

## How To Conduct a meeting in Amalfi Room

### 1. When you are hosting a meeting, follow these instructions

#### Scheduling the Meeting:

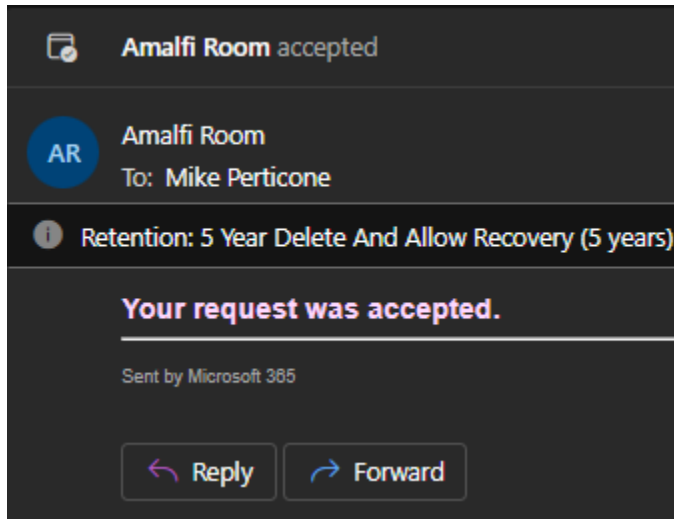
- To schedule a meeting, create an Outlook meeting invite as you normally would.
- Be sure to include **Amalfi.room@bigthinkcapital.com** as one of the participants.

The screenshot shows the Outlook 'Scheduling Assistant' interface for a meeting titled 'Amalfi room demo'. The interface is in dark mode and includes the following elements:

- Event Header:** 'Amalfi room demo - Meeting - Calendar' with 'Event' and 'Scheduling Assistant' tabs.
- Options Bar:** Includes 'Response options', 'Busy', '15 minutes before', 'Categorize', 'Private', and 'Scheduling poll'.
- Notification:** A message states 'Amalfi Room is in a different time zone. Use the Scheduling Assistant to select times across time zones.'
- Send Button:** A blue 'Send' button with a dropdown arrow.
- Participants:** 'Amalfi Room' is listed as a participant with an 'Optional' status.
- Suggested Times:** Three time slots for Tuesday, 7/16/2024 are shown, all with 'Available: Everyone' status:
  - 11:00 AM - 11:30 AM
  - 11:30 AM - 12:00 PM
  - 12:00 PM - 12:30 PM
- Event Details:** Includes date (7/16/2024), start time (10:00 AM), 'All day' toggle, 'Time zones' link, and a 'Don't repeat' option.
- Event Type:** 'In-person event' is toggled off, and 'Amalfi Room' is selected as the location. 'Teams meeting' is also toggled on.
- Calendar View:** A vertical calendar on the right shows the date 'Tue, Jul 16, 2024'. A green bar highlights the 10:00 AM - 10:30 AM slot with the text 'Everyone is available'. A red bar above it indicates a conflict: 'Mid Month Check In - 10 Minutes Microsoft Teams Meeti'.
- Bottom Bar:** Shows icons for attachments, images, emojis, and other meeting controls.

## Confirmation:

- If there are no scheduling conflicts, you will receive an email notification from "Amalfi Room" confirming your request was accepted. This means the room is available at your chosen time.
- You will receive a decline notification if the room is unavailable

