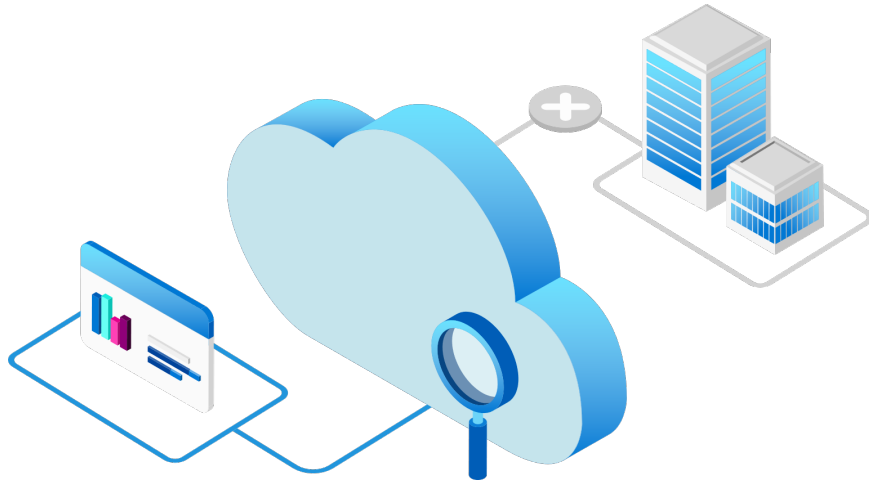


# HANDLEIDING

## SURFACE HUB 2S DEPLOYMENT VOOR ICT-AFDELINGEN



# VOORBEREIDING | NETWERK OPTIMALISEREN

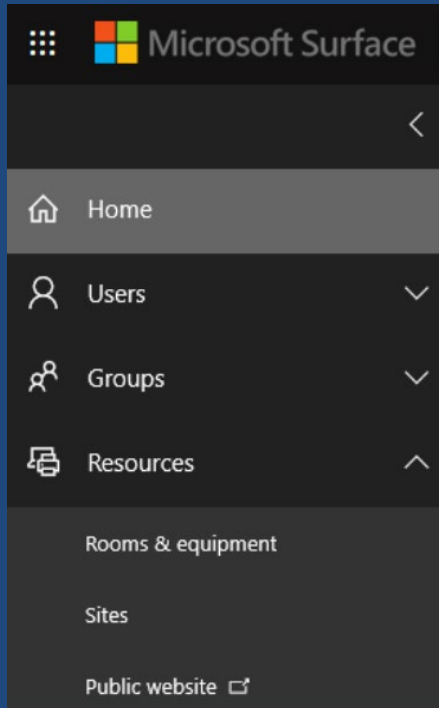


Het identificeren van Office 365-netwerkverkeer is de 1e stap in het optimaliseren van de prestaties van de Surface Hub 2S. Om je netwerk te optimaliseren kun je alle vertrouwde Office 365-netwerkverzoeken rechtstreeks via je firewall laten lopen. Alle aanvullende inspectie of verwerking op pakketniveau wordt zo omzeild, wat zorgt voor minimale vertraging.

# NETWERK CONNECTIVITY TEST

Na de voorbereiding van het netwerk is het handig om een network connectivity test uit te voeren met Microsoft 365 (zie onderstaande link). Hiermee identificeer je andere potentiële struikelblokken alvorens je doorgaat met de volgende stappen.

[Microsoft 365 network connectivity test \(office.com\)](#)

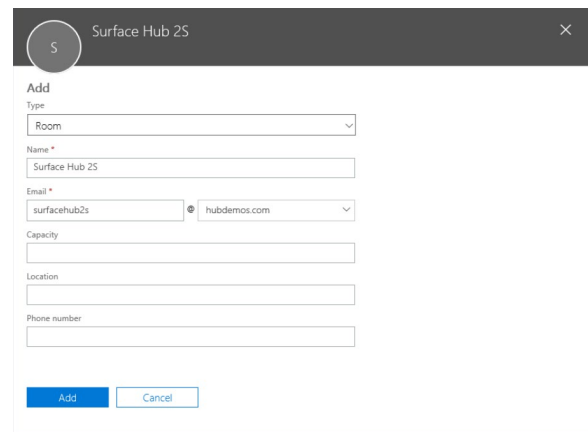


## DEVICE ACCOUNT AANMAKEN

Ga in je Office 365 Admin portal naar 'Resources' en kies 'Rooms & Equipment'.

# DEVICE ACCOUNT AANMAKEN

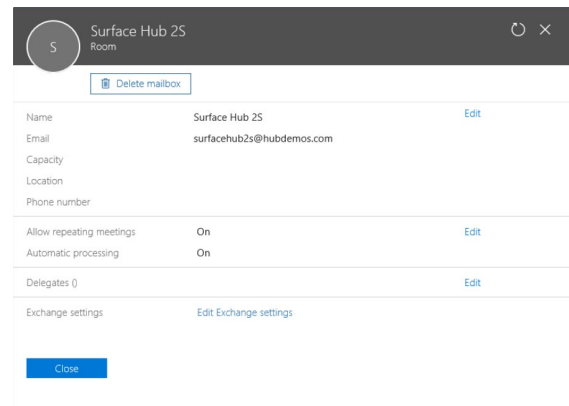
Vul een naam en een emailadres voor het device account in. Laat alle andere instellingen met rust.



The screenshot shows a 'Surface Hub 2S' window with a dark header bar containing a circular icon with the letter 'S' and a close button. Below the header, the title 'Add' is displayed. The form contains the following fields:

- Type: A dropdown menu with 'Room' selected.
- Name \*: A text field containing 'Surface Hub 2S'.
- Email \*: A text field containing 'surfacehub2s' followed by a dropdown menu showing 'hubdemos.com'.
- Capacity: An empty text field.
- Location: An empty text field.
- Phone number: An empty text field.

