

Lizard Telehealth Technology Guide



Microsoft Teams Instructions



TEAMS

This is a Microsoft application. Lizard is moving towards Microsoft Office 365, and will be using 'TEAMS' as the primary application for meetings.






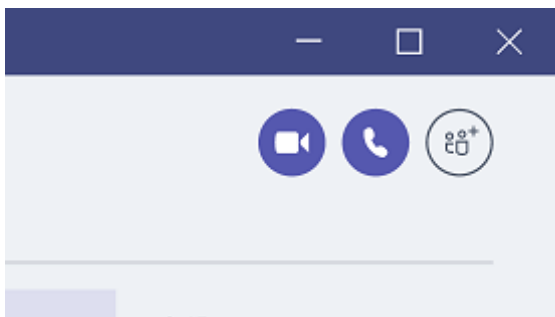
Downloading:

1. Download TEAMS application via the link. Follow the instructions to Install the application and open.
<https://products.office.com/en-au/microsoft-teams/download-app>

How To Make a Video Call in a Chat:

You can make one-on-one or group calls with anyone in your organization directly from a chat without having to host a team meeting. These calls are private and won't appear in any team conversation. Entries for the calls will appear in your chat, though.

1. Go to your chat list, and click New chat  to start a new conversation.
2. Type the name or names into the To field at the top of your new chat.
3. Then click Video call  or Audio call  to start a call.
4. Up to 50 people can be on the same video call.



If you're not currently in a chat with the person you want to call, you can start a new call from a command. Go to the command box at the top of your screen and type /call, then type or select the name of the person you want to reach.

You can also start a one-on-one call from someone's profile card. Open it by clicking their picture in a channel or from a search.




How Join a Meeting:

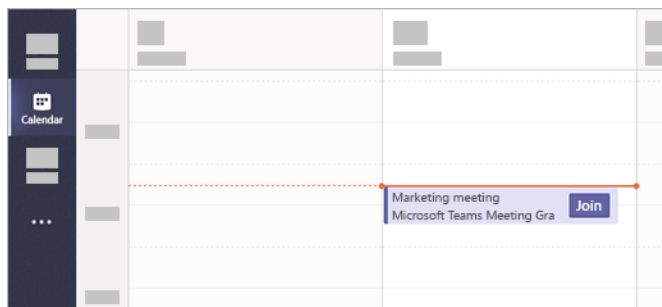
○ Join by link

Select *Join Microsoft Teams Meeting* in your meeting invite to be taken to a page where you can choose to either join on the web or download the desktop app. If you already have the Teams app, the meeting will open there automatically.

If you don't have a Teams account and the organizer has allowed it, you may have the option to enter your name to join the meeting as a guest. If you do have a Teams account, select Sign in to join with access to the meeting chat and more. Then, depending on the organizer's settings, you may join the meeting right away or go to the lobby where people in the meeting can admit you.

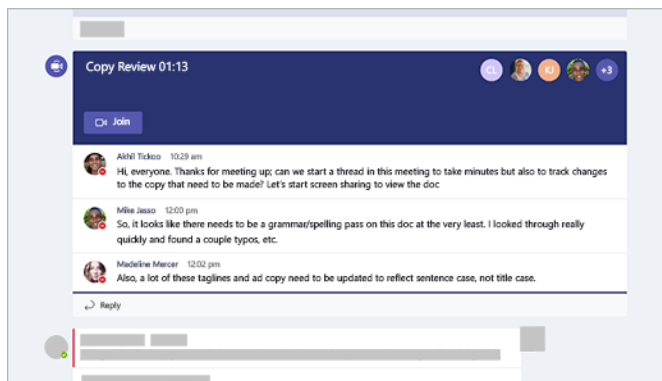
○ Join from calendar

Select **Calendar**  on the left side of the app to see your meetings. Find the meeting you want, and then select **Join**.



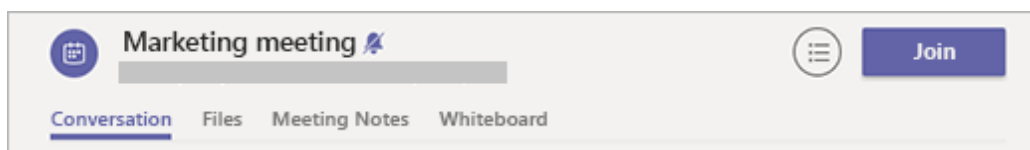
○ Join in a channel

*If a meeting takes place in a channel, you'll see an invitation to join, relevant content, and who's in the meeting right in the channel. Just select **Join**.*



○ Join from chat

*If the meeting has already begun, it appears in your recent chat list. Select the meeting in your chat list and then select **Join** at the top of the chat.*



- **Call in**

If you're unable to use the Teams app or Teams on the web, you can join some meetings by calling in from any phone.

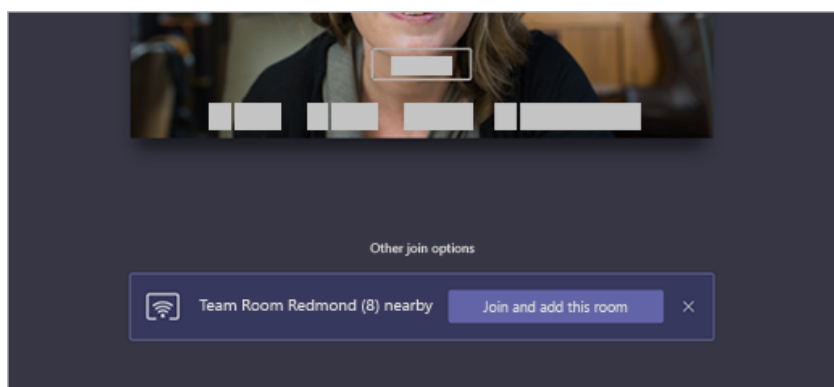
If there's a phone number and conference ID in the meeting invite, just dial it to join.



A screenshot of a Microsoft Teams meeting join screen. At the top, there is a greyed-out text field. Below it, the phone number **+1 323-849-4874** is displayed next to the location **United States, Los Angeles (Toll)**. Below that, the toll-free number **(866) 679-9995** is shown next to the text **(Toll-free)**. The **Conference ID: 000 000 00#** is listed below. At the bottom, there is a label **Local numbers** followed by another greyed-out text field.

- **Add a room while you join**

*When you're choosing your audio and video settings, you have the option to add a room so you can use a meeting room's audio and video devices. Your personal device may even detect a nearby room using Bluetooth. If it does, you'll see the meeting room's name and the option to **Join** and **add this room**. If the nearby room has already joined the meeting, you can **Join** with audio off to avoid disrupting the meeting.*



If your device doesn't detect the room nearby, select **Add a room** under **Other join options** and search for the room you're using.



Record a Meeting or a Group Call:

1. Start or join the meeting.
2. To start recording, go to the meeting controls and select More options **⋮** > **Start recording**.



3. Everyone in the meeting is notified that recording has started
4. The recording is then processed (which could take awhile) and saved to Microsoft Stream, and then it's ready to play.
5. The person who started the recording receives an email from Microsoft Stream when the recording is available. It also shows up in the meeting chat—or in the channel, if you're meeting in a channel.