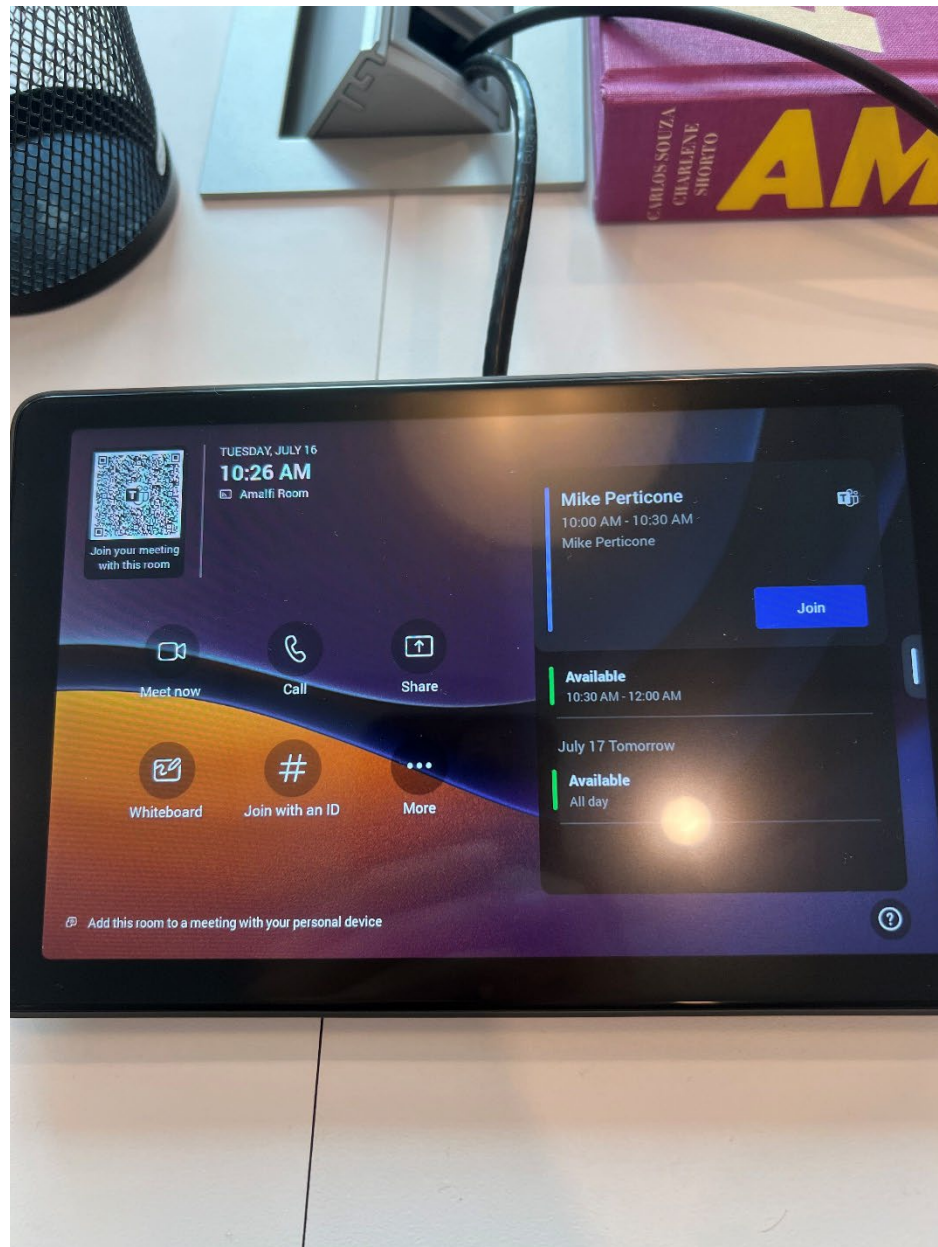


(You will also see your meeting time displayed on the Amalfi room television)



