

## Northern Health - Telehealth

# How To: Schedule a video conference using MS Teams.

### Summary

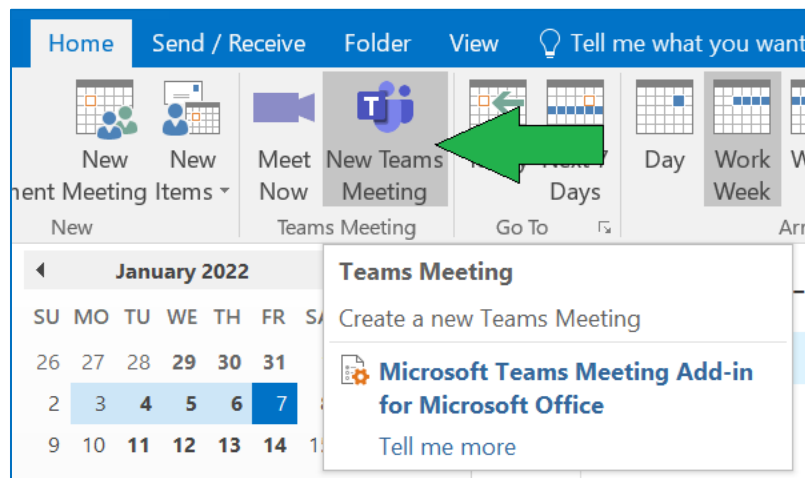
Northern Health maintains a dynamic video conference infrastructure that enables video calls between staff, meeting rooms, Provincial Health Authorities, and cloud based meeting platforms such as MS Teams and Zoom. This document covers how to schedule a video conference using MS Teams.

#### **MS Teams is the standard video conferencing platform for Northern Health.**

MS Teams meetings can be scheduled and hosted by any Teams enabled NH staff. These hybrid meetings can support participants joining from multiple sources such as computers, smart devices, telephone dial-in, and video conference devices/video enabled meeting rooms.

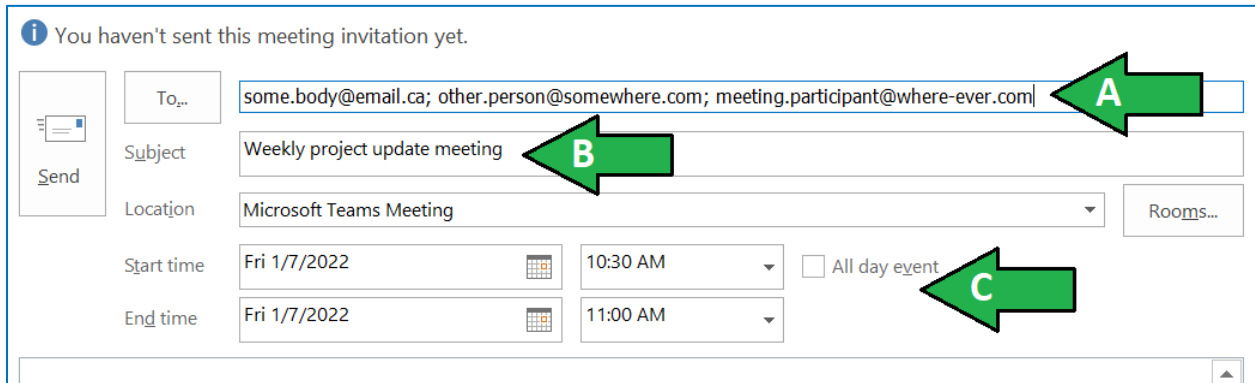
### Create a MS Teams Meeting using Outlook

1. In your Outlook Calendar, select the '**New Teams Meeting**' option.



2. Populate the Teams Meeting invite with the appropriate information:
  - a. Add required **Participants**
  - b. Add the Meeting **Subject**

c. Set the **Start** and **End** time for the meeting duration



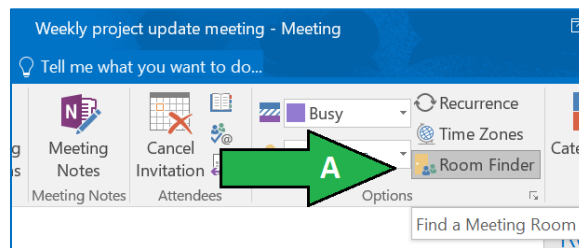
The screenshot shows an Outlook meeting invitation form. At the top, there is a message: "You haven't sent this meeting invitation yet." Below this, the form includes a "Send" button on the left. The "To.." field contains the email addresses: "some.body@email.ca; other.person@somewhere.com; meeting.participant@where-ever.com". The "Subject" field is "Weekly project update meeting". The "Location" is "Microsoft Teams Meeting". The "Start time" is "Fri 1/7/2022" at "10:30 AM". The "End time" is "Fri 1/7/2022" at "11:00 AM". There is an "All day event" checkbox which is unchecked. A "Rooms..." button is located to the right of the location field. Three green arrows point to the "To.." field (labeled 'A'), the "Subject" field (labeled 'B'), and the "End time" field (labeled 'C').

