

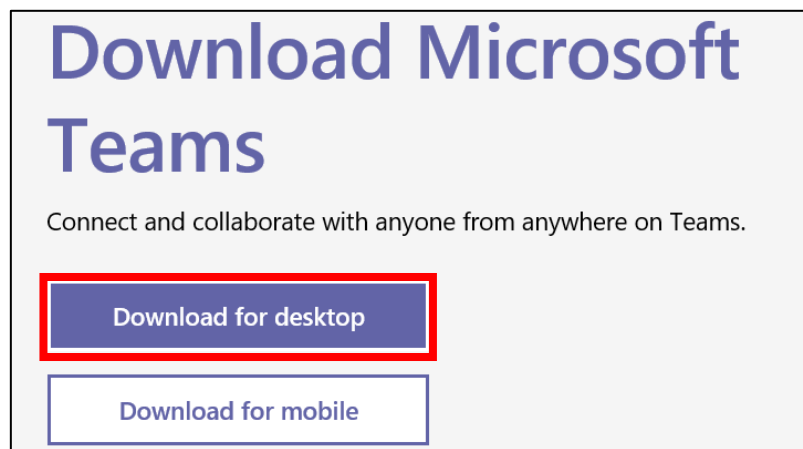
MDTs on Microsoft Teams Guide



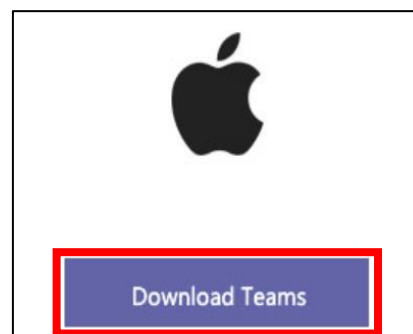
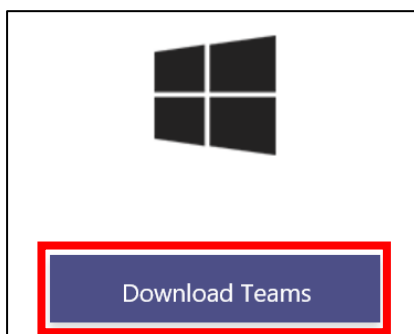
Downloading and Installing Microsoft Teams on PC

Most NHS Trust PCs will already have Microsoft Teams installed, however if your Trust PC or personal PC does not have Microsoft Teams, please follow the below instructions:

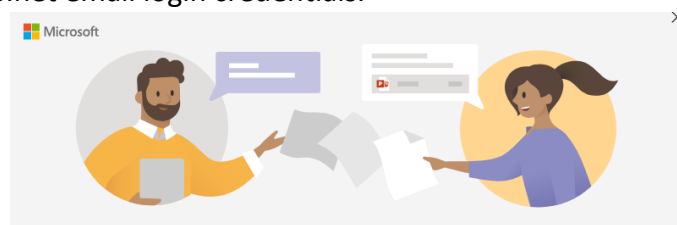
- 1) Visit <http://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app> on your web browser
- 2) Select **Download for Desktop**



- 3) Select **Download Teams**



- 4) When the application is first installed on your PC, you may need to sign in. Login with your Trust/ NHS.net email login credentials.