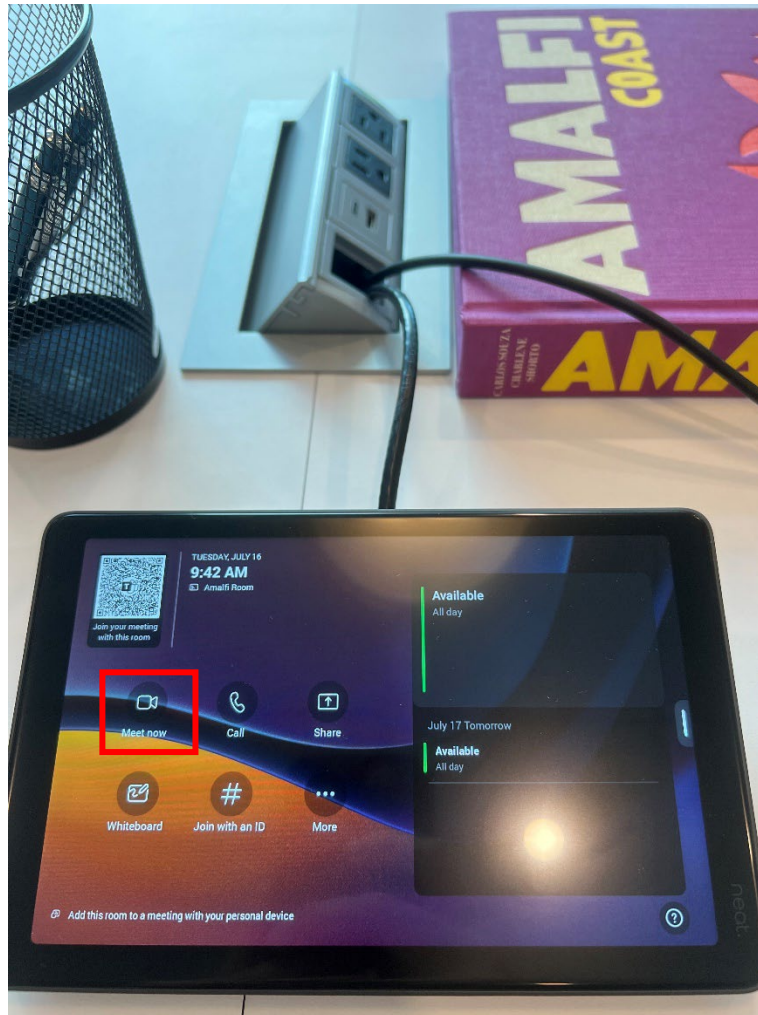
## Joining the Meeting:

- At the scheduled time, simply press "Join" on the Amalfi Room's equipment to start the meeting as "Amalfi Room."

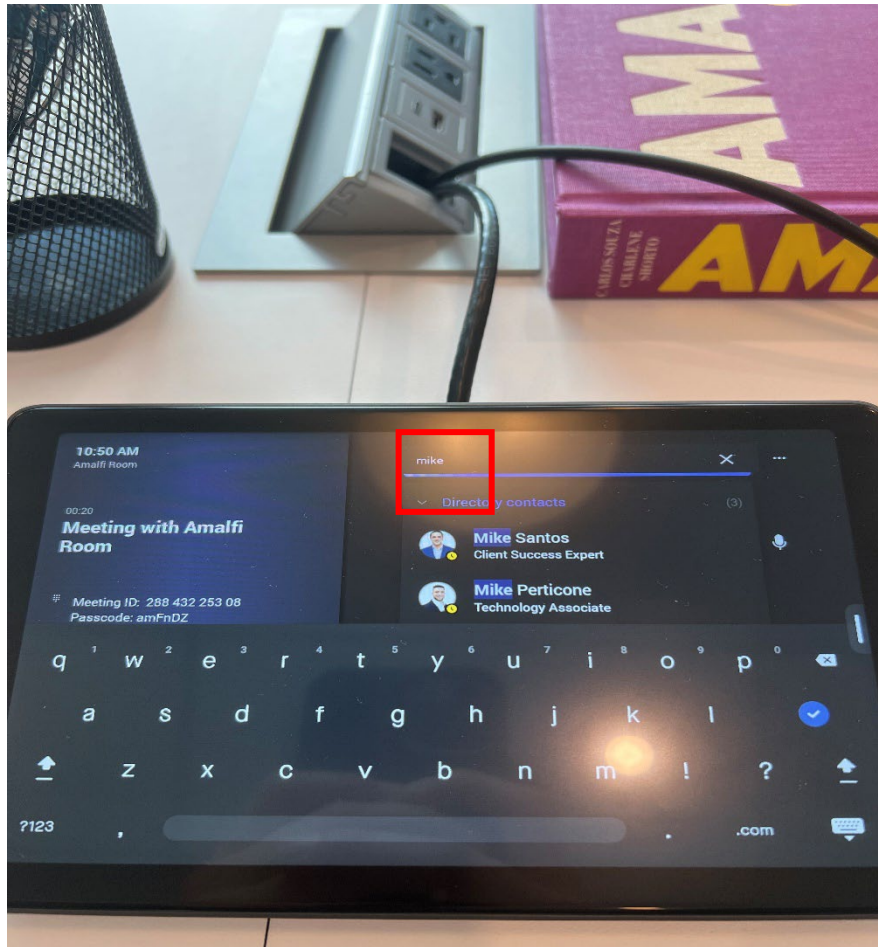


2. If the room is open and you would like to have a spontaneous meeting, follow these instructions

- On the tablet, press meet now



- You can add participants by typing their email addresses here and then pressing on their name



