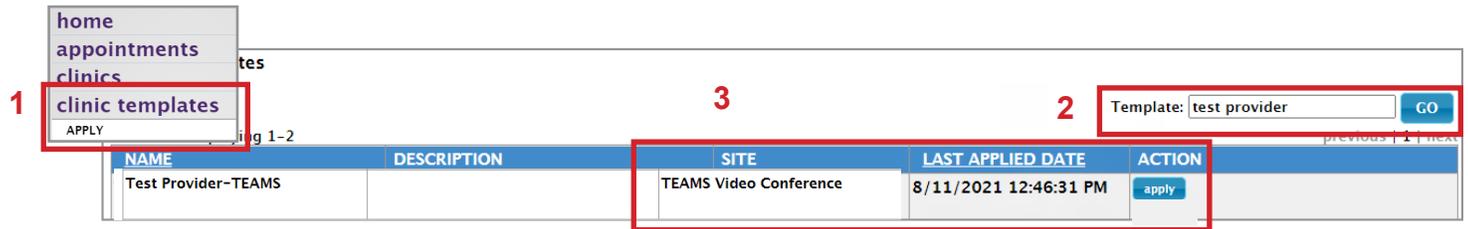


Providers are able to use Microsoft Teams and connect to MBT videoconference equipment. Follow the information below to schedule the event in iScheduler.

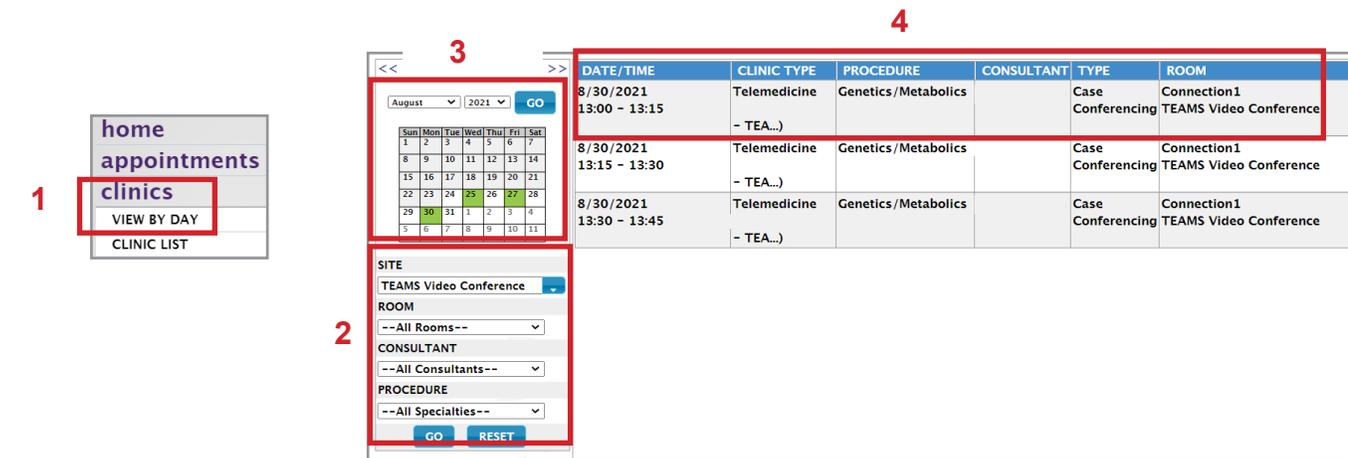
### Create the clinic

- 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.



### Schedule the client

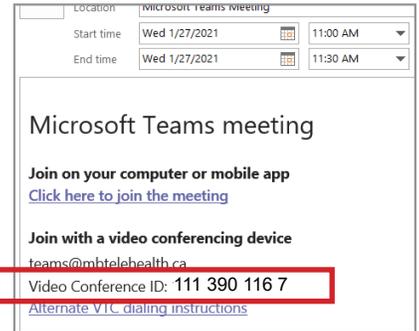
- 1 Click **Clinics>View by Day**.
- 2 Select the provider from the **Consultant** field OR **Teams Video Conference** from the **Site** field.
- 3 Select the applicable date (green indicates a clinic is scheduled) and click **Go**.
- 4 Click on the clinic and schedule the client as usual, ensuring the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



### Book the Teams meeting in Outlook

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

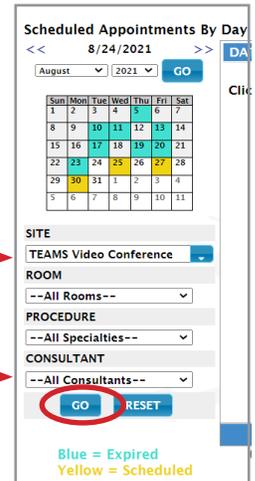
ⓘ This will create the **Video Conference ID** number which you will use in the next step.



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

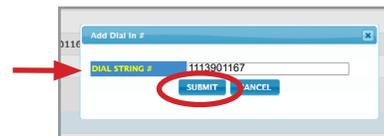
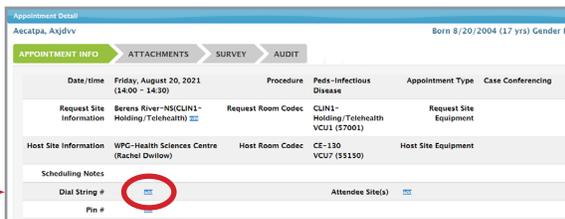
### Add the Video Conference ID number into iScheduler

- Go back into iScheduler, and select **Appointments>View by Day** (or you can use the Appointment Search).
- Select the provider from the **Consultant** field OR **Teams Video Conference** from the **Site** field.
- 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

- Click on **Site Reports>Whiteboard**.
- 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.

