This job aid is intended for NSM Employees to use when conducting an evaluation or delivery via telehealth. Microsoft Teams is NSM's approved telehealth communication platform.

Scheduling a Meeting

(To Join a Meeting, skip to step 1, page 4)

- 1. Double click the date and time for the meeting from your Outlook calendar. For example, Tuesday, April 7th at 10AM (as shown below).
- 2. The Appointment Window will open.
- 3. Click Teams Meeting to add the Microsoft Teams meeting information.

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4. The first time you schedule a Teams meeting you will need to click Meeting Options.

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Join Microsoft Teams Meeting +1 931-542-4015 United States, Clarksville (Toll) Conference ID: 853 518 532# Local numbers Reset PIN Learn more about Teams Meeting options - 4							

- 5. Select **Everyone** from the Who can bypass the lobby? drop-down menu.
- 6. Select **Everyone** from the Who can present? drop-down menu.

*Note: This will allow users outside of NSM to access the meeting.

7. Click Save.

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- 8. Enter name or email address to those that need to be invited to the meeting in the To: field.
- 9. Enter the meeting subject in the Subject field.
- 10. To adjust the date, click the calendar icon beside the Start Time and/or End Time and select another date.
- 11. To adjust the meeting time, click the drop down in the Start time and/or End time fields and select the appropriate time.
- 12. Click Send.

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Joining a Meeting

- 1. Open the invitation to Join Microsoft Teams meeting sent to you via Email.
- 2. Click Join Microsoft Teams Meeting.



- 3. Click **Download the Windows app** if you would like to download the Teams app from the App Store or Google Play.
- 4. Click Join on the web instead if you do not wish to download the Teams app.
- 5. Click Launch it now if you already have the Teams app.





- 6. To join via the web, click Join now.
- 7. Turn on your camera and microphone as necessary.
- *Note: The remaining steps can be skipped when joining via the web.





Downloading the Microsoft Teams App

- 1. Click Get the Teams app from the App Store or Google Play.
- 2. Download the app.





- 3. If you have already set up your account, click **Sign in and join** (if joining directly from the Outlook invitation) or **Sign in** (if joining directly from the app).
- 4. If you would like to use the app without creating an account, go back to your email invitation and click **Join Teams Meeting** (see step 2, page 4).
- 5. To set up your account click Sign up for free.

*Note: Setting up an account is optional.

- 6. For new accounts, enter your email address and click Next.
- 7. Click Create Account.





8. Create your password, and click Next.



- 9. Enter the code sent to your email address to verify your account, and click Next.
- 10. Enter your phone number.
- 11. Enter the code you receive via text, and click Next.





- 12. Enter your First name and Last name.
- 13. Enter your company name in the Company name field.
- 14. Click Set up Teams.



15. Click **OK** to allow Microsoft access to your camera and microphone.





16. You can now join your first call.



*Note: For additional Microsoft Teams support <u>CLICK HERE</u>.

