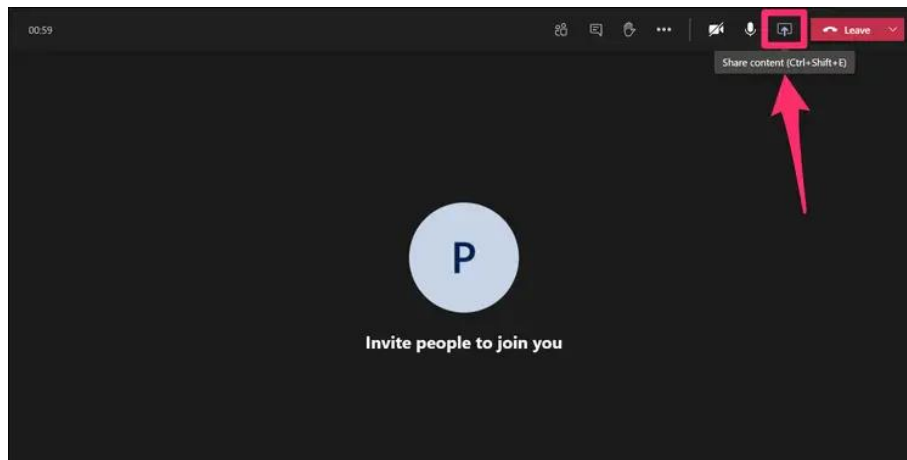## Hybrid Teams Meeting/In-Person Meeting:

Screen sharing can be achieved directly from Teams by clicking the '**Share content**' icon below:

If there are any connectivity issues with Solstice for an in-person meeting and you haven't got a link to join from your laptop, you can join using the 'Meet' button on the tablet/touch pad and invite your email address. Then, share your screen as you would usually do, using Teams.

Connecting to Solstice on Southwark Laptop (In-Person Meetings)

1   Select **'Solstice'** as the source/input, if it isn't already, or **'Video Conferencing**' if this option is available. To change, use the source/input button on remote control.

2   Make sure **Wi-Fi** is enabled on your device. Connect to either **govroam** or **Southwark-Free-Wi-Fi**.

3   On your device, start the **Mersive Solstice** application, and enter your name if prompted. *Solstice Client can be used if there are issues with Mersive Solstice.*

4 **Select the room number/name** you're currently in on 'discovered displays'. *If the room isn't listed, click on the search bar at the top or 'Enter IP' tab (if available) and enter the IP address displayed on the large meeting room screen. (e.g. 10.34.16.XX)*

5 Enter the **4-digit pin** number displayed on the room screen. *If you can't see the pin on the big screen, click '**Share**' on the tablet/touch pad.*

6 Select '**Share Desktop**'

If you are experiencing problems using the meeting room technology, please report it via AVSupport@southwark.gov.uk

If you require **urgent assistance** with the technology for a meeting starting **now** – please contact Omotayo Ogunyemi on 07540 284 343