At the bottom of the form are two buttons: 'Add' (blue) and 'Cancel' (light blue).



The screenshot shows the 'Surface Hub 2S' configuration page. The header bar is dark with the 'S' icon, the title 'Surface Hub 2S', and a subtitle 'Room'. A 'Delete mailbox' button is located below the header. The main content area displays the following information:

- Name: Surface Hub 2S (with an 'Edit' link)
- Email: surfacehub2s@hubdemos.com
- Capacity: (empty)
- Location: (empty)
- Phone number: (empty)

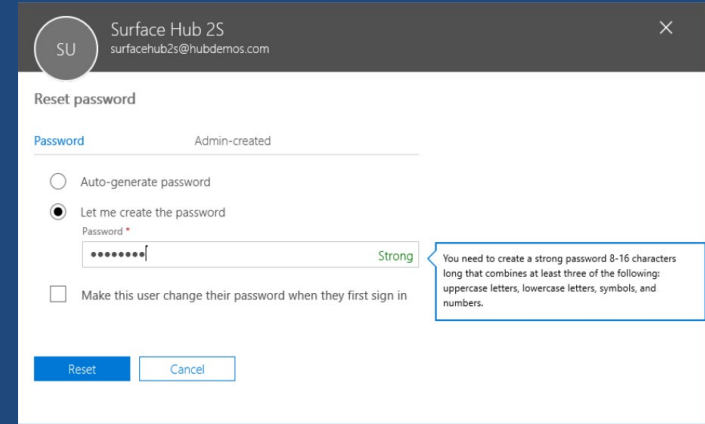
Below this information are three rows of settings, each with an 'Edit' link:

- Allow repeating meetings: On
- Automatic processing: On
- Delegates ():

At the bottom, there is a link for 'Exchange settings' labeled 'Edit Exchange settings' and a 'Close' button.

# DEVICE ACCOUNT AANMAKEN

Stel een wachtwoord voor het device account in. Zorg ervoor dat het vakje onder het tekstveld niet aangekruist is.

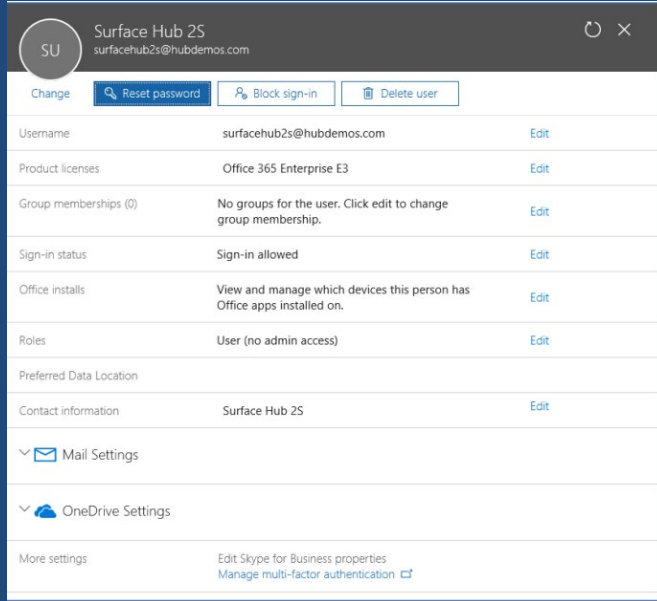


The screenshot shows a 'Reset password' window for a 'Surface Hub 2S' account. The window title bar includes the account name and email 'surfacehub2s@hubdemos.com'. Below the title, there are two tabs: 'Password' (selected) and 'Admin-created'. Under the 'Password' tab, there are two radio button options: 'Auto-generate password' and 'Let me create the password' (which is selected). Below these options is a password input field labeled 'Password \*'. The field contains eight dots and a cursor. To the right of the input field, the word 'Strong' is displayed in green. Below the input field is a checkbox labeled 'Make this user change their password when they first sign in', which is currently unchecked. At the bottom of the window are two buttons: 'Reset' and 'Cancel'. A callout box on the right side of the password field contains the text: 'You need to create a strong password 8-16 characters long that combines at least three of the following: uppercase letters, lowercase letters, symbols, and numbers.'

# DEVICE ACCOUNT AANMAKEN

Wijs de ruimte een Office 365-licentie toe. Als alles goed gegaan is, is je Surface Hub 2S nu optimaal geconfigureerd. Log nu met het device account in op de Surface Hub 2S en je kunt gelijk aan de slag!

Veel plezier met je Surface Hub 2S.



The screenshot displays the user management interface for a Surface Hub 2S. At the top, the user is identified as 'SU' with the email 'surfacehub2s@hubdemos.com'. Below this, there are three action buttons: 'Change', 'Reset password', and 'Block sign-in', followed by a 'Delete user' button. The main content area is a table with various user attributes and their values, each with an 'Edit' link.

Attribute	Value	Action
Username	surfacehub2s@hubdemos.com	<a href="#">Edit</a>
Product licenses	Office 365 Enterprise E3	<a href="#">Edit</a>
Group memberships (0)	No groups for the user. Click edit to change group membership.	<a href="#">Edit</a>
Sign-in status	Sign-in allowed	<a href="#">Edit</a>
Office installs	View and manage which devices this person has Office apps installed on.	<a href="#">Edit</a>
Roles	User (no admin access)	<a href="#">Edit</a>
Preferred Data Location		
Contact information	Surface Hub 2S	<a href="#">Edit</a>
Mail Settings		
OneDrive Settings		
More settings	<a href="#">Edit Skype for Business properties</a> <a href="#">Manage multi-factor authentication</a>	