



Do not connect your device (workstation, cellphone or iPad) to BellMTS Guest Wifi while at the hospital; 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](#) .

Please review these tips to assist you with having a successful Microsoft Teams meeting.

Use wired connections instead of wireless whenever possible. Wired connections will consistently deliver a better experience when using rich media collaboration tools. Wireless connections often cause disconnection or freezing during calls.

Test your meeting room in advance if you are using Teams from a new space or location. Test the room's audio visual components; such as the phone and projector to ensure there are no firewall issues from that particular location.

Consider having a host if your event has more than 20 people. It is difficult to present and be the host (i.e., look after participants) at the same time.

Grant presenter privileges to attendees that may need to share content. Anyone who is already a presenter (someone who has a Teams account) can grant presenter privileges to other attendees (even if they don't have a Teams account).

Enter your PIN if you're the Host of an "audio only" call (in essence, a conference call) or your meeting will not start and all of the attendees will be stuck in the lobby. All Teams users have an audio license and are able to set up "audio only" calls.

Attendees can call in from a phone. When you create the meeting, the audio conferencing information will be pre-populated in the calendar invite; this includes the phone number for those attendees who will be calling in from a phone. All other attendees who are joining from their computers will use the audio on their actual computer and therefore will not need a phone line.

Practice, Practice, Practice. Take time to review the many Quick Reference Guides available on our website to help improve your online meeting skills. [Click here](#) to view the QRGs.