

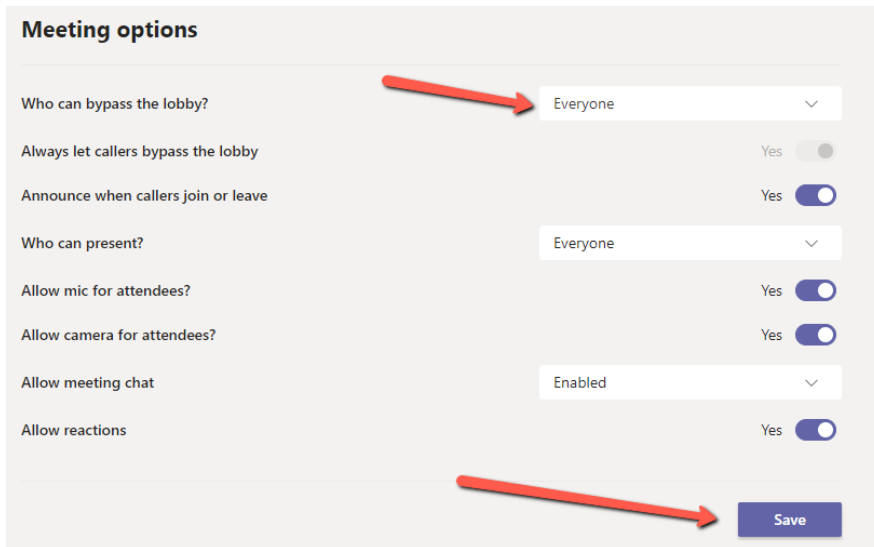
HYBRID MEETING THROUGH TEAMS

1. Create a TEAMS meeting in the calendar as you normally create meeting invitations. Add participants, location, time, date, etc.

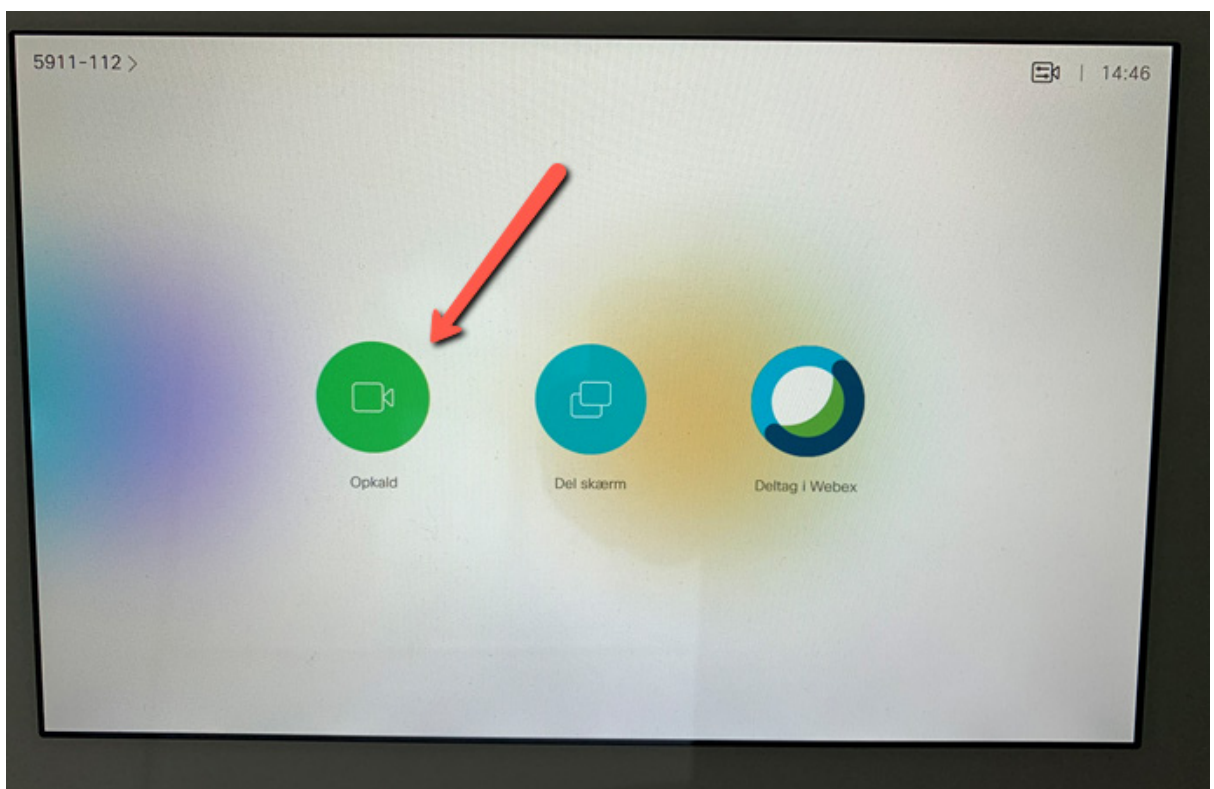
The screenshot shows the Microsoft Outlook interface for creating a meeting. The ribbon includes 'File', 'Meeting', 'Insert', 'Format Text', 'Review', and 'Tell me what you want to do...'. The 'Meeting' ribbon has buttons for 'Delete', 'Forward', 'Schedule a Meeting', 'Appointment', 'Scheduling Assistant', 'Skype Meeting', 'Join Teams Meeting', 'Settings', 'Meeting Notes', and 'Cancel Invitation'. A red box highlights the meeting invitation form, and a red circle with the number '1' points to the 'Skype Meeting' button. The form includes fields for 'To', 'Subject', 'Location', 'Start time', and 'End time'. Below the form, the meeting details are displayed, including the title 'Microsoft Teams meeting', a link to join on a computer or mobile app, and video conferencing details like the ID '128 086 479 1' and a link to 'Meeting options'. A red circle with the number '2' points to the 'Meeting options' link, and a yellow circle with the number '3' points to the video conference ID.

