



Microsoft Surface Hub End-User Help Guide

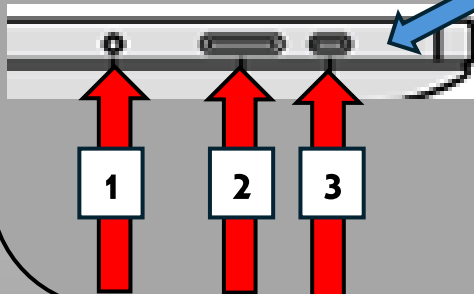


The Surface Hub is an all-in-one collaboration device designed for teamwork, brainstorming, presentations, and video conferencing. It combines:

- A large interactive touch display
- Digital inking with Surface Pen
- Built-in camera and microphones
- Microsoft Teams integration

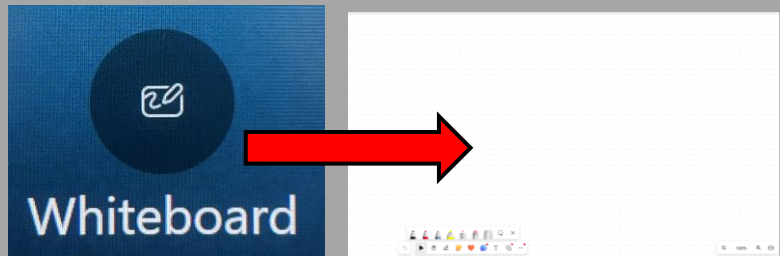
Important Buttons on your Surface Hub:

1. The Power Button
2. Volume Controls
3. Input Selection

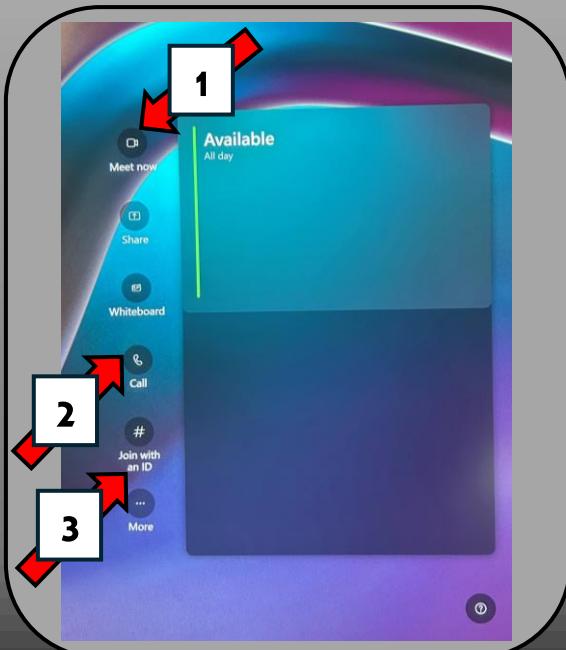
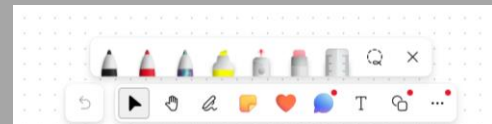


How to use the white board

Click on the Whiteboard icon on the Hub home screen and it will launch Microsoft Whiteboard



You'll be able to utilize the Whiteboard tools for your meetings in person or in a Teams call. Various markers, tools, the ability to insert files and pictures, plus more are at your disposal



How to Start and Join a Teams Meeting

1. Start a new meeting by pressing "Meet Now"
2. Press Call and type in the person who you'd like to meet with
3. Press of the Join with an ID, choose either Teams or Zoom, then you can enter a meeting code and join a meeting



If you require further assistance,
please use this QR code for
further instructions or contact
the CEE IT Team



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How to share your screen

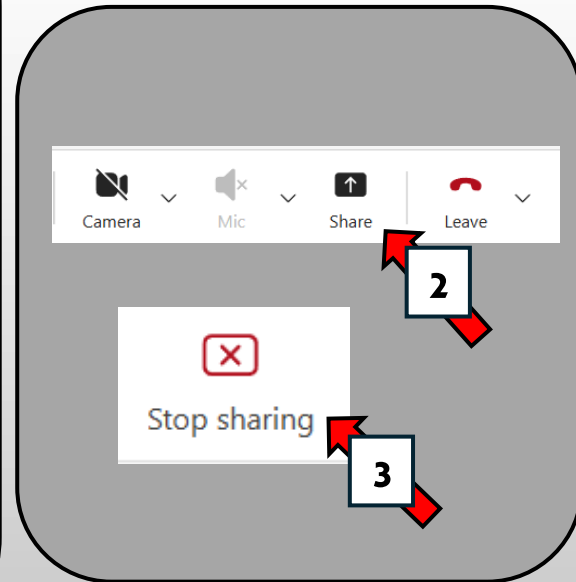
There are two ways to share your screen on the Surface Hubs

Using an HDMI cable

1. Using an HDMI cable, you can connect your laptop to the Surface Hub
2. From there your screen should be visible on the Surface Hub

Using Microsoft Teams

1. Start a Teams meeting
2. Join the meeting from a secondary device which has the content you would like to share
3. On the second device press on the share my screen button
4. The screen should be shared
5. To stop sharing press this button



Features which are no longer offered with the new Surface Hubs on Windows 11

As the Surface Hubs have been switched over to Microsoft Windows 11 there have been several changes to the Surface Hubs functions and abilities.

Things which are now NOT available anymore:

- Wireless screen casting
- Use of USB media
- Use of the Edge browser
- No Microsoft apps other than Teams and Whiteboard

Microsoft's recommendation is to join the Hub to a Teams meeting from another device and share the other device's screen/content with the meeting to perform any of the above features.



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