

How to use: Teams Rooms

How to book a Teams Room:

Invite to a Teams-meeting in your calendar

Add the wanted Teams Room as a Required Participant

Invite any other participants as well

The screenshot shows the Microsoft Outlook interface for creating a meeting. The 'Meeting' ribbon is active, with the 'Join Teams Meeting' button highlighted by a red box. Below the ribbon, the meeting invitation form is visible. The 'Send' button is on the left, and the 'Required' radio button is selected and highlighted with a red box. The meeting title is 'OD SUN'. A dropdown menu is open, showing a list of Teams rooms with their names and email addresses. The first room, 'OD SUN M-2.13 Solsikken (V14-610a-2)', is highlighted. Below the dropdown, the meeting details are shown: 'Microsoft Teams meeting', the 'Join' link, the Meeting ID (378 073 404 504 51), and the Passcode (cR3pc7TL).

File Meeting Scheduling Assistant Insert Format Text Review Help Tell me what you want to do

Delete Calendar Join Teams Meeting Meeting Options Don't Host Online Setup Send to OneNote Cancel Invitation Address Book Check Names Response Options Show As: Busy Reminder: 15 minutes Recurrence

Actions Teams Meeting OneNote Attendees Options

You haven't sent this meeting invitation yet.

Send

Title

Required OD SUN

Optional

Start time

End time

Location

OS OD SUN M-2.13 Solsikken (V14-610a-2) OD-SUN-M2.13@sdu.dk

OS OD SUN M-2.10 Hjernen (V03-611b-2) OD-SUN-M2.10@sdu.dk

OS OD SUN M-1.13 (V11-610a-1) OD-SUN-M1.13@sdu.dk

OS OD SUN M-1.12 Egetræet (V11-609a-1) OD-SUN-M1.12@sdu.dk

OS OD SUN M-2.43 (V18-808a-2) OD-SUN-M2.43@sdu.dk

Microsoft Teams meeting

Join: <https://teams.microsoft.com/meet/37807340450451?p=ZUVYqKZVNAmtLnmMUV>

Meeting ID: 378 073 404 504 51

Passcode: cR3pc7TL

The screenshot shows the Microsoft Teams meeting scheduling interface. The ribbon at the top includes tabs for File, Meeting, Scheduling Assistant, Insert, Format Text, Review, and Help. The Meeting ribbon contains various options like 'Join Teams Meeting', 'Meeting Options', 'Don't Host Online', 'Setup', 'Send to OneNote', 'Cancel Invitation', 'Attendees', 'Options', 'Tags', 'Dictate', 'Sensitivity', 'All Apps', 'Immersive Reader', 'New Scheduling Poll', 'View Templates', and 'Viva Insights'. The main area shows a meeting invitation form with fields for Title, Start time (ma 19-01-2026, 09:00), and End time (ma 19-01-2026, 10:30). A 'Room Finder' pane on the right shows a list of conference rooms in OD-Rooms-SUN, with 'OD SUN IOB Meetingroom 5, 39,1:' selected. Red callout boxes with arrows point to specific elements: 1: 'Choose date and time for the exam' points to the start time field; 2: 'Choose "Room Finder"' points to the Room Finder button; 3: 'Choose OD-Rooms-SUN' points to the selected room in the Room Finder pane; 4: 'Choose the feature "Teams Rooms"' points to the 'Features' section in the Room Finder pane; 5: 'Find an available room in the list' points to the selected room in the Room Finder pane; 6: 'Check that the meeting is a "Teams meeting"' points to the 'Join Teams Meeting' button; 7: 'Invite censor to the meeting, so they get the meeting-link in the invite – Examiner doesn't need the link' points to the 'Send' button.

1: Choose date and time for the exam

2: Choose "Room Finder"

3: Choose OD-Rooms-SUN

4: Choose the feature "Teams Rooms"

5: Find an available room in the list

6: Check that the meeting is a "Teams meeting"

7: Invite censor to the meeting, so they get the meeting-link in the invite – Examiner doesn't need the link

Microsoft Teams meeting
Join: <https://teams.microsoft.com/meet/33399990165694?p=GT4DnFClqTaNKNTq80>
Meeting ID: 333 999 901 656 94
Passcode: UT6HF72Q

How to book a Teams Room

How the room looks:

