

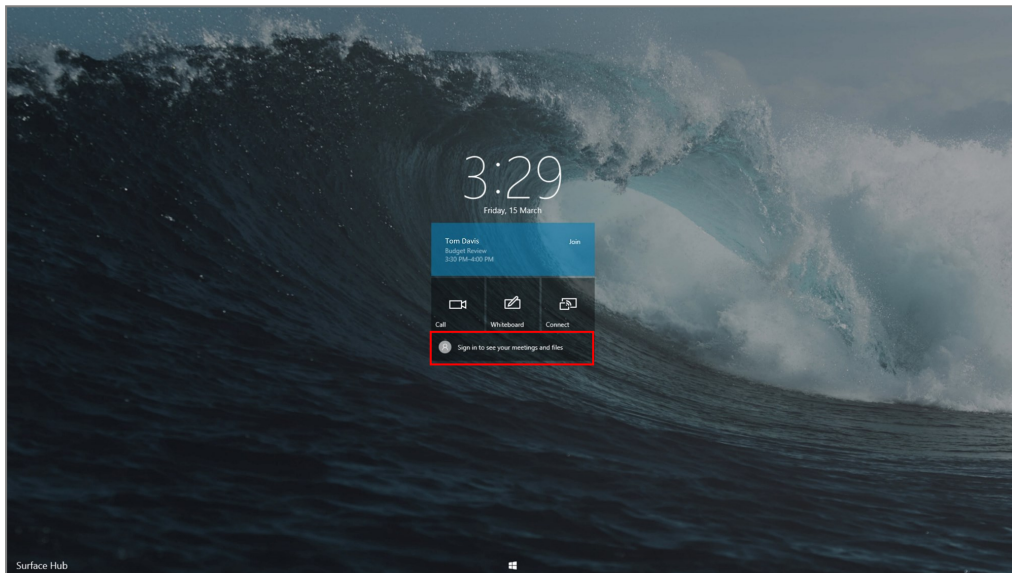


### How to Connect to a Surface Hub

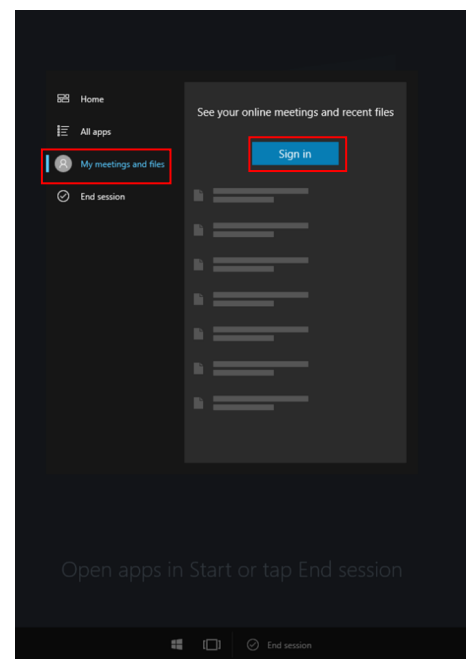
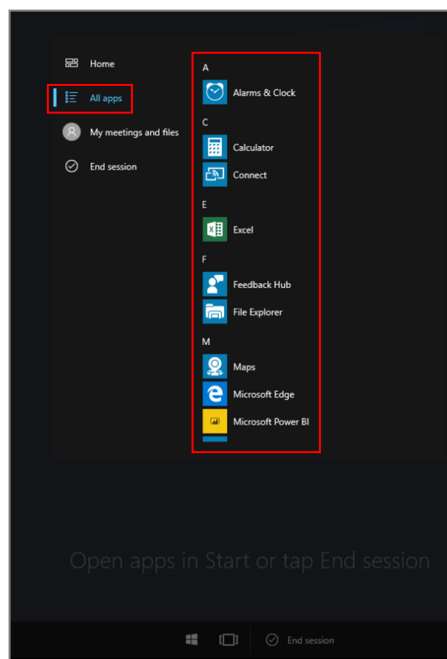
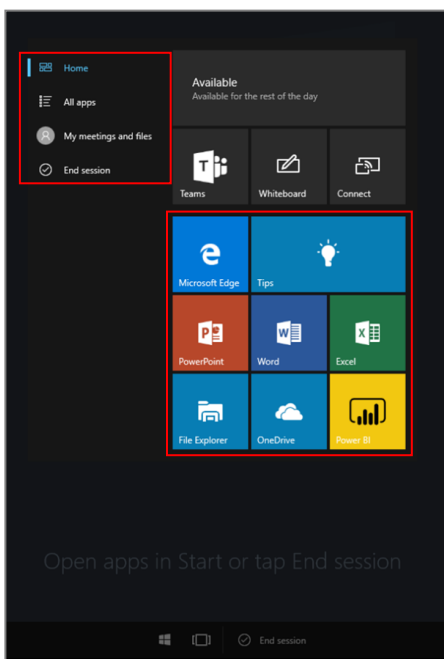
A Surface Hub is a team collaboration device designed to advance the way people work together naturally. Surface Hub 2S re-imagines the mobile meeting experience by using the following interactive features: Whiteboard, Microsoft Teams, Office 365 apps, and Email to share content.

