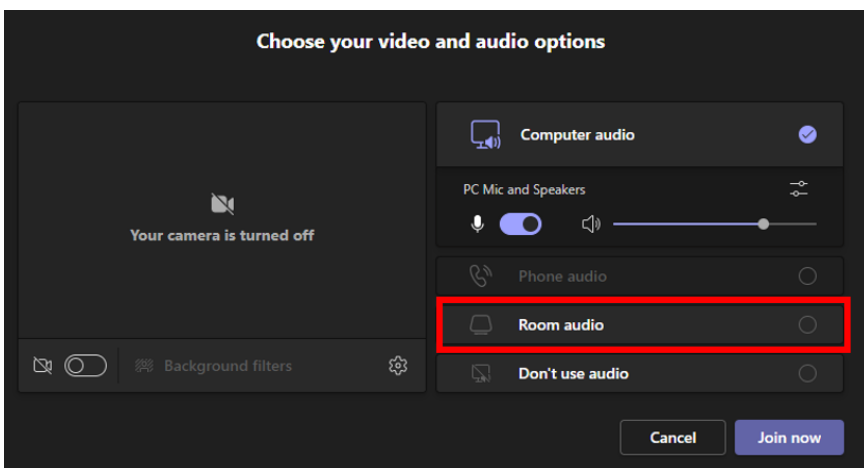
3   The list of available rooms will be based on your proximity to the meeting room.

      Check the room number on the console and then select the **Room** from the room list and then **Join Now** to connect the meeting to the room.
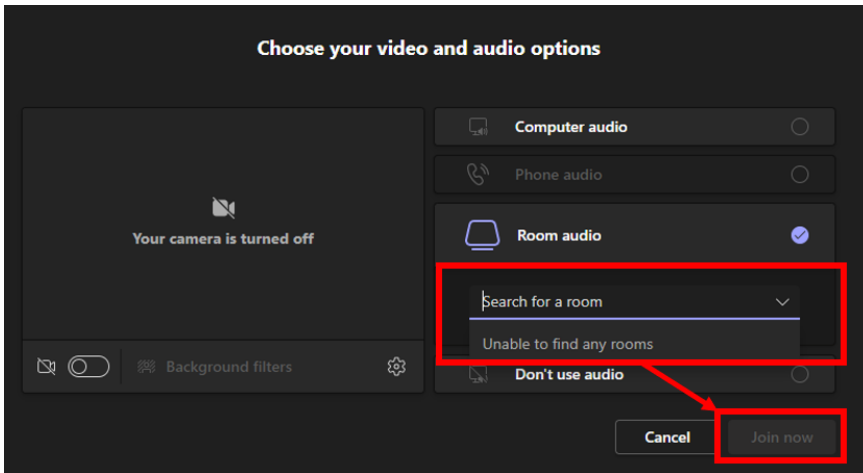
4   Your meeting will display on the console and have similar controls to the interface on your laptop. Add additional names via the name search bar.

      *Note: refer to the **Meeting room technology overview** user guide for help with using the console features.*

2. Join a Microsoft Teams meeting by forwarding the invite to the room

1   You can forward an existing Microsoft Teams meeting invite to the room.

      From the invitation, select the **More options** icon and then **Forward** from the drop-down list.
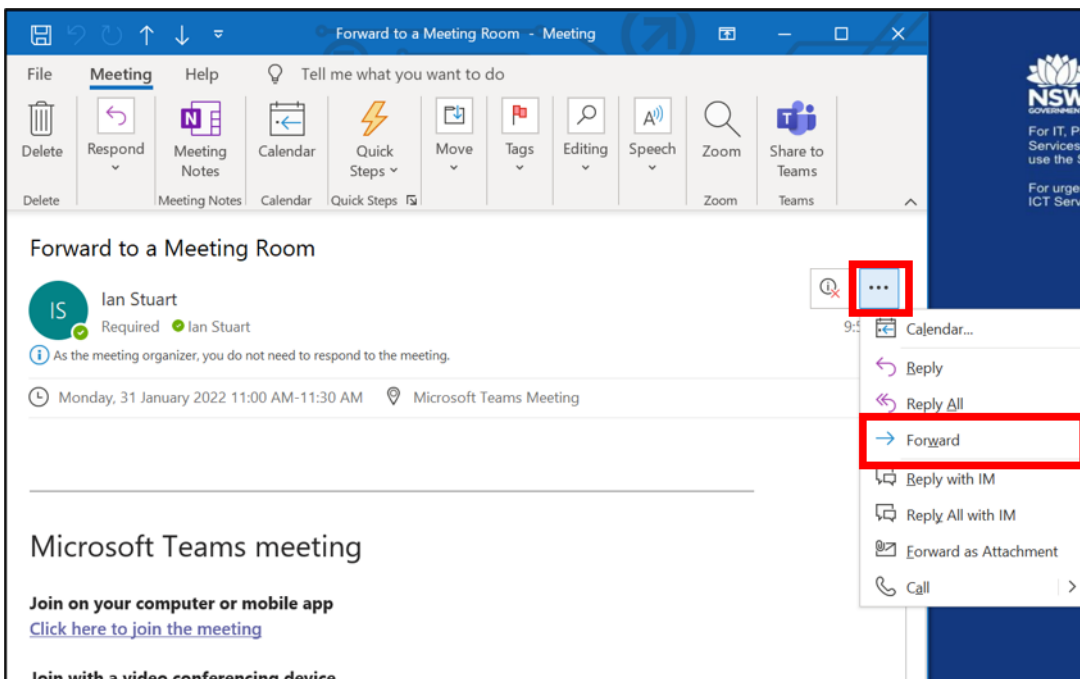
2   Select the **To …** button to open the search window.

