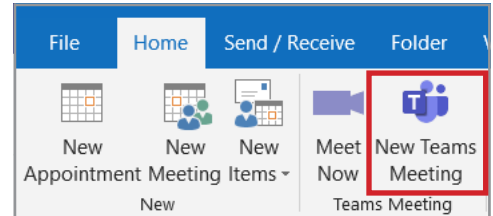


Visit our website for all of our Quick Reference Guides and videos <https://mbtelehealth.ca/training/>.

For Microsoft Teams video training by Microsoft [click here](#).

## Create a Meeting

- 1 Open your Outlook calendar and click **New Teams Meeting**.  
(If you have recently installed Microsoft Teams and you do not see this icon, you may have to restart your computer.)



**!** Teams meetings can only be created using a managed workstation. You cannot create the meeting using Outlook Web Access (OWA), Teams client or mobile devices.

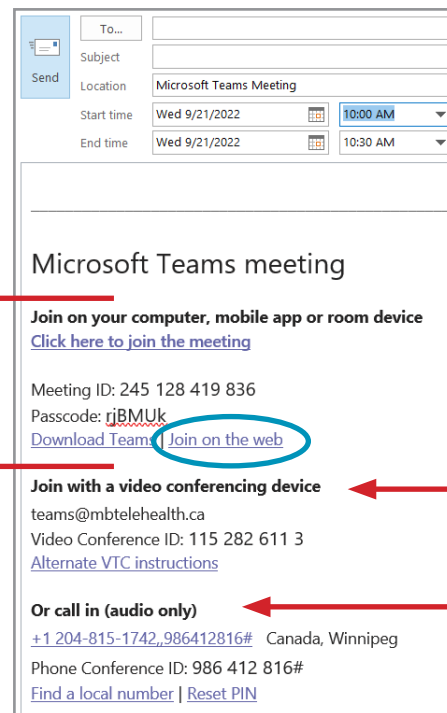
- 2 The appointment window will open where you can add in your attendees, subject, times, etc.

The body of the invite is pre-populated with various join options.

Guests without a Teams account will use one of these links in their invite to join the meeting.

**!** We recommend that patients use the **Join on the web** link where they'll be prompted to enter the Meeting ID and Passcode when it's time for them to meet with you.

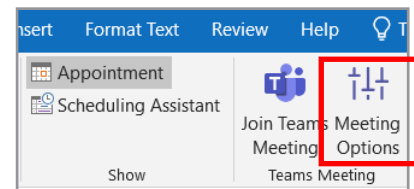
This helps to alleviate confusion with links and connection problems, since they may already be logged into their own Teams work account or a school account on their computer. When that happens, they sometimes try to connect to the wrong meeting. The patient QRG instructs them to use only this link when connecting. There is an optional QRG for providers called **Create a Patient Virtual Visit-Join on the web** that also refers to only using this link.



Sites can join using MBT videoconference equipment.

Attendees who will be calling in from a phone can join the meeting.

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



## Cancel a Meeting

To cancel a meeting, open the meeting and click **Cancel Meeting Cancellation** from the Outlook ribbon, and click **Send**