Enter your work, school, or Microsoft account

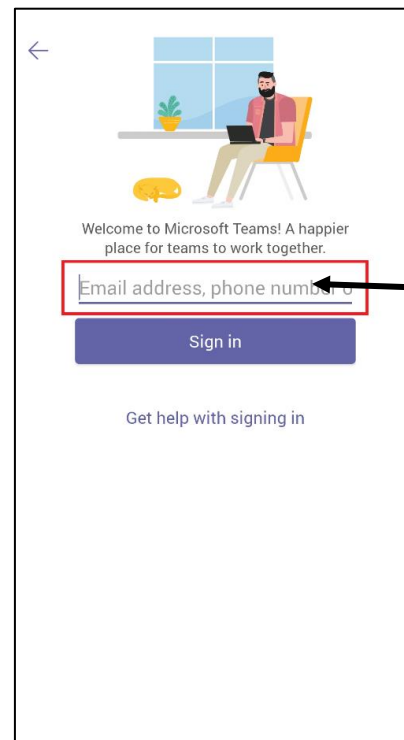
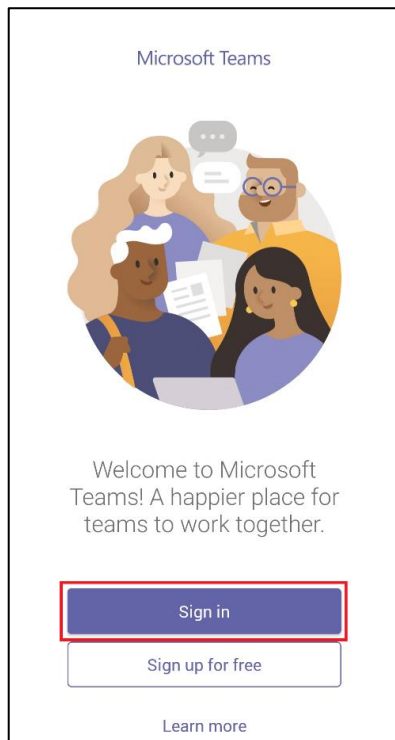
Next

Login with your Trust/NHS.net email credentials

Downloading and Installing Microsoft Teams on Mobile Phone

If you are planning on joining the MDT via your mobile phone, you will need to install and sign in on the app prior to the meeting

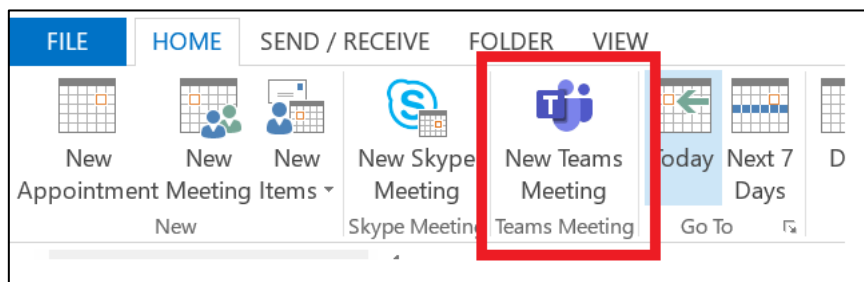
- 1) Visit your app store on iPhone or Play Store on Android and search for Microsoft Teams and install
- 2) Open the Microsoft Teams app on your phone and sign in with your normal NHS email login credentials



Arrange MDT meetings on Microsoft Teams

Please ensure the Microsoft Teams application is installed on your PC to schedule a Microsoft Teams meeting.

- 1) Open your Outlook application and go to your calendar section
- 2) Select **New Teams Meeting**



- 3) A window will appear with a link "Join Microsoft Teams Meeting". Enter the invitees and details of the meeting and press Send.

Join Microsoft Teams Meeting

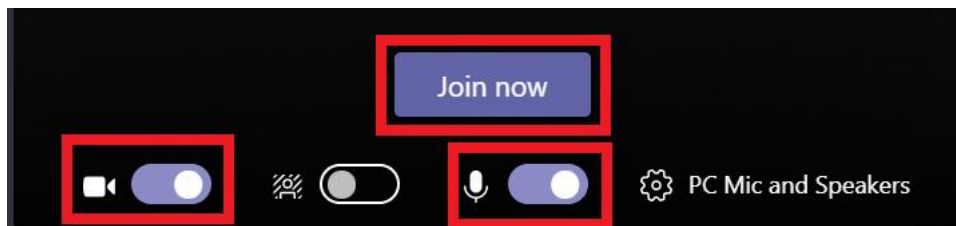
- 1) Open the invite for the meeting from your email calendar
- 2) Click the link **Join Microsoft Teams** from the body of the invite

Subject	MDT		
Location	Microsoft Teams Meeting		
Start time	Tue 21/04/2020	14:00	<input type="checkbox"/> All day event
End time	Tue 21/04/2020	14:30	

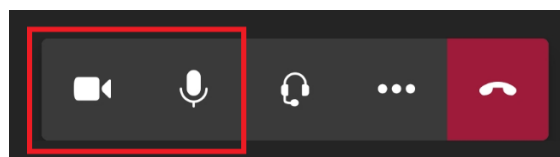
[Join Microsoft Teams Meeting](#)

