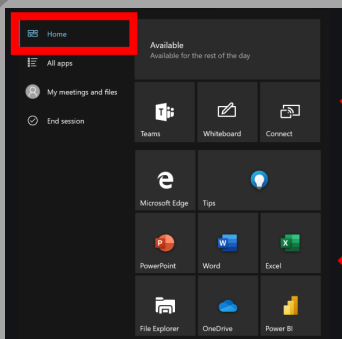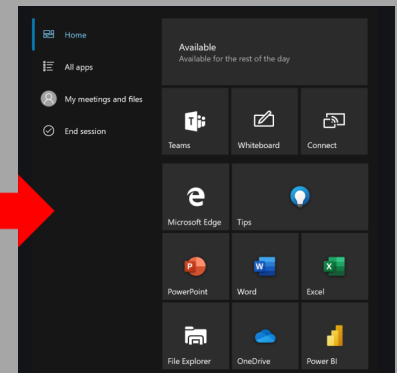# Microsoft Surface Hub End-User Help Guide

Surface Hub Start Screen Menu: On the Surface Hub start screen you will be able to see several items:

1. Clock with Date & Time

2. One Button Click to Join a booked meeting

3. The call button to start a new Teams Call

4. The Whiteboard button to jump to whiteboard

5. The Connect button to project your screen from another device

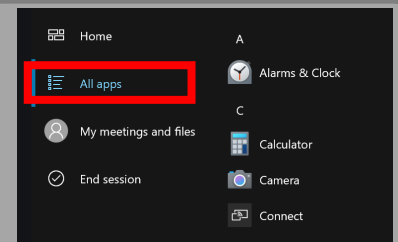6. The sign in button to sign into you account and access your files and calendar

On the surface Hub Start Screen, at the very bottom in the center you will see the Start Button.

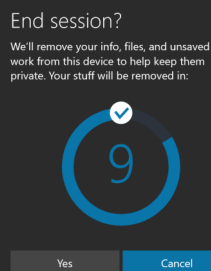Clicking the Start Button will automatically launch you to the start menu on the Surface Hub

Under Home, you will be able to see the Hub meetings booked, you Teams button, whiteboard button, and connect button.

You will also see all you pinned apps on the Surface Hub (default apps shown in image)
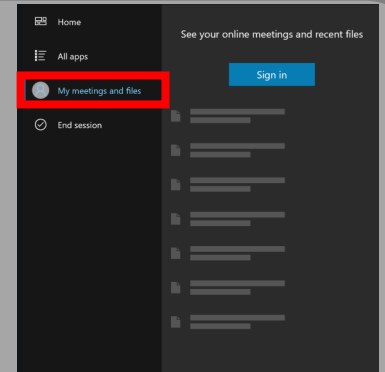

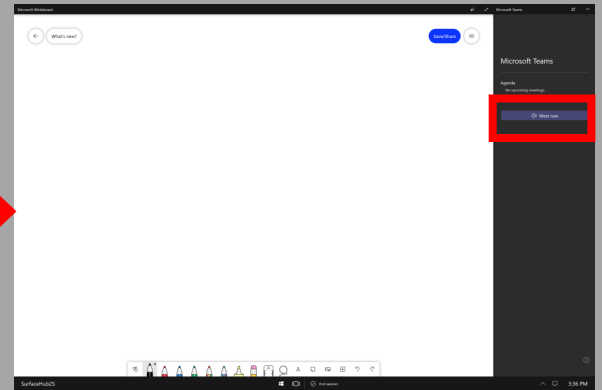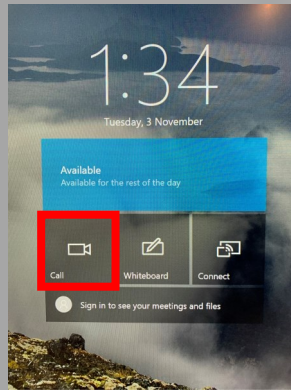Under All Apps is where you will find all installed programs on your Hub

By clicking on the End Session button, the Hub will offer to sign you out of all apps and start fresh for the next user

