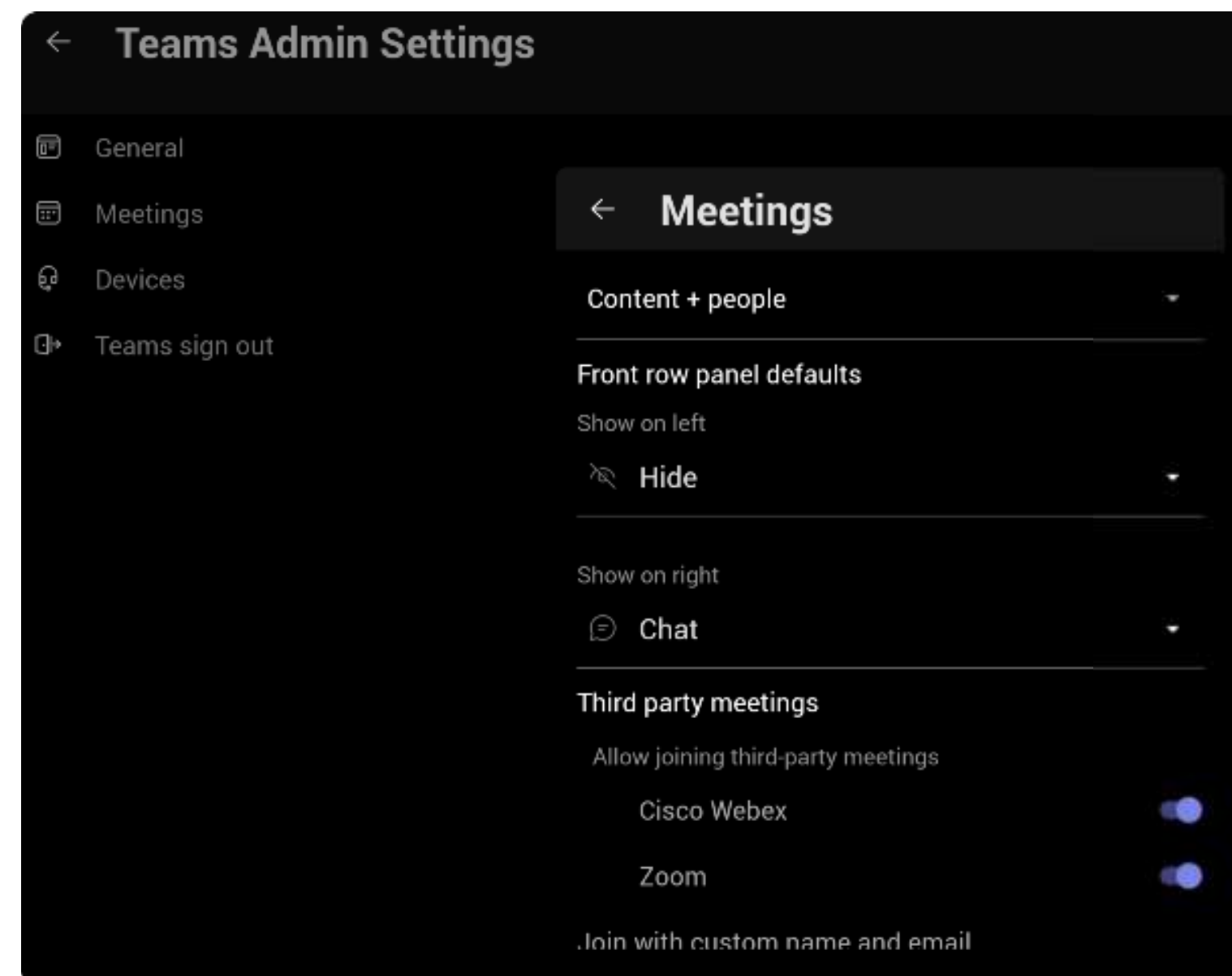# Joining third-party meetings using Microsoft Teams Rooms on Cisco devices

Whether for Webex, Zoom, USB passthrough, or Microsoft Teams calling, this guide explains when to use each method and how to schedule and join scheduled, ad hoc, and instant meetings.

Prerequisites

Before you can join third-party meetings on your Microsoft Teams Rooms device, you need to register your device to Control Hub and enable third-party join in your settings.

Register your device to Control Hub:

- This ensures the Webex meeting is optimized for the best experience.
- Without Control Hub activation, you will only get the guest join experience.

