

ThinkHub + MS Teams

SETUP + CONFIGURATION

You will need to create a separate Teams account for each ThinkHub device that you want to integrate with Teams video conferencing.

Create a new user in your company's Office 365 account, and give that user access to schedule and attend Teams meetings. This user's credentials should be set to never expire.

We recommend you name your Office 365 account the same as your ThinkHub device name or room name.

For security reasons, we recommend disabling chat in Teams for the Office 365 user. Information on managing messaging policies can be found [here](#).

Once you have created your account, share the Office 365 login credentials with T1V Support at support@t1v.com.

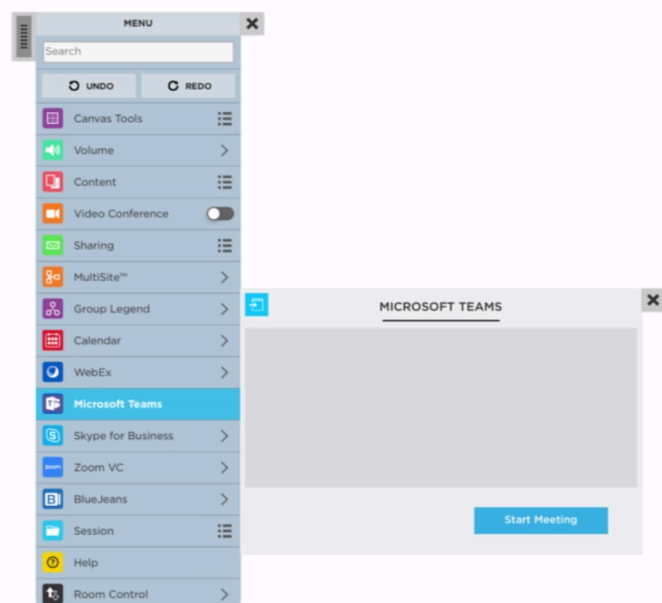
T1V Support will then configure your ThinkHub device to use your **Office 365** account with Teams capabilities for all future meetings.

HOW TO USE TEAMS

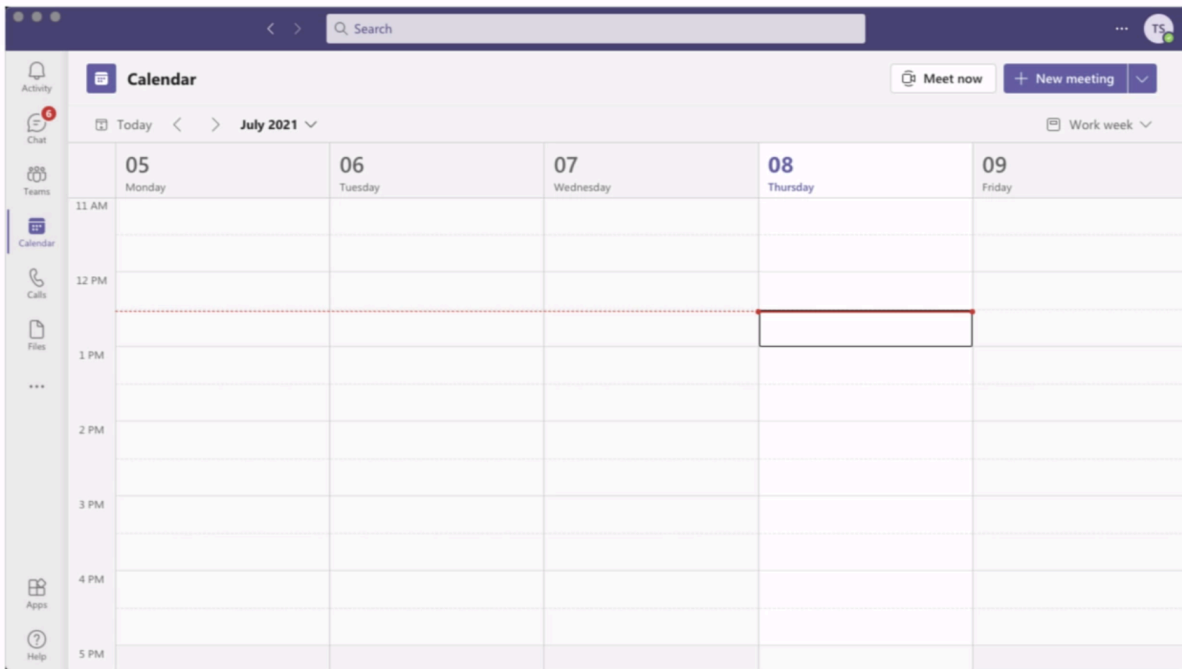
Once your Teams for ThinkHub integration has been configured, you'll navigate to the ThinkHub Menu and tap on Teams. From here you can choose to start the Teams meeting application.

Start Meeting App:

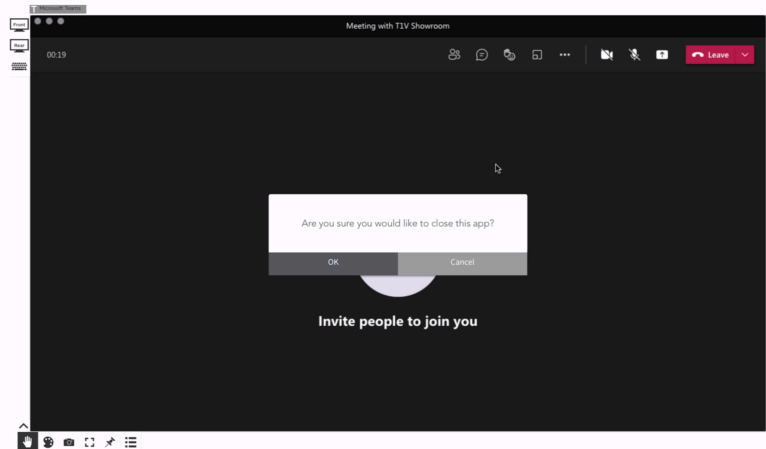
To access the Teams meeting app, click on the 'Start Meeting App'.



ThinkHub will redirect you to the Teams dashboard where you can start a meeting with or without video, or join an existing meeting.



To leave a meeting, put the Teams application in edit mode so that you see the “X” in the top right hand corner. After you click on the “X”, a message will display that says, “Are you sure you would like to close this app?” Click the “OK” button to exit the meeting.



For additional information on how to Navigate the Teams application, please click on the link below.

[Teams Support](#)