The tablet controls
the Teams
equipment

Screens can be
turned on by a
remote

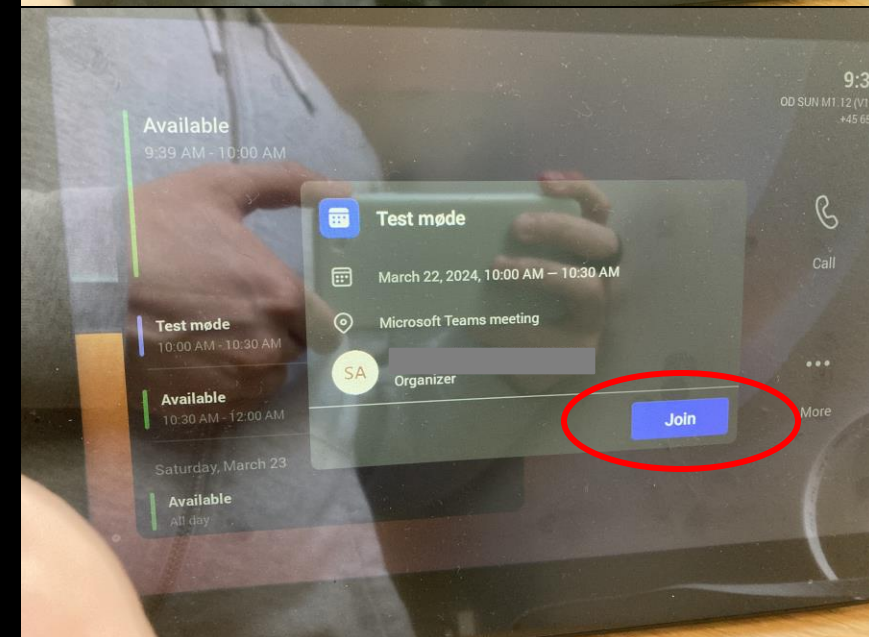
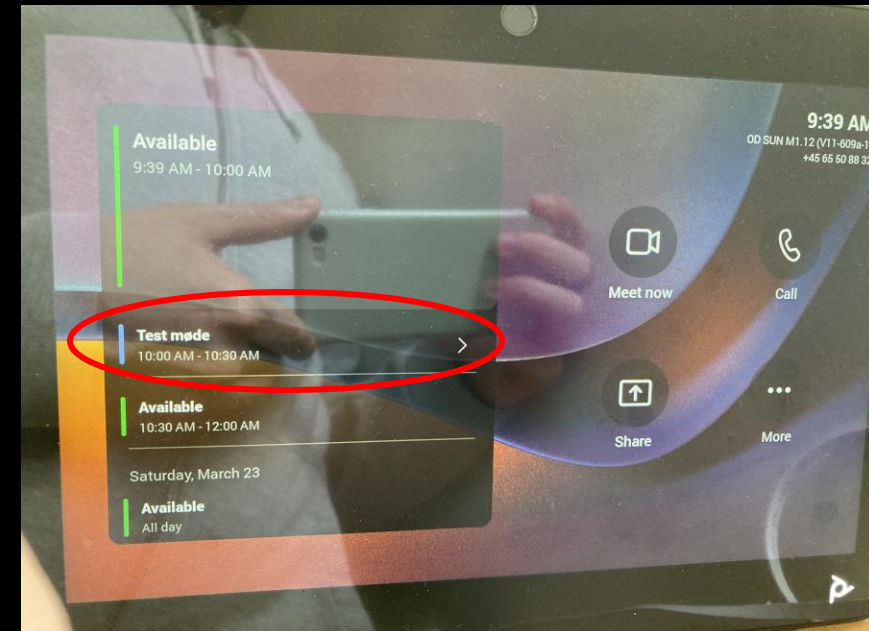


1. How to start

Make sure the tablet is on.

You should be able to see *your meeting* on the screen. To start the meeting, press on your meeting and then press "Join".

