

What equipment do I need to participate in a Teams video call?

A video and audio device is required, such as a headset, earbuds, speakers and a webcam connected to your computer.

Can I connect to a Teams video call with my smartphone?

Yes, Teams is compatible with both Android and iPhone devices. The app can be downloaded from their respective App stores and used for your meeting.

Can I connect to a Teams video call with my phone line?

Teams offers the capability of allowing for phone line connections if the host has an audio line. This is available to the host at an additional cost.

In reoccurring meetings, I receive chat notifications from each new meeting even if I am not attending on that specific day. How do I stop these chat messages?

These notifications can be disabled in the application by clicking on **Settings-Notifications-Meetings**. Once here, under **Meeting Chat Notifications**, change the setting to **Mute until I join or send a message**.

In reoccurring meetings, how do I remove guests who are not attending on a specific day from receiving chat notifications?

In the top right corner of the meeting window there is a button called **chat**. This opens the chat window showing the list of users. Placing your cursor over the person you want to remove. This will show an **X** that will allow you to remove them from receiving further notifications.

Is Microsoft Office 365 required to use Teams?

If you want to create video calls and use all the features included such as video calls, instant messaging, and Teams channels, Office 365 is required. If you just want to attend a video call that another person invited you to then Microsoft Office 365 is not required.

How do I send an Instant Message to other users in Teams?

Using the search bar at the top of the Teams screen, type a user's name and if they have been provisioned with Teams they will appear. After clicking on their name, it will open up the chat function where you can send them an instant message.

How do I collaborate and share files with a group in Teams?

On the left side panel of the Teams application, there is a button called **Teams**. This allows users to create groups which can be public or private. A Team can be created, and then any users who may want to collaborate on files or communication can be invited.

Where are further training resources located?

Quick Reference Guides and training videos are available on the MBTelehealth website under the **Microsoft Teams** and **Virtual Visits-Teams** sections at the following link: <https://mbtelehealth.ca/training/>. Office 365 training material can be located on LMS by searching 365.