Quick Reference Guide
SELF SCHEDULERS - Microsoft Teams Sessions in iScheduler (Non-Clinical)
**Service Desk 204-940-8500 Option 4, Option 1
or toll-free 1-866-999-9698 Option 4, Option 1**

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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 template

1 Click **Meeting Templates** and **Apply.**

2 Enter the name (or partial name) in the **Template Name** field and click **Go.** (Note: you may need to contact the Schedulers to create a Teams template if one does not exist.)

3 Locate the **Teams Video Conference** template under the **Host Site** column and click **apply.**
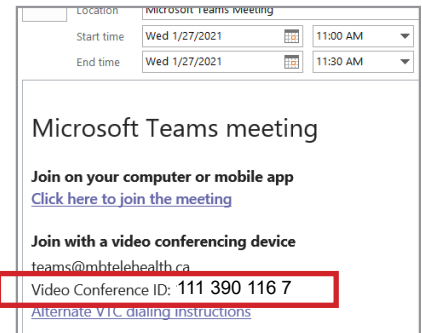

Create the event

1 Review the information on the **GENERAL INFO** tab.

2 Click the **SCHEDULE** tab and enter the date and time of your event.

3 Click the **PARTICIPANT** tab and click the **add site** button. Select/double check the participating **Site(s), Room(s) and Codec(s)** to be included in the event and click **ADD**.

4 Click the **COMMENTS** tab and enter site contact information in the comments section; click **Apply Template** to schedule the event and **OK** to confirm.

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Page 1 of 2

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Book the Teams meeting in Outlook

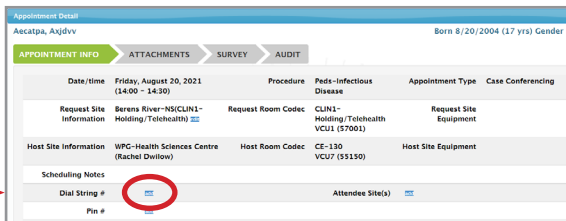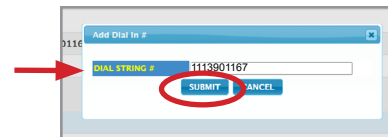**1** Open your Outook calendar and schedule a Teams meeting for the same date and time.

(!) 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.

Location	Microsoft Teams Meeting	
Start time	Wed 1/27/2021	11:00 AM
End time	Wed 1/27/2021	11:30 AM

Microsoft Teams meeting

Join on your computer or mobile app
Click here to join the meeting

Join with a video conferencing device
teams@mbtelehealth.ca
Video Conference ID: 111 390 116 7
Alternate VTC dialing instructions

Add the Video Conference ID number into iScheduler

1 Go back into iScheduler, select **Meetings>Meeting Search** and click on the meeting to select it .

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

3 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.

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