Start typing the suburb, building code and level refine the room list. You can find the room number on the in-room console.

Note the format of Suburb code + Hyphen + Building code + Hyphen + "L" + Level number for example, PAR-6PSQ-L04, will show you all meeting rooms on level 4 at 6 Parramatta square in Parramatta:
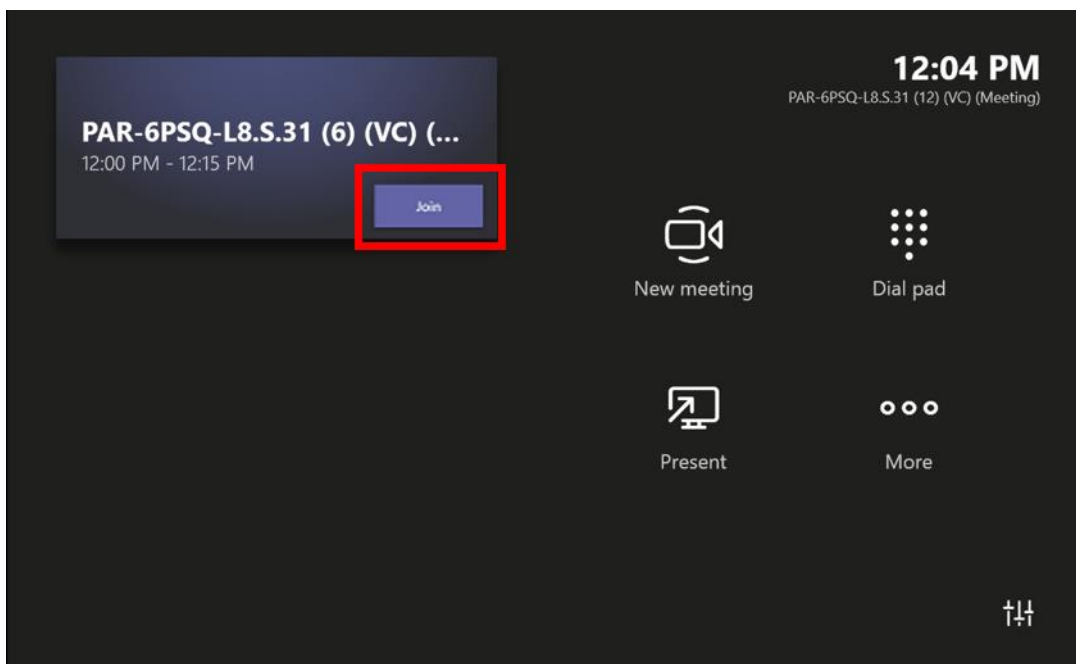
Suburb   Building   Level