**If you would like to join a meeting, follow these instructions**

- Go to the event on your outlook calendar and look for the Meeting ID and Passcode

The screenshot shows an Outlook meeting invitation for 'Amalfi room demo'. At the top, there is a header bar with the title 'Amalfi room demo - Meeting' and a toolbar containing icons for 'Edit', 'Cancel', navigation arrows, a mobile device icon, a 'Join' button with the Teams logo, a 'Busy' status dropdown, and a '15 minutes before' notification icon. Below the header, the meeting title 'Amalfi room demo' is displayed with a plus icon. The date and time are 'Tue 7/16/2024 10:00 AM - 10:30 AM'. A 'Join Teams meeting' button is highlighted in blue, with 'Amalfi Room' written next to it. A hamburger menu icon is visible on the left. Below a horizontal line, the 'Microsoft Teams' logo is shown with a 'Need help?' link. Underneath, the text 'Join the meeting now' is underlined. A red rectangular box highlights the meeting details: 'Meeting ID: 226 463 044 095' and 'Passcode: HcY7nx'. At the bottom, there is a link for organizers: 'Meeting options'.

Amalfi room demo - Meeting

Edit Cancel Join Busy 15 minutes before

Amalfi room demo

Tue 7/16/2024 10:00 AM - 10:30 AM

Join Teams meeting Amalfi Room

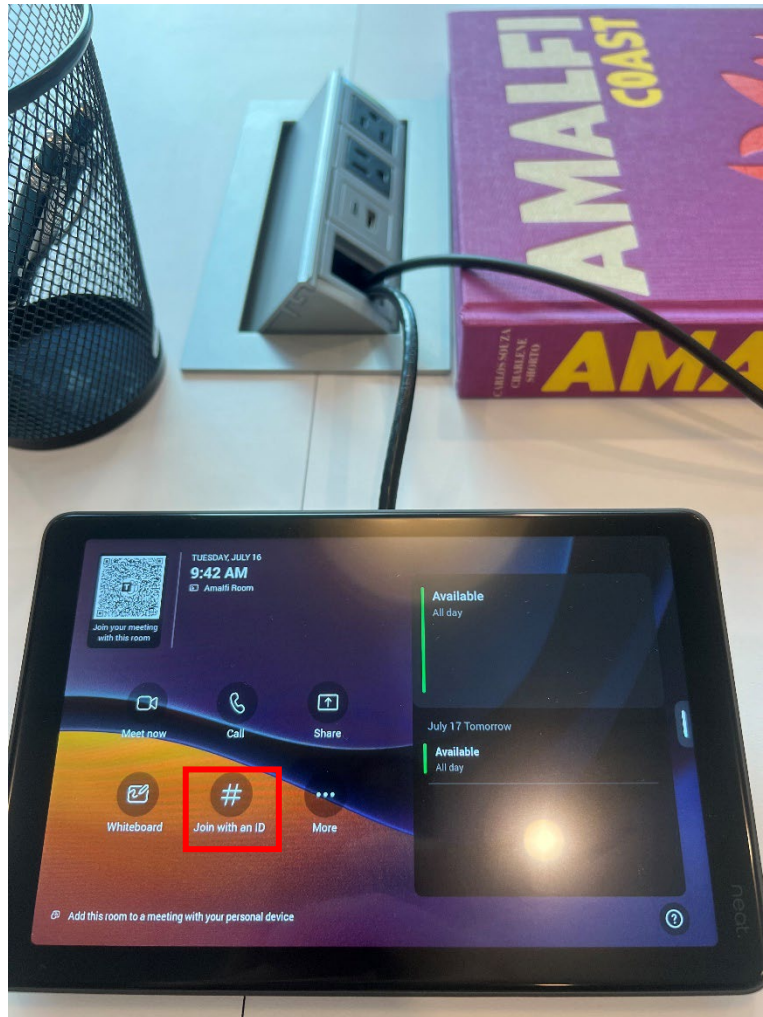
Microsoft Teams [Need help?](#)