2. Adjust settings as wished for the TEAMS participants under **Meeting options**.

N.B.: If you are exclusively participating physically in the meeting room, please note that those participating online through TEAMS actively need to let in the persons participating through the screen of the meeting room. This is done by approving their access from the lobby. A pop-up window will inform of any guests waiting in the lobby. If you wish to give all guests direct access without them having to wait in the lobby, this can be done under “meeting options” → choose “everyone” in “who can bypass the lobby”.



3. Choose the menu option “opkald” on the tablet in the meeting room and type in the video conference ID specified in the meeting invitation, e.g. **1280864791** → click “opkald”



4. The TEAMS participants will now appear on the big screen.
(Sound is adjusted either on the remote of the TV or on the buttons on the tablet. The microphone is muted/turned on, on the buttons on the tablet.)

HYBRIDMØDE VIA TEAMS

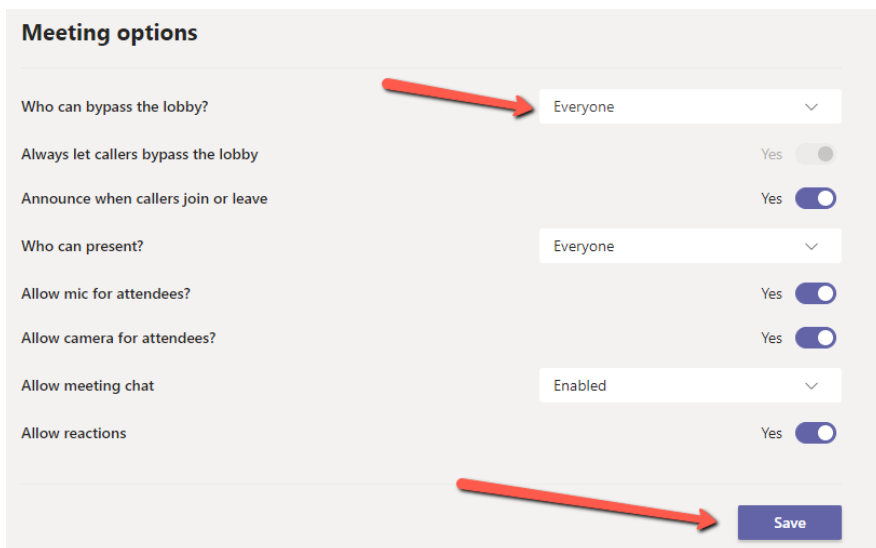
1. Opret TEAMS møde i kalenderen som en vanlig mødeindkaldelse, tilføj mødedeltagere og det lokale mødet skal finde sted i, tid, dato osv.

The screenshot shows the Microsoft Outlook interface for creating a meeting. The 'Meeting' tab is selected in the ribbon, and the 'Skype Meeting' button is highlighted with a red circle and the number '1'. Below the ribbon, the meeting details form is visible, including the recipient 'Aase Karin Sørensen; 5910-214 Mødelokale (14 Videolink/C-touch); |', the subject, location 'Microsoft Teams Meeting', and start/end times 'on 09-06-2021' from '15:00' to '15:30'. A red box highlights the entire meeting details form. Below the form, the meeting invitation text is shown, including the title 'Microsoft Teams meeting', the join link 'Click here to join the meeting', and the video conference ID '128 086 479 1'. A yellow circle with the number '3' highlights the video conference ID. A red circle with the number '2' highlights the 'Meeting options' link.