Under My Meetings and Files, you can sign into the Hub with your account to access your recent files from OneDrive, you calendar from Outlook, and this will sign you into the Office apps and office.com as well to access you full M365 apps
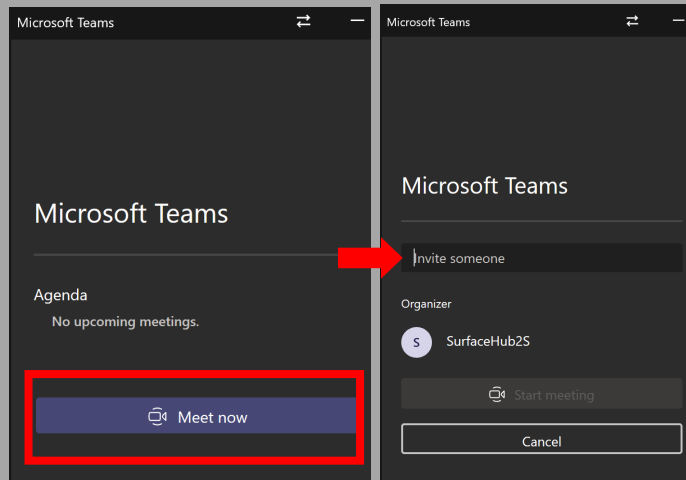

Microsoft

COACH HOUSE PARTNERS

Starting a Teams meeting on the Hub: To start a meeting on the hub click the Call button on the Home screen. This will launch Whiteboard and Teams on the and you can start your meeting by clicking Meet Now.

Once you click Meet Now, you'll be able to add people in your organization to the meeting.

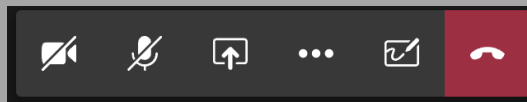Once your ready you can click on Start Meeting to begin

During a Teams Call on the Hub, there are 3 option on the bottom right you can use:

1. Full Screen Mode
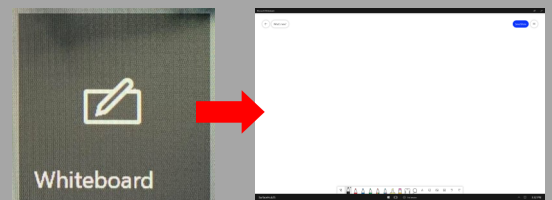2. Add Participants
3. Teams Settings

In a Teams call on the Hub, you have a call control bar with some options that can be used in the call:

1. Camera
2. Microphone
3. Share Screen
4. More features
5. Teams Whiteboard
6. End Call

Click on the Whiteboard icon on the Hub home screen will launch Microsoft Whiteboard
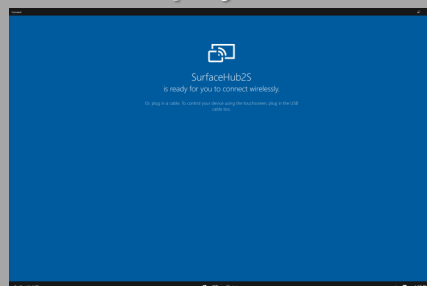
You'll be able to utilize the Whiteboard tools for your meetings in person or on a Teams call. Various markers, tools, the ability to insert files and pictures, plus more are at your disposal

You can project your device on the Hub and share you screen with those in the same room by pressing:
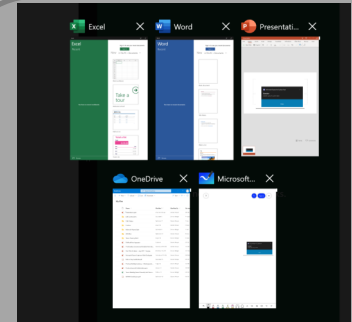
You will be able to wirelessly connect and project to the Hub

Once you are logged on to your Surface Hub, 3 key buttons can be found on the bottom center:

1. **The Start Button**
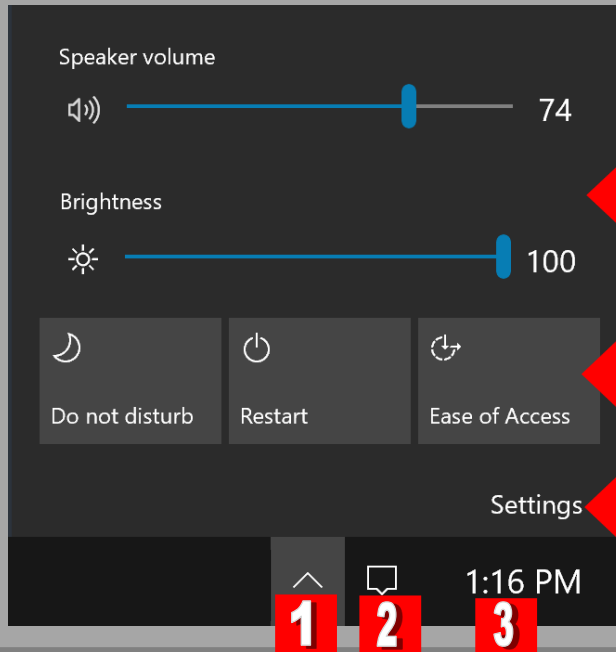2. **Task View**
3. **End Session**

Task View allows you to see all opened apps you have on the Hub, and you can select which Window to jump to

On the bottom right of your Surface Hub you have a few items:

1. **Quick Actions**
2. **Action Center**
3. **Date & Time**

Selecting on of these opens a small window just above

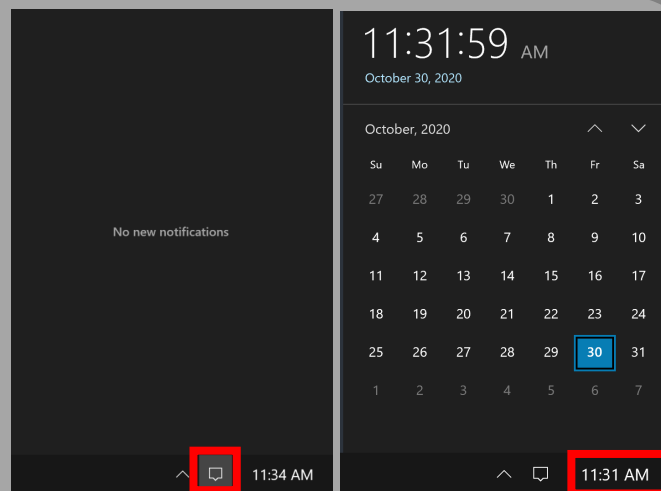Under Quick Actions you will see several options you can use.

You can adjust the speaker volume and screen brightness

You can set the Hub to Do Not Disturb, Restart the Hub, or go into Ease of Access settings

You also have quick access to the System Settings as well

Action Center shows you all notifications that come through on the Surface Hub

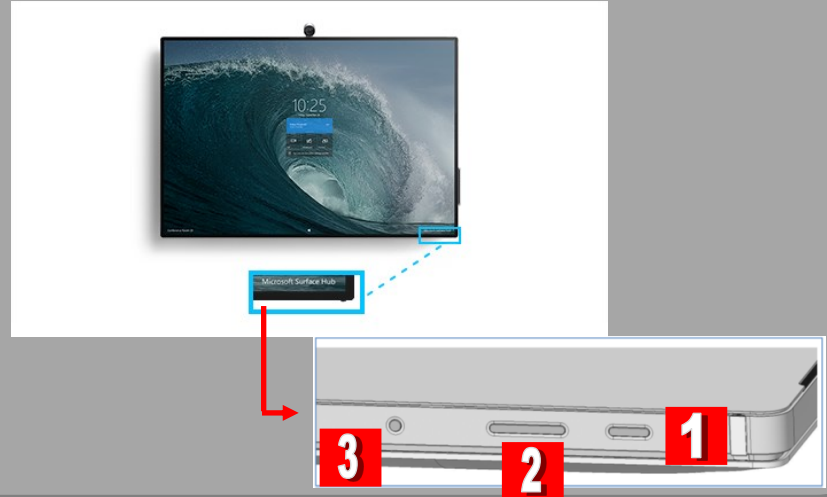Date & Time gives you a calendar view with the current date and time displayed