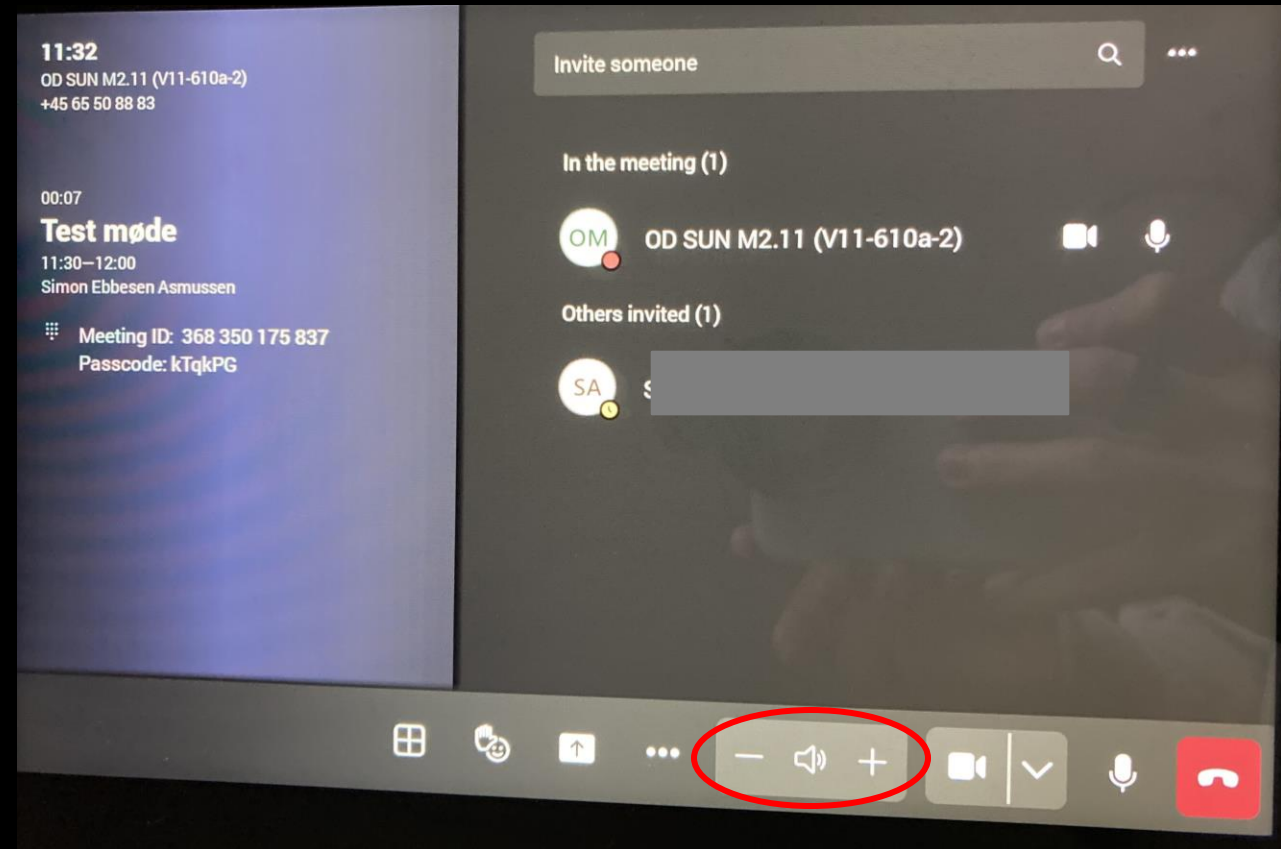
The pictures show 2 options.



1. How to start

Volume: You can control the volume on the tablet by using the buttons in the picture.

With the remote for the TV, you can also check if the equipment is muted, by using the buttons for volume or mute



