




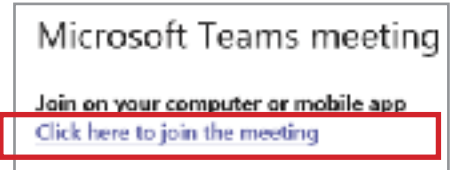
Do not connect your device (workstation, cellphone or iPad) to BellMTS Guest Wifi while at the hospital (other than at these locations: CCMB MacCharles or 700 Elgin); it will break your connection to MS Teams, Connection Dialer (Virtual Visit Provider Portal) and MyMBT Messaging (Cortext).

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](#).

1 Download the Microsoft Teams app  from the app store.

2 Open your calendar, tap on the appropriate meeting to select it and then click the **Click here to join the meeting** link in the body of the invite.



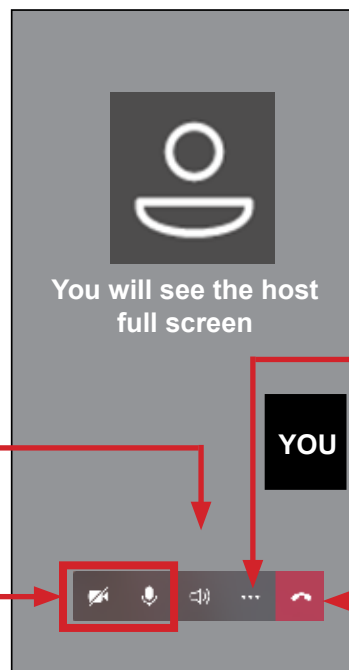
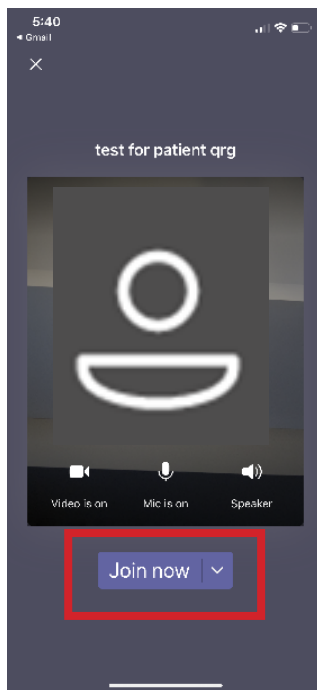
! The images and wording may be slightly different when using an Android device.

3 Tap **Join now** (you may have to wait for the host to start the meeting).

4 Once connected, you will see the host on the screen and they will see you full screen on their end.

5 Tap the red phone receiver to end the call.

(Tap your screen to make the toolbar re-appear).



Tap your screen to show toolbar

Ensure your camera and microphone are on.

More menu items including:

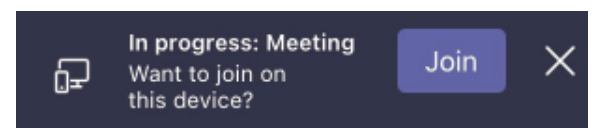
(CC) Live Captions

You'll see the captions at the bottom of the screen along with the person's name. These are only available during the actual meeting (similar to TV Closed Captioning).

End Call



If you have Teams open on multiple devices, you will see this message as soon as you join. You can either click the **X** to close the message; or **Join** and then either **Add this device** or **Transfer to this device** (you may have content you need to share from the other device for instance).



BE PRIVACY-WISE Always use Teams by MBT in an appropriate and confidential location.