

Schedule a Non-clinical Event

1. Use **Meetings>Overview** to check availability of desired sites.
2. Click **Meeting Template>Apply** then search for the desired template and apply it. *Note: If there is no template, contact MBT Scheduling to have one created.*
3. On the **GENERAL INFO** tab, double check that the host site information is accurate and check off **Open Registration** if you want the event open for anyone to attend.
4. Click the **SCHEDULE** tab and enter the date and time of your event.
5. Click the **PARTICIPANTS** tab and select the pre-booked sites, room and codecs. *Note: For events with a large number of sites, skip Step 3 then follow the instructions to add attendee sites below.*
6. Click the **COMMENTS** tab and enter site contact information in the comments section; click **Apply Template** to schedule the event and **OK** to confirm.
7. The default meeting layout is 1+7 (see image on right). To change the layout, search for the meeting and click **change layout** under **CONFERENCE LAYOUT**.

Add Attendee Sites

1. Find the event using the **Meetings> Calendar** or **Meetings>Meeting Search** menu options.
2. Click on the meeting and then click **Add Site** beside the meeting name.
3. Select the desired sites from the drop down list then click the **Add** button and **OK** to confirm.

Remove Attendee Sites

1. Find the event using the **Meetings> Calendar** or **Meetings>Meeting Search** menu options.
2. Click on the **meeting ID#** to open it and click the **Rem** button beside the site you want to remove.
3. Select a reason, add a comment and click **Save**. Click **OK** to confirm.

Change the Date or Time of an Event

1. Find the event using the **Meetings> Calendar** or **Meetings>Meeting Search** menu options then click the **Edit** button beside the **MEETING TIME**.
2. Enter the new date and/or time and click **Search**.
3. Click **Check Attendee Sites** then review the listing to make sure all sites are available. *Note: If you see VCUX that means the site is not available.*
4. Click **Change**, then **OK** to apply the change.

 You can change the meeting name by clicking **edit title** on the **Meeting Information** tab.

Cancel an Entire Event (host and attendees)

1. Find the event using the **Meetings> Calendar** or **Meetings>Meeting Search** menu options.
2. Click the **Cancel** button beside the **Meeting Name**, choose **Cancel with Notification** and click **Submit**. Click **OK** to confirm.
3. Select a reason, add a comment and click **Save**. Click **OK** to confirm.
Note: If you click Search again to refresh the page, the meeting will now show as cancelled.

Whiteboard

MBTelehealth Site Contacts should be printing the Whiteboard daily for up to date connection information.

Multi-site Layout Options



Microsoft Teams

You can connect MBT videoconference equipment to a Teams session, see the QRG on our website for more details.

Call the MBT Schedulers for...

- *All out of province/out of Network connections
- *All last minute (after noon the day before) additions/changes/modifications

1-866-999-9698 Option 4,
Option 2
(toll-free)

Definitions

- Appointment**
Patient side of clinical event
- Clinic**
Provider side of clinical event
- Meeting**
Non clinical events

Room Definitions and Prefixes

Clinical Rooms: rooms used for clinical events only

Prefix

CLIN	All clinical other than those listed below
CLIN Ca	CancerCare Manitoba clinical
CLIN Renal	Renal clinical rooms
CLIN Nursery Only	Neonatology clinical rooms

Meeting Rooms: used for non-clinical events only such as meeting, education or admin

Prefix

MTG SM	Small meeting room <10 people
MTG LG	Large meeting room >10 people

Hybrid Rooms: used for both clinical and non-clinical events

Prefix

HYBRID

MyMBT: used for both clinical and non-clinical events using an individual's own computer or mobile device

Prefix

User's name