


Book a Teams Meeting (using a shared calendar or to “book on behalf of” someone else)

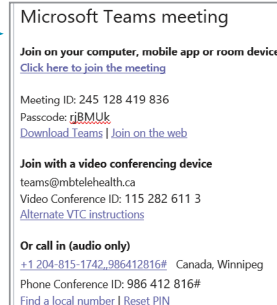
- 1 Open your own Outlook calendar (not the shared one) and click **New Teams Meeting**.



- 2 Schedule a meeting on your calendar by sending the invite to yourself.


- 3 Open the Teams meeting invite, right click and **Copy** the entire body of the email (you'll **Paste** the info in step 4).

 The body of the invite is pre-populated with various join options. Do not copy previous meeting information because each meeting uses a unique link.



- 4 On the shared calendar, click **New Meeting** then right click and **Paste** the information into the body of the invite. (Note: Patients should always use the **Join on the web** link along with the **Meeting ID & Passcode**. Refer to our Quick Reference Guides for more details.)

- 5 Fill in the rest of the invite, insert any attachments and click **Send**.

 If you need to send this calendar invite to a provider or other internal staff and do not want to share that email address with the patient, you will need to forward this invite to the provider as you cannot bcc using a shared calendar.

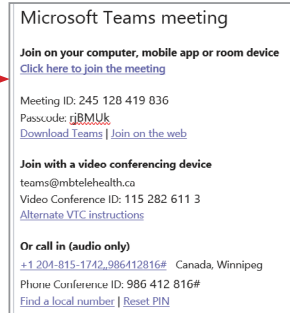
 Refer to the Quick Reference Guide for full steps and privacy information.

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- 6 Close the window on your own calendar, you only needed this to create the meeting link.

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