

A Shared Health Service

## **Quick Reference Guide**

## Microsoft Teams HOST A MEETING or VIRTUAL VISIT - Smartphone

Service Desk 204-940-8500 Option 4, Option 1 or toll-free 1-866-999-9698 Option 4, Option 1



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 <a href="https://mbtelehealth.ca/training/">https://mbtelehealth.ca/training/</a>. For Microsoft Teams video training by Microsoft click here .

#### Host your meeting

- 1 Download the Microsoft Teams app 📫 from the app store.
- 2 Open your Outlook calendar and tap on the appropriate meeting to select it.
- 3 Tap the Click here to join the meeting link in the body of the invite.
  - The attendees (or your patient) would also have received these links in the body of their invite when the meeting was created.

Patients are instructed to use the **Join on the web** link along with the **Meeting ID** and **Passcode**.

Click here if you are the host and forgot your PIN and need to reset it.

(Note: a PIN is only needed if you have attendees joining by phone.)

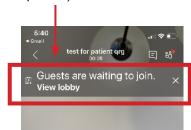
Microsoft Teams meeting Join on your computer, mobile app or room device Click here to join the meeting Meeting ID: 247 169 103 06 Passcode: 38SDgY Download Teams Sites can join using MBT videoconference equipment. Video Conference ID: 111 317 990 3 Alternate VTC instructions Or call in (audio only) Attendees who will be calling in +1 204-815-1742..17951709# from a phone Phone Conference ID: 179 517 09# can join the meeting. Find a local number

4 Tap Join now.

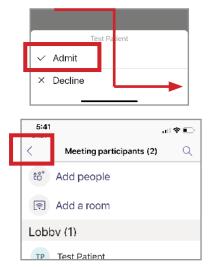


If the other person connects first, you will see this message at the top of your screen.

Tap to view the lobby (for virtual visits; ensure you are connecting with the correct patient).



Tap Admit at the bottom of the screen and then admit the guests. Tap the arrow to return to the call screen.



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Once connected, you will see the other person on the screen (and they will see you full screen on their end).

Tap your screen to show toolbar

Press the red phone receiver to end your call.

Ensure your camera and microphone are on.

#### **Share Content**

**1** Tap ...

Tap **Share**.

Select what to share.

Tap your option.

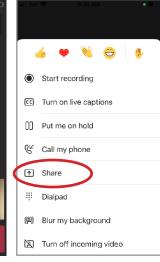
Start Broadcast

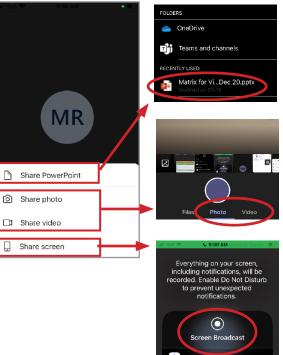
5 Stop presenting when you're done.

9:39 AM

**End Call** 









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