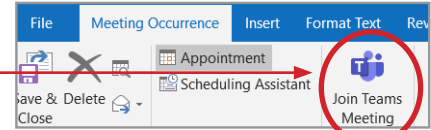




**Do not connect your device (workstation, cellphone or iPad) to BellMTS Guest Wifi while at the hospital (other than at these locations: CCMB MacCharles or 700 Elgin); it will break your connection to MS Teams, Connection Dialer (Virtual Visit Provider Portal) and MyMBT Messaging (Cortext).**

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](#).

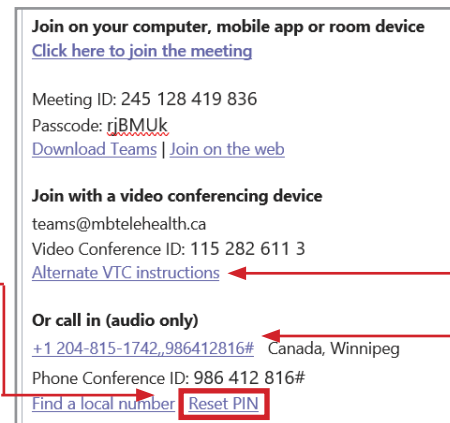
- 1 Open your Outlook calendar and double click on the meeting to select it.
- 2 Click the **Join Teams Meeting** icon in the Outlook toolbar.



Even someone who doesn't have a Teams account can join your meeting or virtual visit, as they'll receive these links in the body of their meeting invite.

In the body of the invite, click here if you are the host and forgot your PIN and need to reset it.

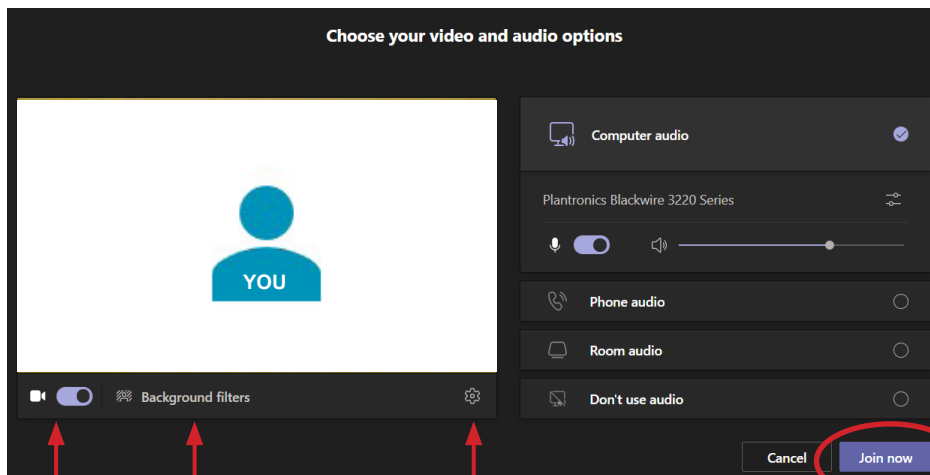
(Note: a PIN is only needed if you have attendees joining by phone.)



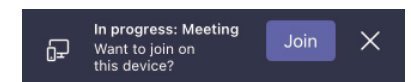
Sites can join using MBT videoconference equipment.

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

- 3 Ensure your audio and camera are on and then click **Join now**.



Audio



If you have Teams open on multiple devices, you will see this message as soon as you join. You can either click the **X** to close the message; or **Join** and then either **Add this device** or **Transfer to this device** (you may have content you need to share from the other device for instance).



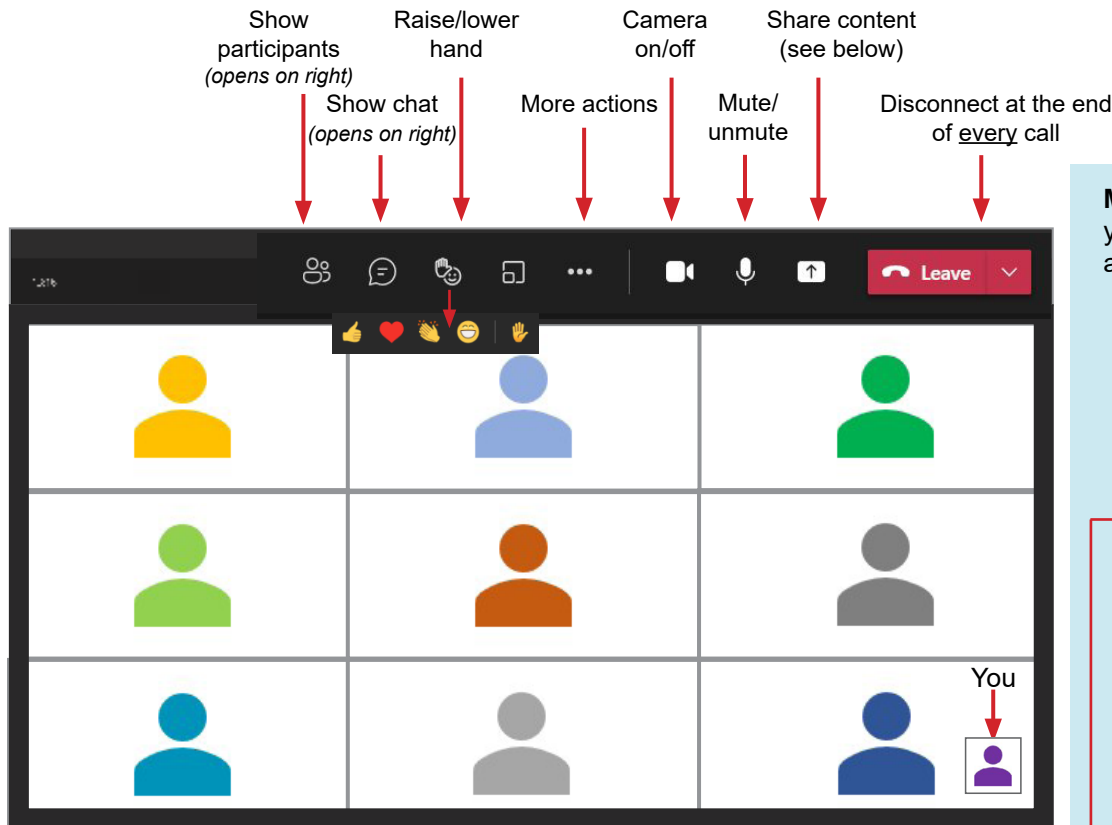
When joining a Teams meeting from a conference room, only the host/presentation laptop should be connected to the Teams meeting.


