

Follow these instructions to connect to a Shared Health hosted Teams event
using your MBT Videoconference equipment.
(for more information contact your Digital Solutions Facilitator)

1 Find the **Video Conference ID** on one of these:

Whiteboard Report

Test Call #6 100388 Dial in # 1199414745	START: 10/19/2022 12:55:00 PM
If you are registered for this multi-site telehealth session and the event is already in progress (Note: If you have not registered for this event you must contact the MBT Schedulers first) On MBT network 1100100388 and enter PIN 42516 when prompted Outside of MBT network 1100100388@mbtelehealth.ca	
Host:	TEAMS Video Conference
Attendees:	WPG-Health Sciences Centre WPG-Health Sciences Centre WPG-Health Sciences Centre

Host Site will be shown as **TEAMS Video Conference**

Teams Meeting invite

Microsoft Teams meeting

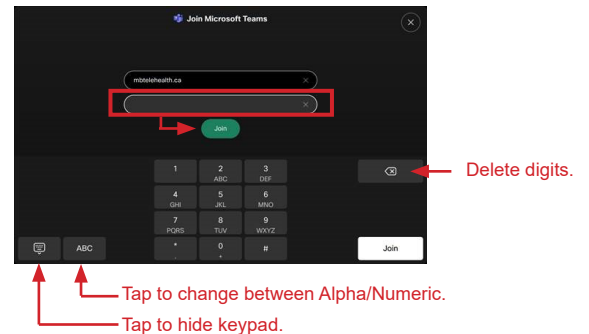
Join on your computer or mobile app
[Click here to join the meeting](#)

Join with a video conferencing device
teams@mbtelehealth.ca
Video Conference ID: 119 941 474 5
[Alternate VTC dialing instructions](#)

2 Tap the **Microsoft Teams** button on the home screen.



3 Tap in the dial field, enter the 10 digit number (without spaces) and then tap the green **Join** button to connect.



4 Press the red end call button  at the end of every call.

- ! If you connect before the other site, you will remain on the **Welcome** screen until they connect; once they do you'll be launched directly into the meeting.
- ! If you see the message "**the other participants are audio only**", remind them to turn on their camera so you can see them.

 When joining a Teams meeting from a conference room, only the host/presentation laptop should be connected to the Teams meeting.

If it is necessary to connect a 2nd laptop to the Teams meeting, ensure the attendees follow these steps to avoid audio feedback and meeting disruption:

- turn off laptop sound and microphone prior to joining Teams meeting
- when connecting to Teams, the meeting may re-connect your microphone and it will need to be muted again