

Follow these instructions to connect to a Microsoft Teams meeting using your MBT Videoconference equipment.

1 Find the **Video Conference ID** on one of these:

Whiteboard Report

Test Call #6 100388 Dial in # **1199414745** START: 10/19/2022 12:55:00 PM

If you are registered for this multi-site telehealth session and the event is already in progress (Note: If you have not registered for this event you must contact the MBT Scheduler) On MBT network 1100100388 and enter PIN 42516 when prompted Outside of MBT network 1100100388@mbtelehealth.ca

	Site
Host:	TEAMS Video Conference
Attendees	WPG-Health Sciences Centre
	WPG-Health Sciences Centre
	WPG-Health Sciences Centre

Host Site will be shown as **TEAMS Video Conference**

Teams Meeting invite

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: 119 941 474 5
[Alternate VTC dialing instructions](#)

2 Using the keypad on the remote, enter the 10 digit **Video Conference ID** (without spaces) and press the green **Call** button to connect.



TRC6

Use the back button to delete an incorrect entry.

3 Press the red **End call** button at the end of every call.



TRC6

- ⚠️ If you connect before the other site, you will remain on the **Welcome** screen until they connect; once they do you'll be launched directly into the meeting.
- If you see the message "**the other participants are audio only**", remind them to turn on their camera so you can see them.

⚠️ 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