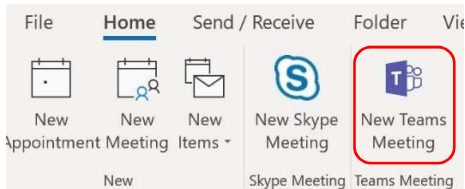
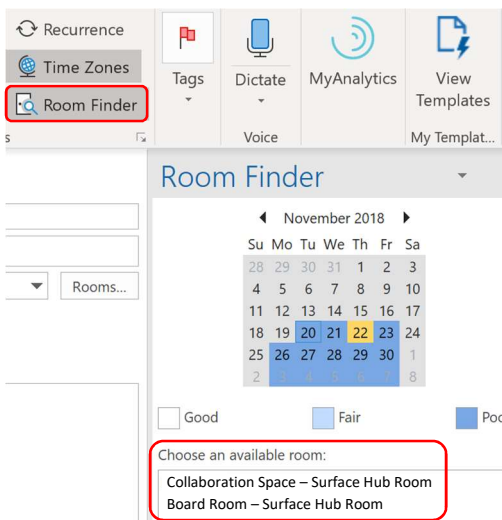


Microsoft Surface Hub 2S

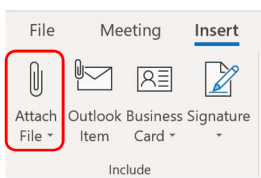
Schedule or invite a Surface Hub to Teams Meeting



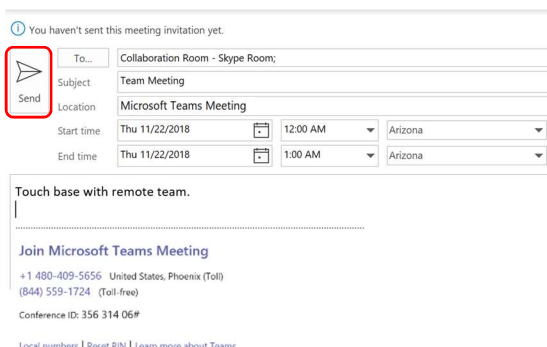
1. Open Outlook and go to your calendar.
2. On the **Home** tab, in the **Teams Meeting** section, click **New Teams Meeting**.



3. On the Meeting tab, select Room Finder.
4. In the **Room Finder** pane, select a building or list from the **Show a room list** menu.
5. From the list of available rooms, choose a room based on how your organization has designated rooms equipped with a Microsoft Surface Hub.



6. To have PowerPoint files available on the Surface Hub, add the files to the meeting invitation. On the **Insert** tab, click **Attach File**.



7. Complete the meeting invitation as you would for any other meeting before sending.