On the top right corner of each window opened on the Surface Hub you will see these two options:

1. **Screen Snip**
2. **Got to Full Screen**

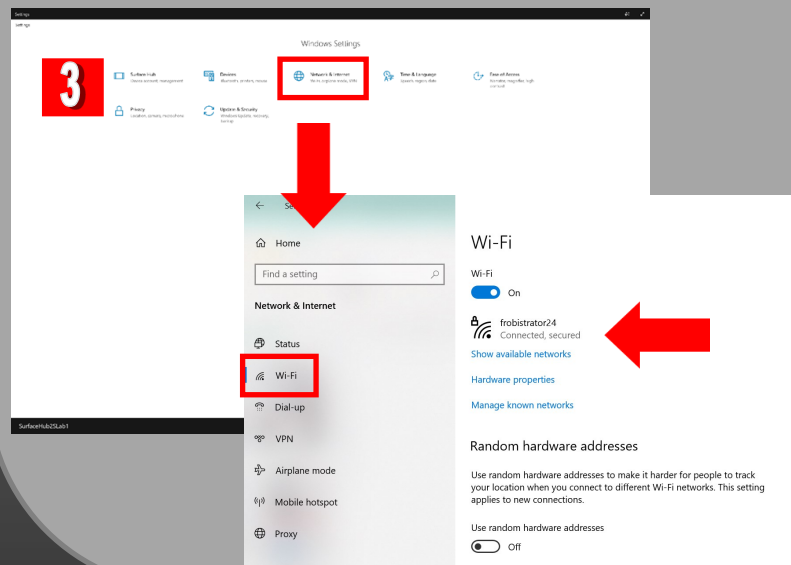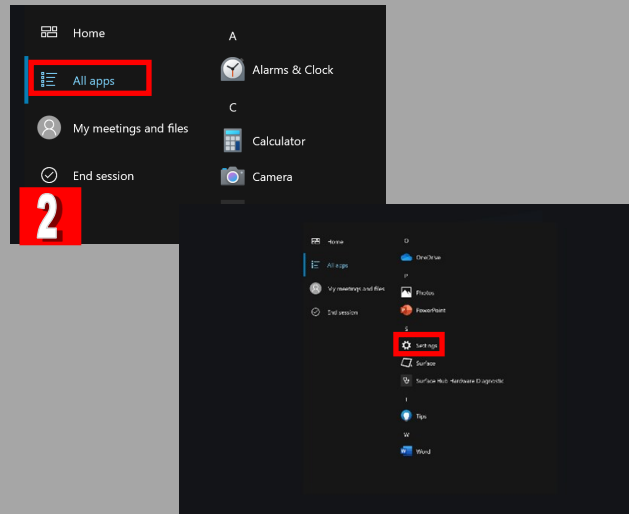# Microsoft Surface Hub End-User Help Guide

Important Buttons on your Surface Hub 2s

1. The Power Button

2. Volume Controls

3. Input Selection

After you powered on the Surface Hub by pressing the power button, Go to settings to connect to Wi-Fi, Follow these steps

Home
A
All apps
Alarms & Clock
C
My meetings and files
Calculator
End session
Camera

Wi-Fi

Home

Find a setting

Network & Internet

Status

Wi-Fi
frobistrator24
Connected, secured

Show available networks

Hardware properties

Wi-Fi

Manage known networks

Dial-up

VPN

Airplane mode
Random hardware addresses

Mobile hotspot
Use random hardware addresses to make it harder for people to track your location when you connect to different Wi-Fi networks. This setting applies to new connections.

Proxy
Use random hardware addresses
Off

1. Tap on the Start button on your main Hub screen

2. Tap the All Apps Menu option and scroll down to find the Settings option

3. In settings, tap on Network & Internet