⚠️ **Do not connect your device (workstation, cellphone or iPad) to BellMTS Guest Wifi while at the hospital (other than at these locations: CCMB MacCharles or 700 Elgin); it will break your connection to MS Teams, Connection Dialer (Virtual Visit Provider Portal) and MyMBT Messaging (Cortext).**
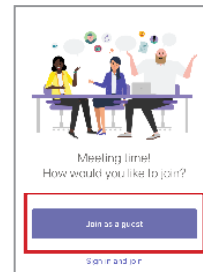
Visit our website for all of our Quick Reference Guides and videos https://mbtelehealth.ca/training/ .

For Microsoft Teams video training by Microsoft click here .
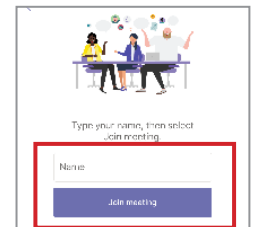
Inviting a guest to join your call

You can include people in your call who do not have a Teams account by sending them your **Join Microsoft Teams Meeting** link.
Make sure you tell them to Join as a guest as shown on the right.

Their video call screen will look just like yours.

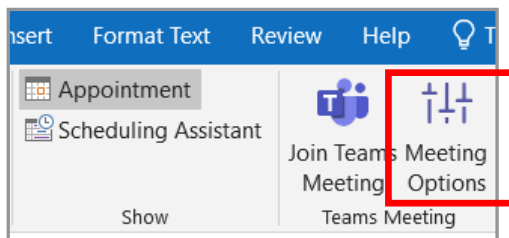Tap **Join as a guest.**

Enter name and tap **Join meeting.**

Joining from a Conference Room

If you are joining from a conference room and you will be using the speaker phone as your audio, mute the microphone and speakers on your laptop to avoid feedback and call into the audio conference line (phone number is found in the calendar invite).
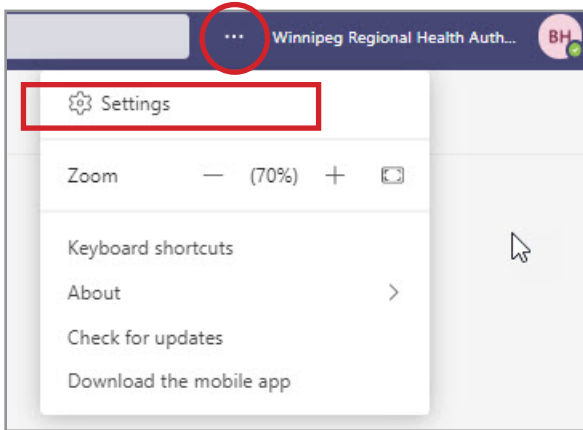
Meeting Options

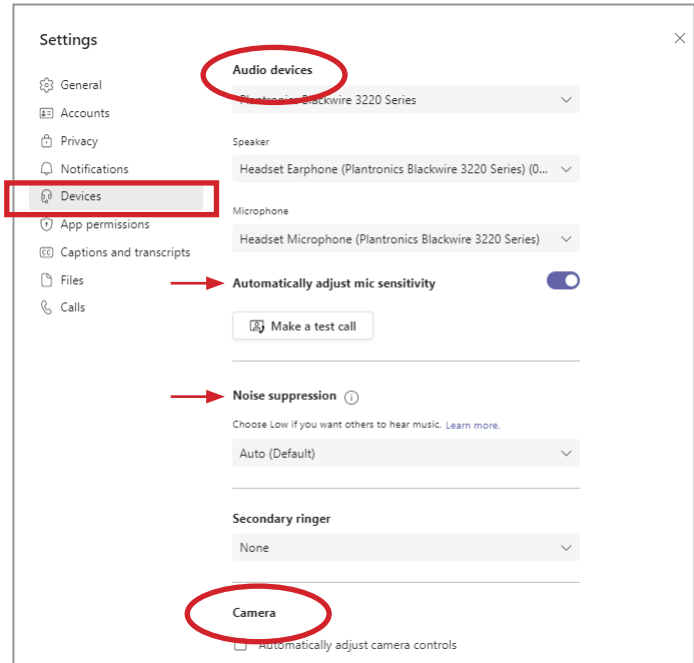Select **Meeting Options** from the Outlook ribbon menu to make changes such as who can bypass the lobby or present.

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Audio and Video Settings

Set your audio and video settings to ensure others can hear and see you during voice or video calls.

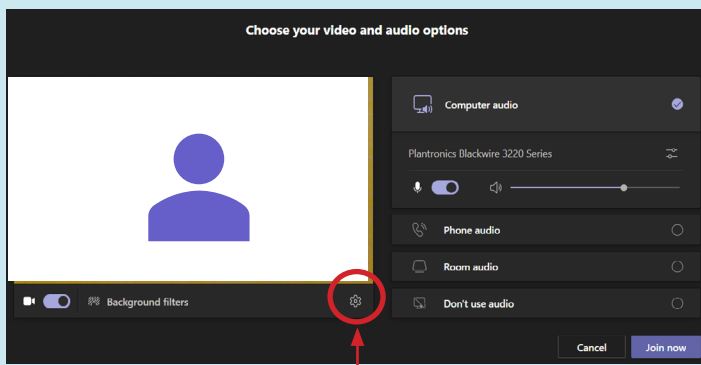**1** Click on **More …** and then click **Settings**.

2 Click **Devices** and select your audio and camera options.

ⓘ You can make changes to your device settings when you're joining a meeting or even during a meeting.

Before joining: click **Devices** and select your settings.

Devices

During a meeting: **More>Device settings.**

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