

How to join Microsoft Teams meetings from your Google Meet hardware (GMH)



Joining a Teams meeting from your reserved meeting room

1. Open your **Teams meeting** invitation in Google Calendar.
2. Click the **three dots** (⋮) in the upper-right corner and select **Duplicate**.
3. In the duplicated invite, **add the meeting room** that you want to use. (Don't delete the Teams meeting link or details!).
4. Make sure to **edit the list of guests**, so that only the people who will join you in the room get the new meeting invite.
5. When asked if you want to invite all guests, say **'yes'** since you have updated the invitee list already.
6. Hit **'Save'** and you're all set.

When the meeting starts:

- Go to your Google Meet room.
- Tap the meeting name on the touch panel or display.
- The room will join the Teams meeting as a guest.
- Wait in the lobby until the meeting host lets you in.

Join a Teams meeting without a reserved meeting room

1. On your Google Meet control panel in the meeting room, tap **'Enter a code or nickname'**.
2. From the dropdown menu, **select Teams**.
3. Enter the **Meeting ID** from the Teams invitation.
4. Enter the **Meeting passcode** (also in the invite).
5. **Tap Join** and wait in the lobby until the host admits you.

What if...

I can't see my meeting name on the room display.

Double-check that the meeting room was invited to the calendar event.

We're stuck in the lobby.

The Teams host may not recognize your room's name. Let them know which room you're joining from.