[Learn more about Teams](#) | [Meeting options](#)

- 3) The Microsoft Team application will open automatically on either your PC or mobile phone
- 4) Select your video and microphone to on, and press **Join Now**

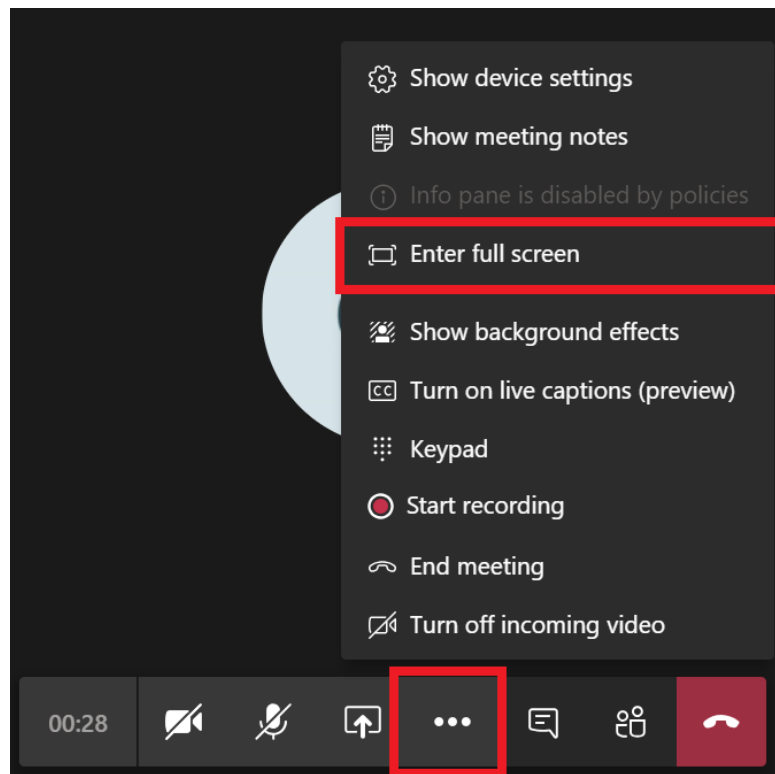


If you are joining on your mobile phone, you will see this at the bottom of your screen to toggle your camera and microphone settings



- 5) If you are external to the Trust who has organised this meeting, the chair/organiser will admit you to the meeting

- 6) Once you have been admitted to the meeting, it is recommended to go into full screen mode to improve the quality of any images being shared. Select the ellipses and select **Full Screen Mode**



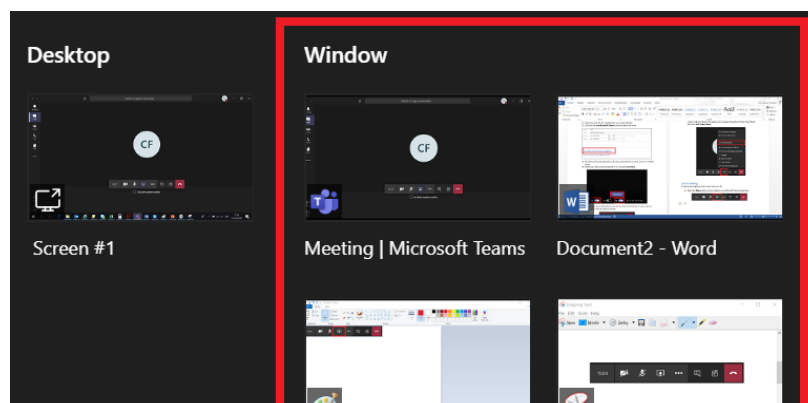
Screen Sharing

To share any imaging or other items from your PC to be viewed by all meeting participants:

- 1) Select the **Share** option on the toolbar in your Microsoft Teams application



- 2) Select the program you would like to share with all participants to view



Instructions for chair/organiser of meeting

- 1) For all participants who are external to the Trust joining the meeting, they will have to be admitted to join the meeting. When they are joining, a notification will appear for every external participant. Select **Admit**

