How to use Teams for
Video Consultations

NHS North East London

NEL
DIGITAL FACILITATION

1 ENSURE
Set up a no reply email

2 SENDING MEETING LINK
When scheduling the meeting
> Add the patients email in **Add required attendees** box
It is possible to send meeting link via text

3 SCHEDULING CALLS
> Click the **Calendar button** on the left side
> Select **New meeting**
> Enter a meeting's name, date, and time
> Click **Save**

4 PARTICIPANT OPTIONS

USING OUTLOOK

> Go to **Calendar** on the left side of the app

> Select **New Teams Meeting** at the top of the app.

> Select **Meeting Options** at the top

USING TEAMS

> Go to **Calendar** on the left side of the app

> Select **New meeting** in the top right corner

> Invite people to the meeting.
In the meeting invitation, select **Meeting options.**

> Next to **Who can record** and **Who can bypass the lobby?** select an option from the drop down menu.
> Set meeting participants as **presenters and co-organisers**
> Select **Save** and then **send the meeting invite**