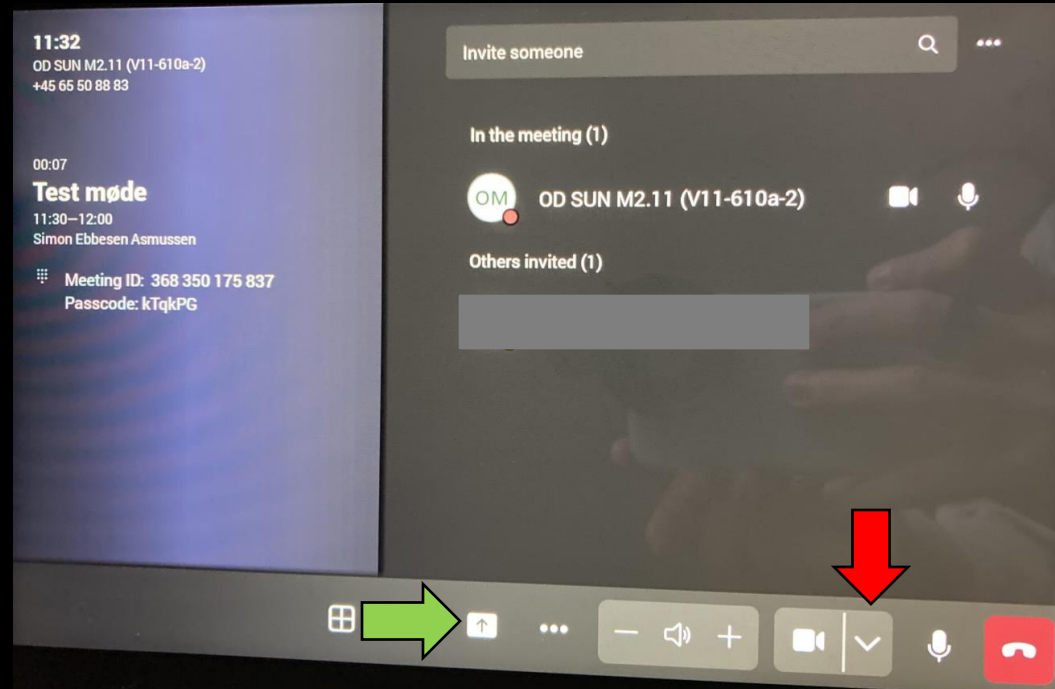
2. Good tips

Screen sharing

Insert the USB-C cable into your PC/MAC. If your screen is not shared automatically within 5-10 seconds, press "Share" (green arrow). If the screen is still not shown, see tips in the bubble.

Camera

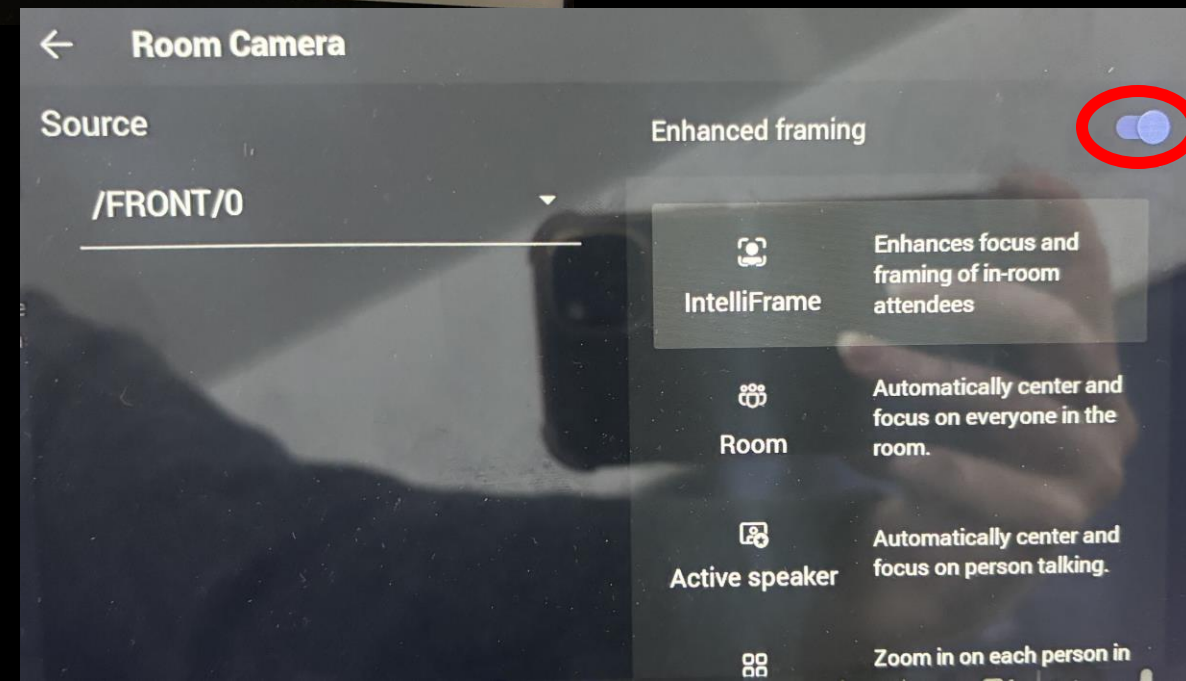
Teams Room cameras can in selected rooms focus automatically on those who are speaking. If this is distracting, it can be turned off, as shown in the pictures. Follow the red markings.



Screen sharing through laptop

Windows: Press the Windows button + P → choose duplicate.

Mac: Press the Apple logo → System settings → Displays → Choose external screen as "Extended display" (only visible when USB-C is plugged into Mac)



2. Good tips

Enhanced Framing:

4 different options are presented when this is turned on.

IntelliFrame:

Enhances focus and framing on participants within the room

Room:

Finds the best picture of all participants within the room.

Active Speaker:

Automatically finds the person currently speaking and gets the best picture of them.

Composite:

Automatically finds all participants within the room and gathers them in boxes of 1-3 people.

