

## Start an unscheduled meeting manually:

- Select <u>Meet now</u> on the room's tablet screen.
- In the search bar at the top, Search for their name to find the people you want to invite.
- Select people to add them to the list of invitees.
- After all the people you want to invite are on the list, select <u>Invite</u>.
  Your meeting will begin automatically.