PAR-6PSQ-L04.N.13 (6) (VC) (Meeting)
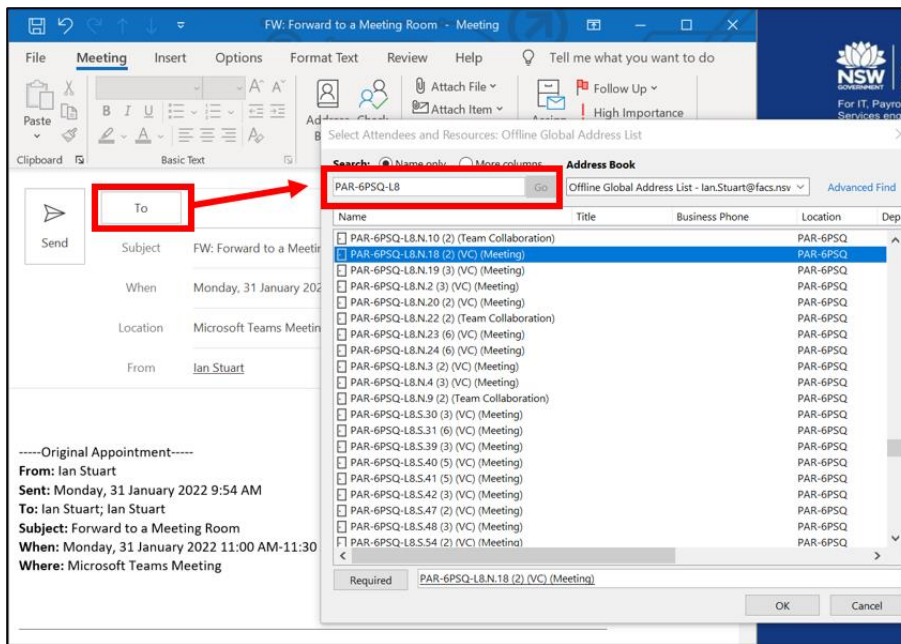
3   Select the room or rooms, select the **Required button** and then **Ok.**
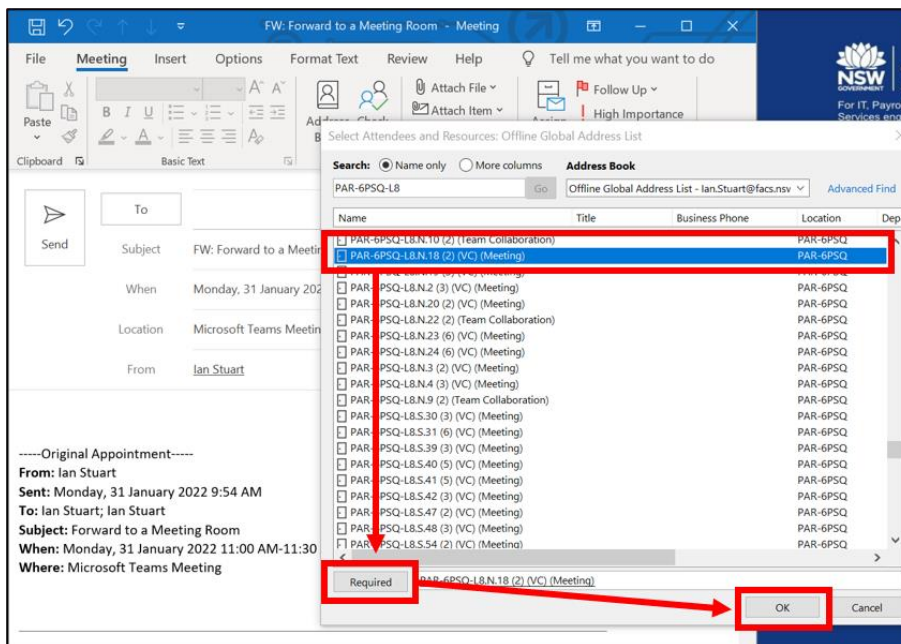
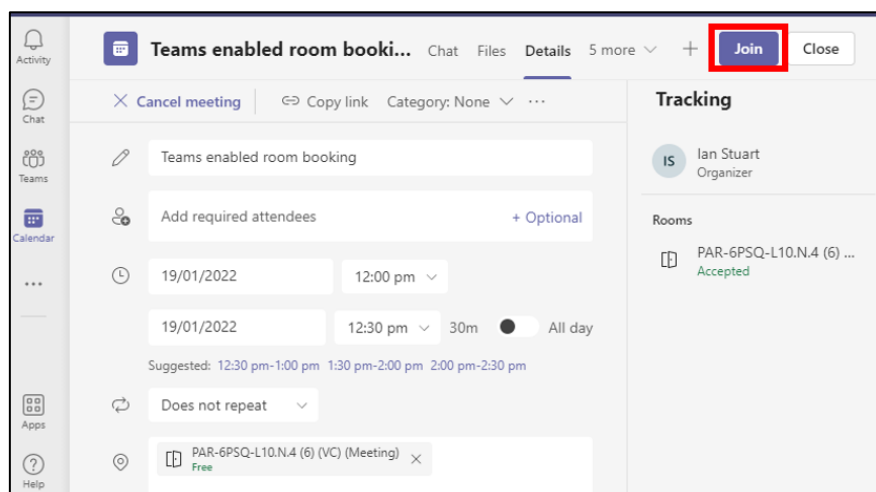4   The meeting will be available to join via the in-room console. Select **Join** to start the meeting.

