

### 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.

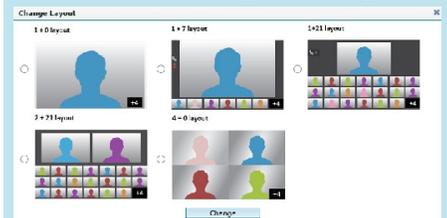
### Cancel an Entire Event (host and attendees)

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

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

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

Prefix

<b>MTG SM</b>	Small meeting room <10 people
<b>MTG LG</b>	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**