

Summary

Microsoft Teams Rooms

Microsoft Teams Rooms provides a complete meeting experience that brings HD video, audio, and content sharing to meetings of all sizes, from small huddle areas to large conference rooms.

<https://docs.microsoft.com/en-us/microsoftteams/rooms/rooms-deploy>

Common Area Phones

Common area phones are typically placed in an area like a lobby or another area that is available to many people to make a call.

<https://docs.microsoft.com/en-us/microsoftteams/set-up-common-area-phones>

Prerequisites

- An active Office 365 tenancy
- Administrative role
- Meeting Room License - \$15.00 user/month
- Common Area Phone License - \$8.00 user/month

Starting Implementation (For Meeting Room & Common Area)

1.0 Creating the Device/Resource Account and adding the license

1. Obtain a [Meeting Room](#) or [Common Area Phone](#) license:
From the Microsoft 365 admin center, go to [Billing > Purchase Services > Other Categories that might interest you > Collaboration and communication](#) – you will see [Meeting Room](#) or [Common Area Phone](#) license. Select [Details](#). Then select [Buy](#).
2. [Common Area Phone](#) - create a new device account & assign the license:
Using Microsoft 365 admin center go to [Users > Active Users > Add a User](#). Give the user a name like “Main Lobby”.
Assign the [Common Area](#) license that you previously purchased. Finish.
3. [Meeting Room](#) - create a new Resource & assign the license:
Using Microsoft 365 admin center go to [Resources > Rooms & Equipment > Add Resource > Resource Type: Room](#). Give the user a name like “Large Meeting Room”.
Assign the [Meeting Room](#) license that you previously purchased. Finish

Due to increased demand, it might take up to 24 hours to fully set up user in Teams. Until then, you won't be able to assign Teams policies to them, and they might not have access to Teams features like calling and audio conferencing.

2.0 Assign a number to the Device Account or Resource Account

1. Log into Vconnect.
2. MSTEAMS > Voice Provisioning > Provision User
Use the Resource Account or Device Account [UPN](#) > Select the box to the far left > From the drop down, select [Common Area](#) or [Meeting Room](#) as required > [Submit](#).