5   Your meeting will display on the console and have similar controls to the interface on your laptop.

*Note: refer to the **Meeting room technology overview** user guide for help with using the console features.*
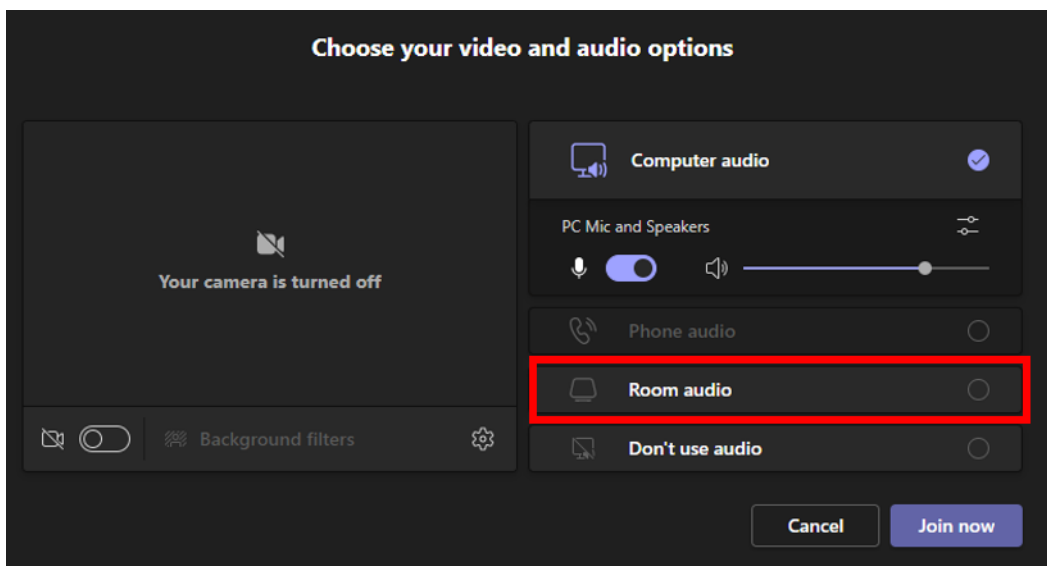
3. Join an existing Microsoft Teams meeting via Bluetooth beaconing

1   Ensure that you have either:

- reserved the room via outlook and checked-in at the room booking panel, or
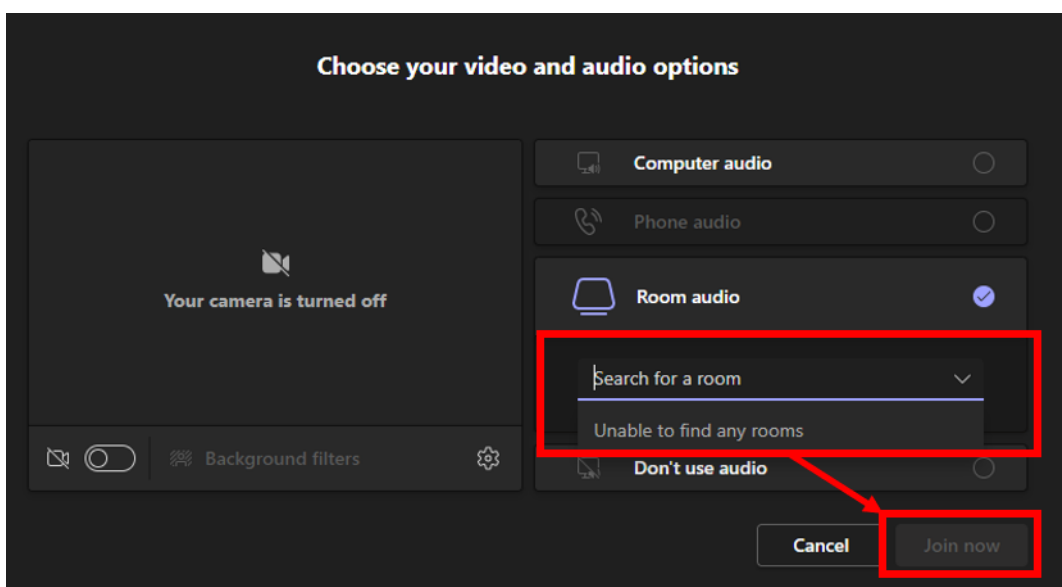- reserved the room and checked-in via the room booking panel.

2   From the Teams meeting invite on your laptop, select **Join**.

3   The video and audio options screen will display. Select **Room Audio.**

4   The list of available rooms will be based on your proximity to the meeting room.

Select the **Room** from the room list and then **Join Now** to connect the meeting to the room.

5   Your meeting will display on the console and have similar controls to the interface on your laptop.

*Note: refer to the **Meeting room technology overview** user guide for help with using the console features.*