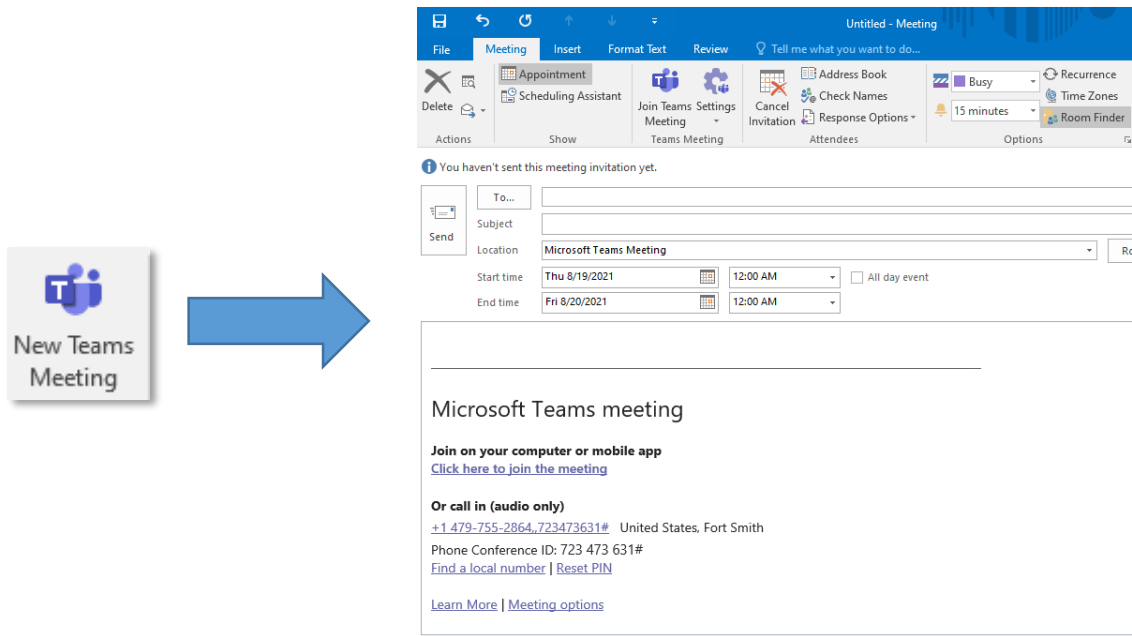


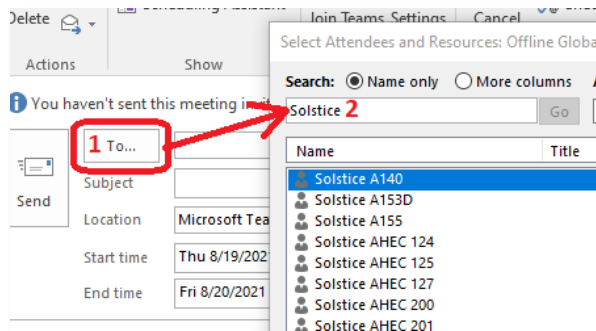
Using Mersive with Teams and your Calendar

In Outlook, open your calendar and click the “New Teams Meeting” button which will open the new meeting window.

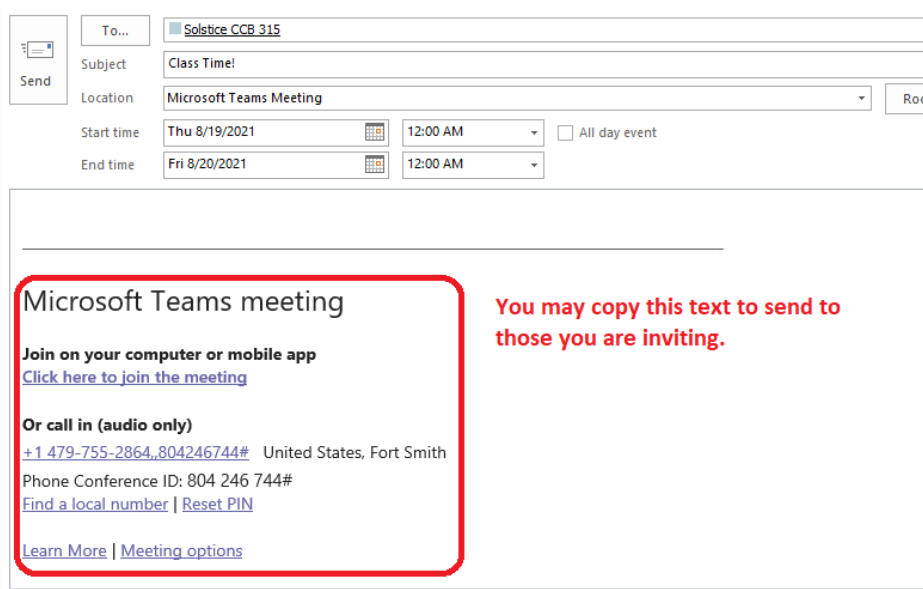


The image shows a 'New Teams Meeting' button on the left, with a blue arrow pointing to the 'Untitled - Meeting' dialog box on the right. The dialog box has a ribbon with 'Meeting' selected. The 'To...' field is empty. The 'Subject' field is empty. The 'Location' is set to 'Microsoft Teams Meeting'. The 'Start time' is 'Thu 8/19/2021 12:00 AM' and the 'End time' is 'Fri 8/20/2021 12:00 AM'. Below the fields, there is a section for 'Microsoft Teams meeting' with links to join on a computer or mobile app, and a section for 'Or call in (audio only)' with a phone number, conference ID, and links to find a local number and reset PIN.