To enable third-party join in the device settings:

- Tap **More** on the home screen and select **Settings**.
- Choose **Device** settings.
- Tap **Teams** admin settings.
- On the meetings menu, navigate to **Allow joining third-party meetings.**
- Toggle on **Cisco Webex** and/or **Zoom**.

To enable Zoom button in the side panel for ad hoc join:

- The Webex button will be there by default.
- Enable configurations in Control Hub for Zoom.

If you need assistance, contact your administrator.

Platform	When to use	How to schedule	How to join	**Join**

webex by CISCO

Scheduled meeting

Use Webex on Microsoft Teams Rooms for pre-planned meetings where the room device has been invited in advance.

How to schedule:
- Invite the Microsoft Teams resource account to the Webex meeting by adding the resource account's email as an attendee or forwarding the meeting to it.
- The resource account is the account the Teams Rooms device logs into and is what users invite to book the Teams Room.

How to join:
- Tap the **Join** button on the home screen that appears shortly before the meeting begins.

Ad hoc meeting

Use for spontaneous Webex meetings where you have the meeting number and need to join immediately.

How to schedule:
- No scheduling is needed for ad hoc meetings.

How to join:
1. Swipe from the right on your home screen to open the control panel.
2. Press the **Webex** button on the touch display.
3. Enter the Webex meeting number (access code) when prompted on the device.

Instant join Webex meeting

Use for on-the-fly Webex meetings, especially on shared devices, where you want to quickly invite others using a QR code or via email.

How to schedule:
- No scheduling is needed for instant join Webex meetings.

How to join:
1. Swipe from the right on your home screen to open the control panel.
2. Tap the Webex button on the touch display.
3. Select **Start a new meeting. Add Participants:**
- **Search:** Invite people directly, or search for their name.
- **Email:** Send the meeting invitation to your email, open it on your computer or mobile device, and forward it to participants.
- **Share meeting link:** Scan the QR code on the device and follow the instructions on your mobile device to join the meeting.

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Platform	When to use	How to schedule	How to join
ZOOM	**Scheduled meeting** Use Zoom on Microsoft Teams Rooms for pre-planned meetings where attendees are invited in advance.	· Invite the Microsoft Teams resource account to the Zoom meeting by adding the resource account's email as an attendee or forwarding the meeting to it. · The resource account is the account the Teams Rooms device logs into and is what users invite to book the Teams Room.	· Tap the **Join** button on the home screen.
	Join via the Zoom button Use for spontaneous Zoom meetings where you have the meeting ID and need to join immediately.	· No scheduling is needed for ad hoc meetings.	1. Swipe from the right on your home screen to open the control panel. 2. Press the **Zoom** button on the touch display. 3. Enter the meeting ID and passcode and press **Join**.

Join

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Platform	When to use	How to schedule	How to join
USB passthrough	**Scheduled meeting** Use USB passthrough to leverage the Cisco device's camera, microphone, and loudspeakers for a high-quality video and audio experience in pre-planned meetings.	· No additional scheduling is needed beyond the initial meeting setup.	1. Connect your laptop to the device's USB-C socket. 2. Open your Microsoft Teams meeting app and select the device as the source for the camera, microphone, and loudspeaker. 3. Join the meeting from your laptop.
	Ad hoc meeting Use USB passthrough for spontaneous meetings to quickly connect your laptop and utilize the device's advanced web camera features.	· No scheduling is needed for ad hoc meetings.	1. Connect your laptop to the device's USB-C socket. 2. Open your Microsoft Teams meeting app and select the device as the source for the camera, microphone and loudspeaker. 3. Enter the meeting ID or meeting link in your Microsoft Teams meeting app to join.
	Instant meeting Use USB passthrough for immediate, on-the-fly meetings when you need to quickly connect and share content from your laptop using the Cisco device's peripherals.	· No scheduling is needed for instant meetings.	1. Connect your laptop to the device's USB-C socket 2. Open your Microsoft Teams meeting app and select the device as the source for the camera, microphone, and loudspeaker. 3. Tab **Meet now** to start or join a meeting immediately from your Microsoft Teams meeting app.

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Platform	When to use	How to schedule	How to join
The call app	When calling any SIP URI directly from your device. To use these features, your device must be registered to Control Hub. Contact your administrator if your device is not registered.	• No scheduling is needed.	**Accessing the call button in the side panel** 1. Swipe from the right on the home screen to open the control panel. 2. Tap the **Call** button. **Placing a Call** 1. You can call someone from your favorites, recents, or directory list. 2. Alternatively, start typing the name, video address, or number of your contact in the search field. 3. Select a contact and tap the **Call** button to place the call.

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