**Poly Studio X50 & TC8 Tablet User Guide**





**Join a Meeting from Poly TC8**

1. On the Poly TC8 device, select a meeting card.
2. Select **Join**

**Join a Meeting from a Computer**

Join a meeting and connect to the room from your computer.

1. Join a meeting from the Microsoft Teams desktop application on your computer.
2. On the **Choose your video and audio options** screen, select **Room audio**
3. Choose the conference room from the list and select **Join now**.

**Schedule a Meeting**

Set your Teams meeting up in Outlook/Teams, inviting the Teams Meeting Room as a required attendee by populating the Required field with the room email address, for example Howden-Teams-Room@sheffield.gov.uk.



At the meeting select ‘Join’ on the tablet to start the meeting. Attendees will be able to share content into the meeting via their own Teams logging on their devices

**Start an Unscheduled Meeting**

1. Select the **Meet** icon
2. Search for a name in the directory or enter the contact’s email address.
3. Select **Invite**

Please note that external attendees can only attend a scheduled meeting.

Please ensure you remove the magnetic cover from the Poly Studio when using video.