Now you may click the “To” button and type “Solstice” into the search box. A list of Mersive equipped rooms is listed. Choose the room where your meeting is.



The image shows the 'To...' field in the meeting dialog box with a red box around it. A red arrow points to a search dropdown menu. The search box contains 'Solstice 2'. The dropdown menu lists several rooms: Solstice A140, Solstice A153D, Solstice A155, Solstice AHEC 124, Solstice AHEC 125, Solstice AHEC 127, Solstice AHEC 200, and Solstice AHEC 201.



The image shows the meeting dialog box with the 'To...' field set to 'Solstice CCB 315'. The 'Subject' is 'Class Time!'. The 'Location' is 'Microsoft Teams Meeting'. The 'Start time' is 'Thu 8/19/2021 12:00 AM' and the 'End time' is 'Fri 8/20/2021 12:00 AM'. Below the fields, there is a section for 'Microsoft Teams meeting' with links to join on a computer or mobile app, and a section for 'Or call in (audio only)' with a phone number, conference ID, and links to find a local number and reset PIN. A red box highlights the meeting details section.

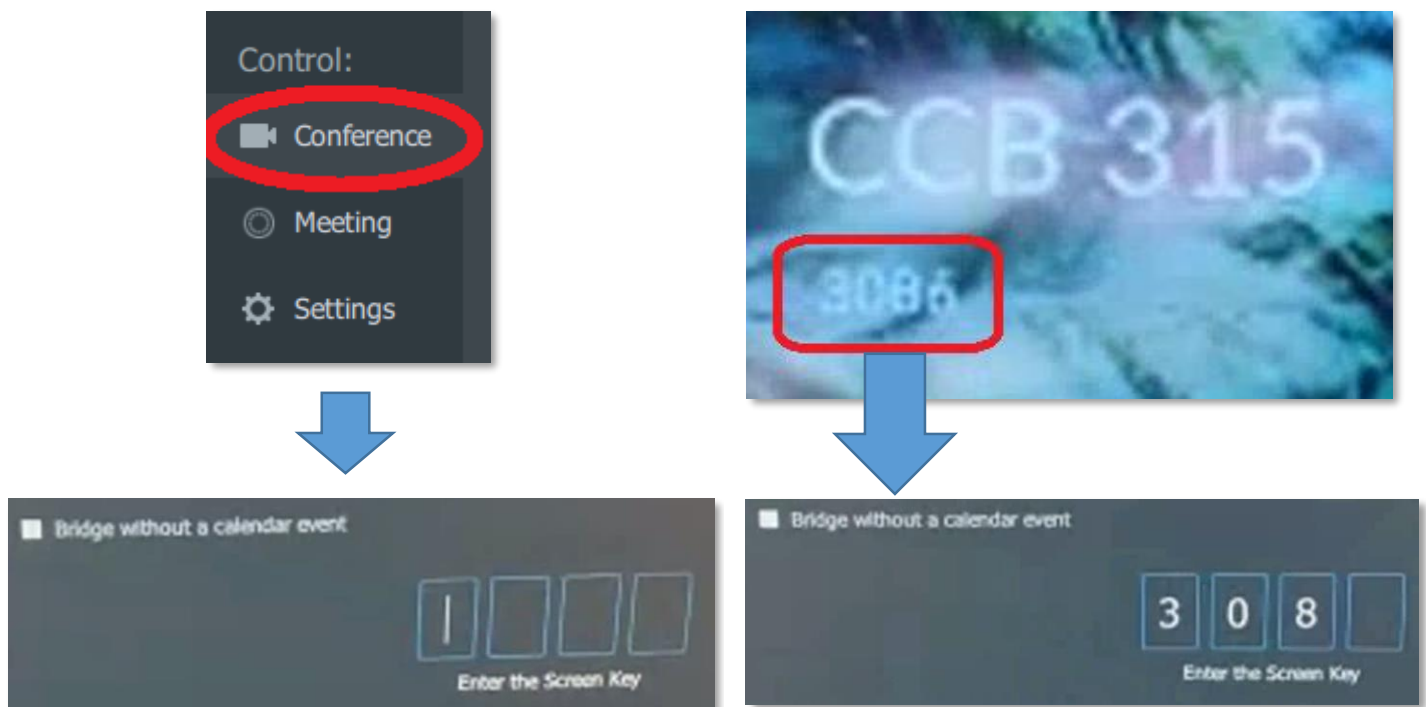
You may copy this text to send to those you are inviting.

Shortly after scheduling the meeting, it should show up on the classroom Mersive TV as shown below.



Now in the classroom and on the computer where you are hosting your meeting, open the Solstice client and click on the conference tab on the lower left. It will ask for the screen key which is shown on the Mersive TV.

Note: If it does not ask for the screen key, please contact the Help Desk at extension 2780.



After you have entered the screen key and started connecting, you should hear three beeps, and you may receive a message that says **“This site is trying to open Microsoft Teams.”** Click to allow it, and Teams should automatically launch. In Teams you should now have the option to use the Solstice **ConferenceShot AV** for the camera and microphone.