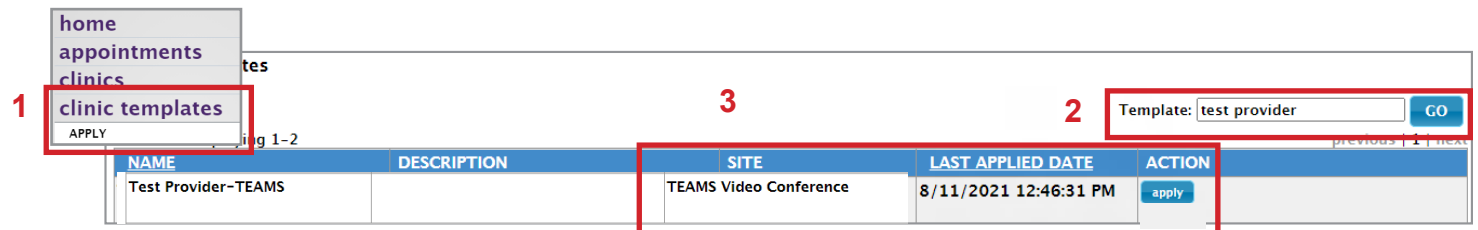


Providers are able to use Microsoft Teams and connect to MBT videoconference equipment.
Follow the information below to schedule the event in iScheduler.

Create the clinic

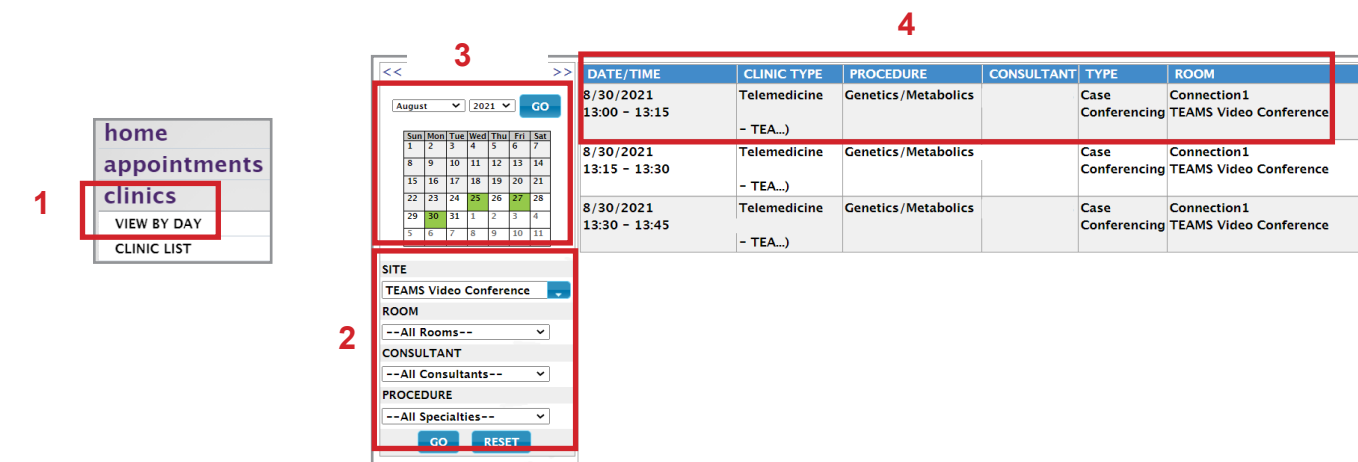
- 1 Click **Clinic Templates** and **Apply**.
- 2 Enter provider's last name in **Template Name** field and click **Go** (note: you may need to contact the Schedulers to create a Teams template if you do not see one for the provider).
- 3 Locate the **Teams Video Conference** template under the **Site** column and click **apply**.
- 4 Follow your normal steps and build a **Teams** clinic.



NAME	DESCRIPTION	SITE	LAST APPLIED DATE	ACTION
Test Provider-TEAMS		TEAMS Video Conference	8/11/2021 12:46:31 PM	apply

Schedule the client

- 1 Click **Clinics>View by Day**.
- 2 Select the provider from the **Consultant** field OR **Teams Video Conference** from the **Site** field.
- 3 Select the applicable date (green indicates a clinic is scheduled) and click **Go**.
- 4 Click on the clinic and schedule the client as usual, ensuring the appointment is successful.



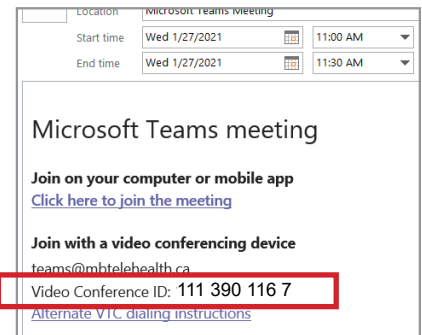
DATE/TIME	CLINIC TYPE	PROCEDURE	CONSULTANT	TYPE	ROOM
8/30/2021 13:00 - 13:15	Telemedicine	Genetics/Metabolics		Case Conferencing	Connection1 TEAMS Video Conference
8/30/2021 13:15 - 13:30	Telemedicine	Genetics/Metabolics		Case Conferencing	Connection1 TEAMS Video Conference
8/30/2021 13:30 - 13:45	Telemedicine	Genetics/Metabolics		Case Conferencing	Connection1 TEAMS Video Conference

Book the Teams meeting in Outlook

- 1 Open your Outlook calendar and schedule a Teams meeting for the same date and time.

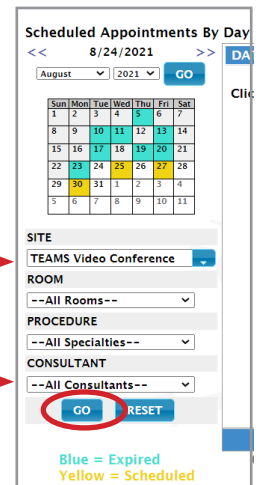
ⓘ This will create the **Video Conference ID** number which you will use in the next step.

The **Video Conference ID** is in the body of the Outlook calendar invite.



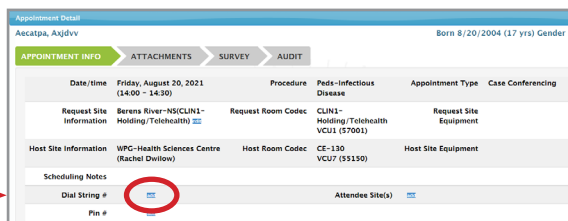
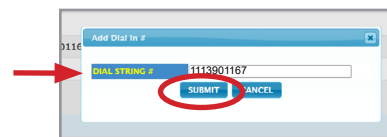
Add the Video Conference ID number into iScheduler

- 1 Go back into iScheduler, and select **Appointments>View by Day** (or you can use the Appointment Search).
- 2 Select the provider from the **Consultant** field OR **Teams Video Conference** from the **Site** field.
- 3 Select the applicable date and click **Go** and then click on the appointment to open it.

- 4 Click the **Appointment Info** tab and then scroll down and click **Add** in the **Dial String #** field.

- 5 Type the 10 digit **Video Conference ID** number (without spaces) and click **Submit**.

Print the Whiteboard for Teams sessions

- 1 Click on **Site Reports>Whiteboard**.
- 2 Enter the date and then enter **Teams** in the **Site** field.

ⓘ On the Whiteboard, you'll see the Teams Video Conference ID # and that the Host site is using Teams.