Join the meeting now

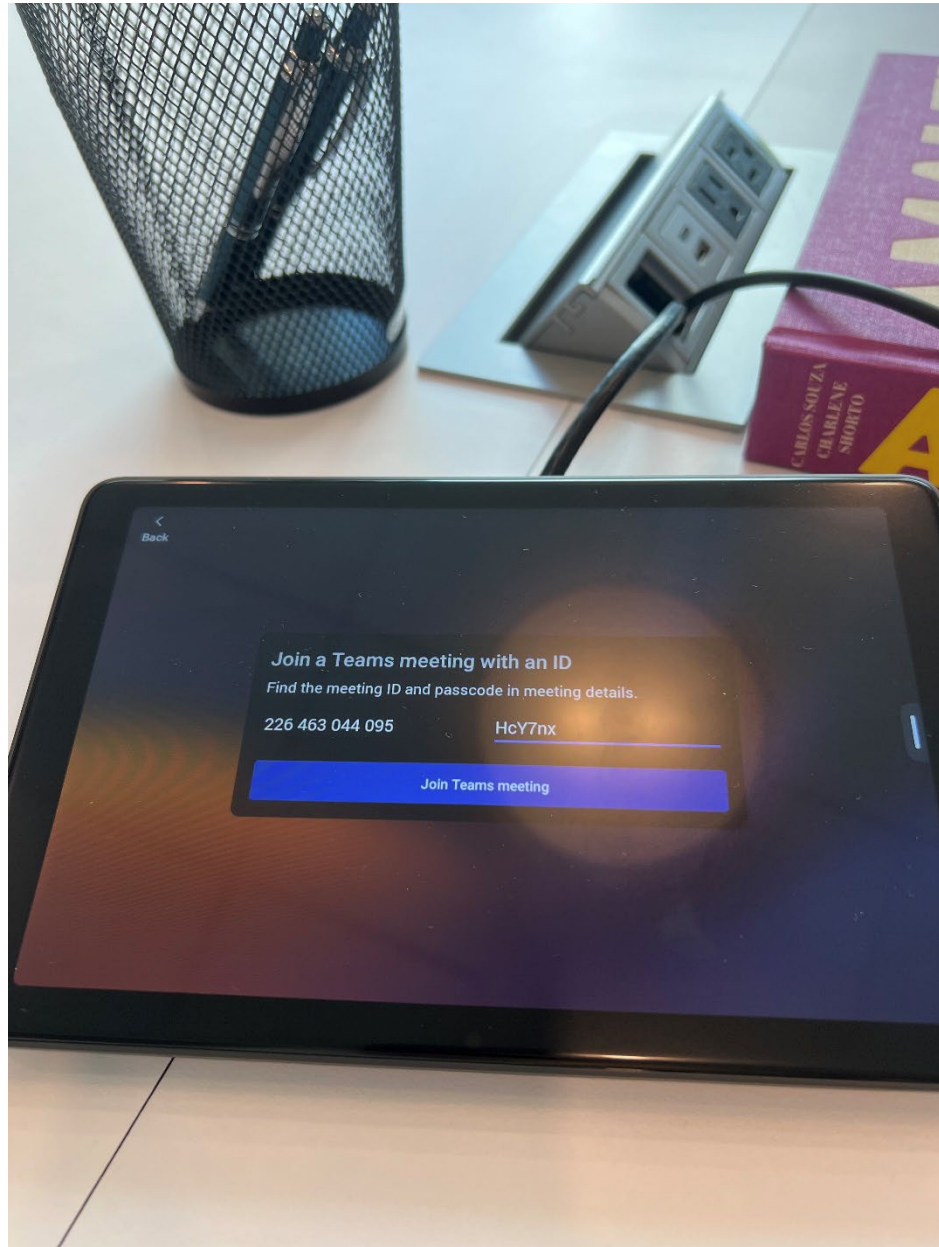
Meeting ID: 226 463 044 095  
Passcode: HcY7nx

For organizers: [Meeting options](#)

- Press “Join with an ID” and enter the Meeting ID and Passcode



- Press “Join Teams meeting”



**IF YOU WOULD LIKE TO SHARE YOUR SCREEN , PLUG YOUR LAPTOP INTO THE HDMI CABLE NEXT TO THE TABLET AFTER YOU JOIN THE MEETING**