#### Follow the steps below to connect to a Surface Hub:

1. To sign-in to the Surface Hub, select the “sign-in to see your meetings and files” button on the Welcome screen.



2. After signing in, the “Start” menu will appear with the following available features: Office 365 applications, Microsoft Edge browser, Microsoft Teams, and Whiteboard capabilities. Users can also access their Outlook calendar to review upcoming meetings and files within their OneDrive folder.



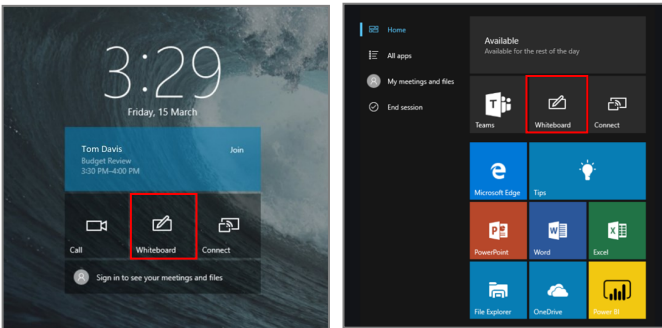


### How to Utilize the Microsoft Whiteboard Feature

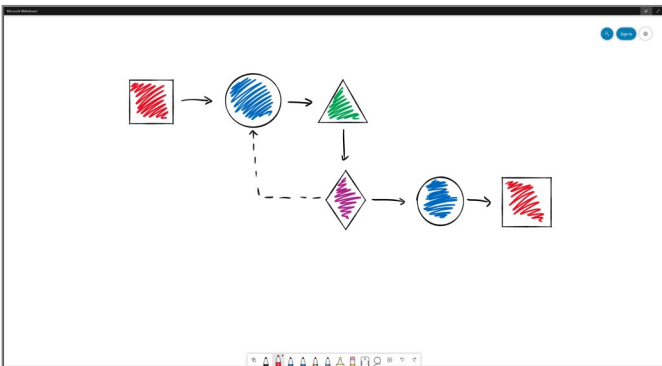
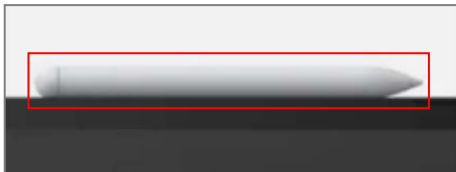
The Microsoft Whiteboard feature on a Surface Hub is a free-form, digital canvas where people, content, and ideas come together.

Review the notes below to best utilize the Microsoft Whiteboard feature:

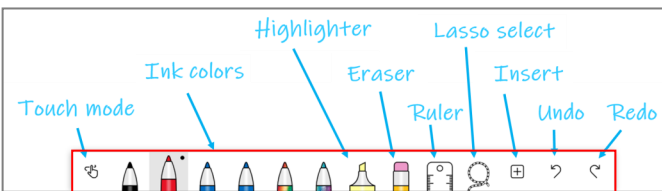
1. To access this feature, tap the Whiteboard tile located on the Welcome screen or the Start menu.



2. In the Whiteboard application, users can write, draw, and interact with objects using the Surface Hub pen (located on the side of the Surface Hub).



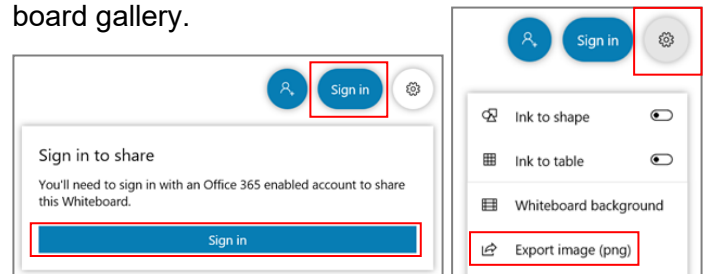
3. The image below showcases the additional features on the Whiteboard Toolbar located at the bottom of the Whiteboard screen.



4. Whiteboards can be saved by signing in to the Surface Hub or exporting boards as images.

- Tap the **Sign in** button, located at the top right of the screen, to save your board, invite others and get back to previously saved boards.
- Alternately, tap **Settings > Export > High quality image (SVG)**, and then use the built-in option to email or save.

**Please Note:** Boards are saved to the cloud automatically when you sign in, and can be found in the board gallery.



5. Whiteboards can also be created into a “web sharing” link to share with team members. This feature can be enabled in the Settings button.

