




**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](#).

## 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.

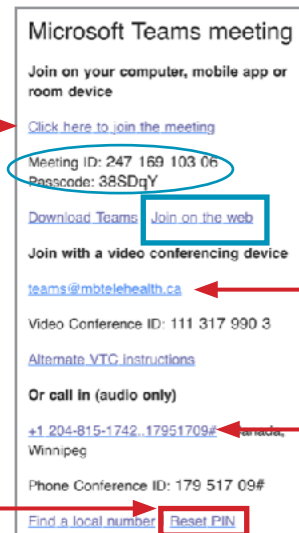


The attendees (or your patient) would also have received these links in the body of their invite when the meeting was created.

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.

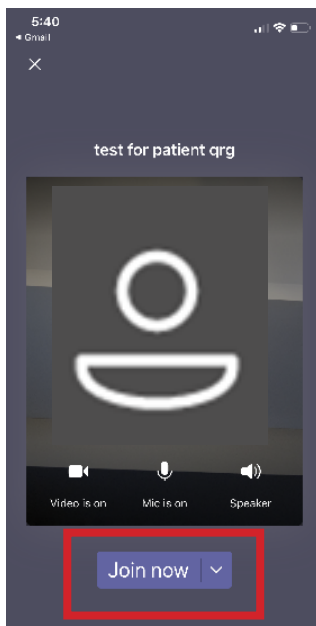
(Note: a PIN is only needed if you have attendees joining by phone.)



Sites can join using MBT videoconference equipment.

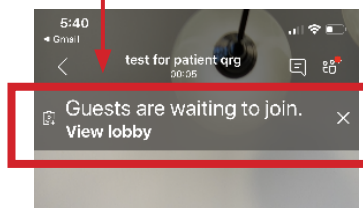
Attendees who will be calling in from a phone can join the meeting.

- 4 Tap **Join now**.

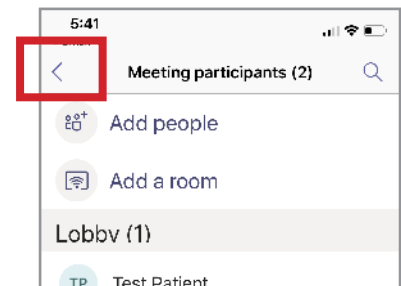
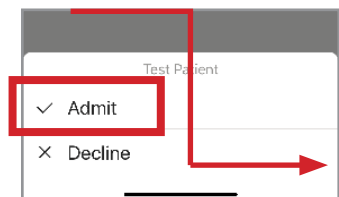


- 5 If the other person connects first, you will see this message at the top of your screen.

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



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



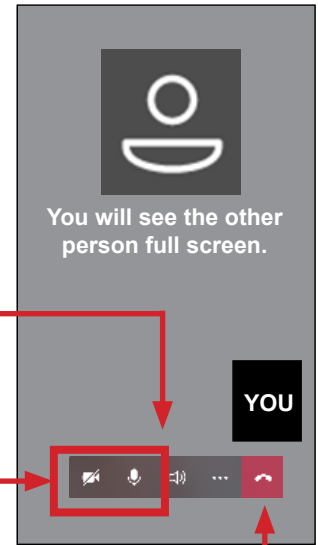
- 7** Once connected, you will see the other person on the screen (and they will see you full screen on their end).

- 8** Press the red phone receiver to end your call.

Tap your screen to show toolbar

Ensure your camera and microphone are on.

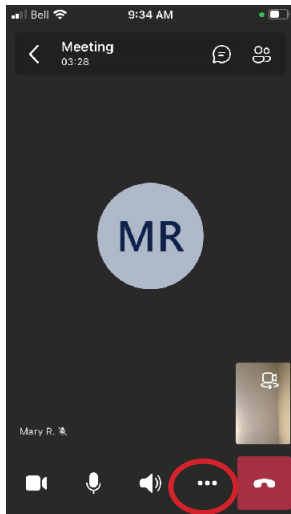
End Call



## Share Content

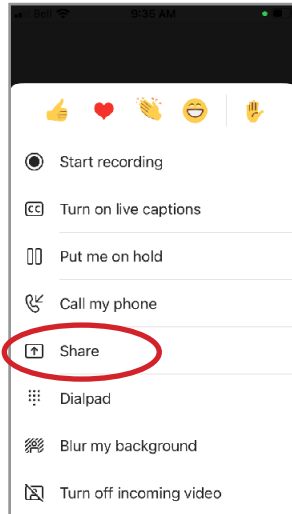
**1**

Tap ...



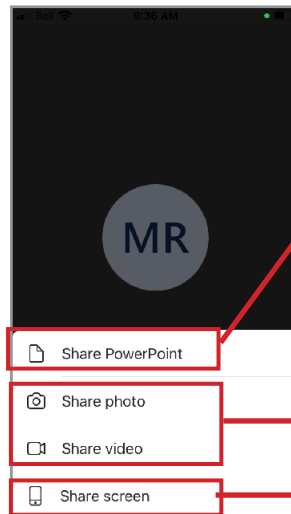
**2**

Tap **Share**.



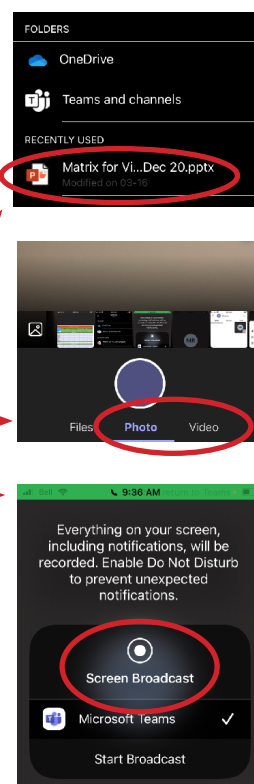
**3**

Select what to share.



**4**

Tap your option.



**5**

**Stop presenting** when you're done.