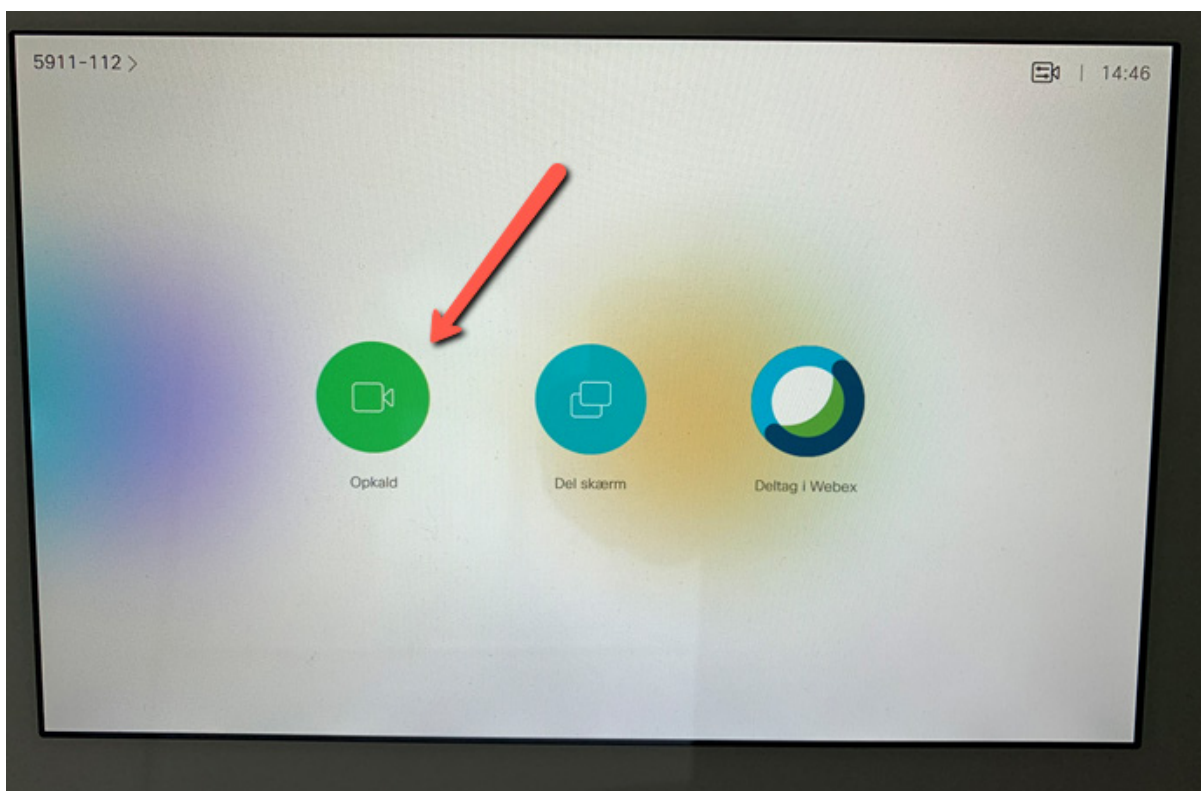
2. Under **Meeting options** justeres de forhold der ønskes for TEAMS deltageren.

OBS: Deltager du selv udelukkende fysisk i mødelokalet, skal du være opmærksom på, at de, der deltager online via TEAMS aktivt skal lukke de personer ind, der deltager via mødelokalets skærm. Dette gøres ved at godkende deres adgang fra lobbyen. Et pop-up-vindue vil advisere om eventuelle gæster, der venter i lobbyen.

Ønsker du at give alle gæster direkte adgang uden at skulle vente i lobbyen, kan dette gøres under "meeting options", vælg "everyone" i "who can bypass the lobby"



3. I mødelokalet indtastes det Video conference id, der er angivet i mødeindkaldelsen under menupunktet "opkald" eks: **1280864791** → klik opkald.



4. TEAMS deltagere kommer herved på storskærmen.
(Lyd justeres enten på TV'ets fjernbetjening eller på knapper på tabletten. Microfon mutes/tændes ligeledes på knap på tabletten.)