## Add participating Meeting Rooms

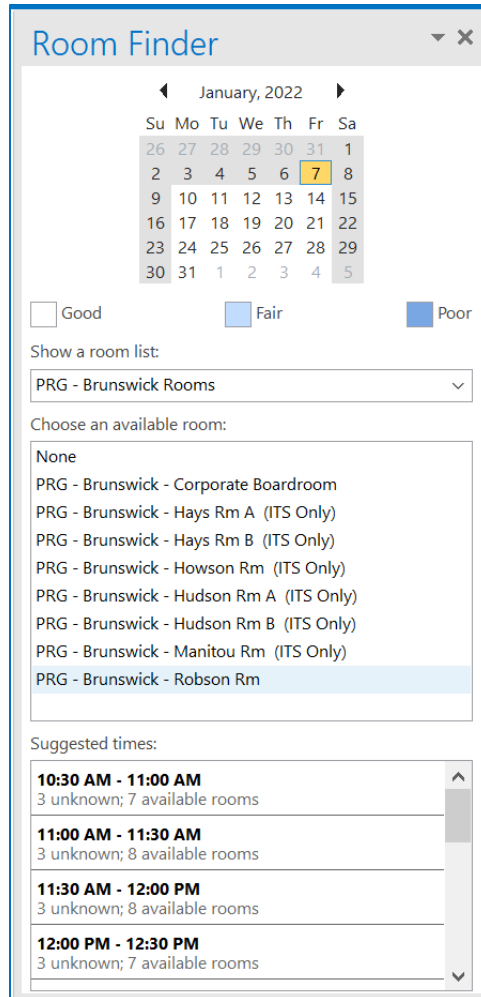
**Shared Calendars/Room Resources** in your Outlook calendars may have an associated video conference device. By adding these rooms as participants in your meeting invite, the associated video conference device will automatically be sent a **'Join'** button at the time of the meeting to enable a simple connection to the meeting.

For example: In the Prince George Brunswick Building facility, the 'Robson' meeting room contains a video conferencing device and has a corresponding room resource calendar in Outlook. By adding this room as a participant in your Teams meeting, the video conference device will automatically be sent a 'Join' button at the time of your scheduled meeting.

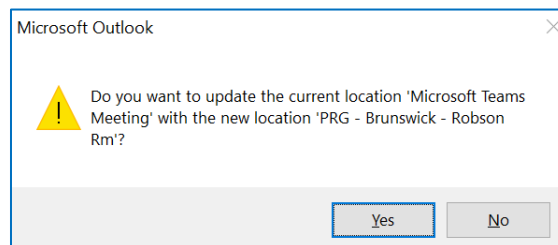
1. Add participating meeting rooms by clicking the 'Required' or 'To' button in your meeting invite and then search the Address Book for your meeting room the same way you would add a regular participant.  
-OR-
2. Add participating meeting rooms using the Room Finder:
  - a. In the menu bar at the top of your meeting invite, select the **'Room Finder'** icon



- b. In the **Room Finder** side bar, search for the meeting rooms you want to add as participants. *If a room that has a shared calendar does not show up in the list of available rooms, it may already be booked during that time slot.*



- c. Selecting the required room from the **'Choose an available room'** list will automatically add that room as a participant in the Teams meeting. Multiple rooms can be added as meeting participants.
- d. You will be presented with a dialog box asking if you would like to update the meeting location. Choose 'yes' if the selected room is the only physical space booked for the meeting or choose 'no' if participants will be utilizing multiple meeting areas.



3. Once all the participants and rooms have been added, the invite is ready to be sent.
4. The shared calendar for the room will be automatically updated in Outlook, and you will receive a confirmation email from the room that it has accepted your invite.


Wed 11/24/2021 8:51 AM

PRG - Brunswick - Robson Rm

**Accepted: Weekly project update meeting**

When Wednesday,

Location PRG - Brunswick - Robson Rm

 PRG - Brunswick - Robson Rm has accepted this meeting.

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**Your request was accepted.**

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Sent by Microsoft Exchange Server 2016

**Keep in mind there are multiple ways to add rooms as participants in a meeting invite using Outlook – this document highlights one of the more basic methods. Experienced users familiar with the meeting booking process can use which ever process they find suitable for their own needs.**

Room bookings may vary from site to site. If you are unsure of the booking process, or would like to have this setup with your current video conference device, contact [telehealth@northernhealth.ca](mailto:telehealth@northernhealth.ca)