If it is necessary to connect a 2nd laptop to the Teams meeting, ensure the attendees follow these steps to avoid audio feedback and meeting disruption:

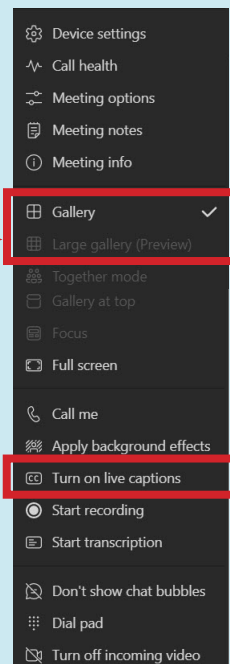
- turn off laptop sound and microphone prior to joining Teams meeting
- when connecting to Teams, the meeting may re-connect your microphone and it will need to be muted again

- 4 You will see the other person full screen or the participants in a grid if there are multiple participants. Disconnect at the end of every call.

**!** If you are meeting with a patient, confirm you're connecting with the right patient when you admit them from the lobby.




**More actions**  allows you to access features such as **Start Recording**.



**Gallery/Large gallery**  
click to refresh your screen if you can't see the content being shared.

**(CC) Live Captions**  
You'll see the captions at the bottom of the screen along with the person's name. These are only available during the actual meeting (similar to TV Closed Captioning).

**Share content** 

Include computer sound ☐

**Presenter mode**

Screen

Window (7)

Microsoft Whiteboard


PowerPoint Live

Turn on to include sound (if you're sharing a video for example).

Share your screen (your entire desktop).

Share a window (such as a document or an application).

A red border will show what content is being shared; you can also **Give/Request Control** with other participants (except for guests).

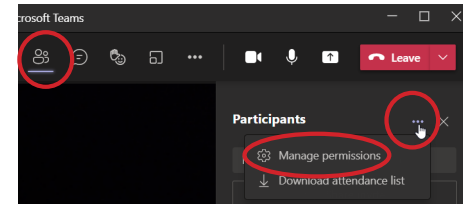
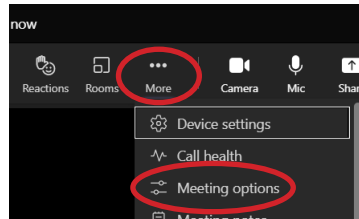
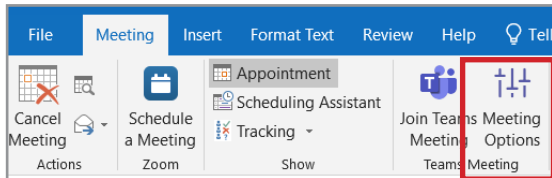
Click **Stop sharing**  when you are done.

## Meeting Options

**1** You can change your **Meeting options** in a few different places; either before or during a meeting.

Before a meeting by double clicking the Outlook calendar invite and selecting **Meeting Options**.

During a meeting by clicking **More actions ...** at the top of the meeting window or **More actions ...** in the **Participants** pane.



**2** Make your selections from the dropdown menus and checkbox options.

Meeting Options

Who can bypass the lobby?

People in my organization, trusted organizations, and guests

☐ Always let callers bypass the lobby
☒ Announce when callers join or leave

Who can present?

Everyone


☒ Allow mic for attendees?
☒ Allow camera for attendees?
☐ Record automatically

Allow meeting chat

Enabled

☒ Allow reactions
☐ Provide CART Captions

By default, everyone is granted the presenter role in the meeting including guests.

Who can bypass the lobby?	What happens	Recommended when...
<b>Everyone</b> 	Anyone who has the meeting link gets into the meeting directly, including people who call in on phone lines.	You don't want anyone to wait in the lobby. You want everyone to be able to join your meetings without specific approval.
<b>People in my organization, trusted organizations, and guests</b>	Only people in your Teams org, external participants from trusted organizations, and guests can get into your meetings directly.	You want some external people to wait in the lobby so you can approve them one by one.
<b>People in my organization and guests</b>	Only people in your org and guests (including those who have different email domains than yours) can get into your meetings directly.	You want all external people (anyone outside your org) to wait in the lobby so you can approve them one by one.
<b>Only me</b>	Only you can get into your meeting directly; everyone else waits in the lobby.	You want everyone else to wait in the lobby until you're ready to admit them.