Teams Web Conference

Consumers will need to provide you a consent (Consent to Receive Services by Alternative Means) either in writing or verbally to participate in their services via web or phone conference.

Teams is an option you can use for consumer contacts for a video encounter if:

The consumer has an internet connection on a computer (laptop, tower with mic & camera), smartphone or tablet and your consumer has an email address. **Note:** if appropriate, please encourage your consumers to download Teams prior to the meeting.

- If Yes to items above – eligible for a Teams video conference
- If No to these items – perform an audio call

To schedule a new Web Conference from desktop/laptop

You can schedule a meeting in advance by using Teams on your desktop/laptop

Click on the Teams icon to open

Go to **Calendar** on the left side of the app and select **New meeting** in the top right corner.

Select a range of time in the calendar. A scheduling form will pop open.

The scheduling form is where you'll give your meeting a title, invite people, and add meeting details.

Invite people outside your organization

Go to where it says **Add required attendees**. If anyone is an optional attendee, select **Optional** instead

Type the person's full email address (ex: Joe@example.com)

Select **Invite**. They'll receive an email with a link to the meeting

To schedule a new Web Conference Appointment on iPhone/iPad

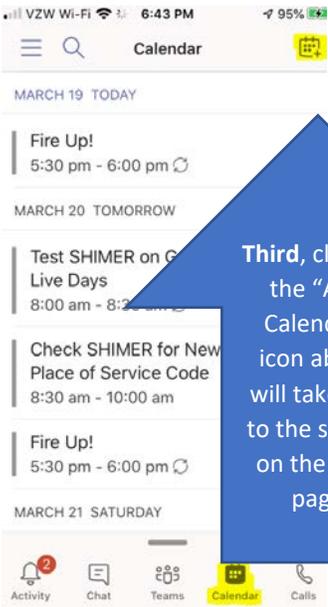You can schedule a meeting in advance by using Teams on your iPhone or iPad.

Click on the Teams app on your iPad/iPhone as shown below.

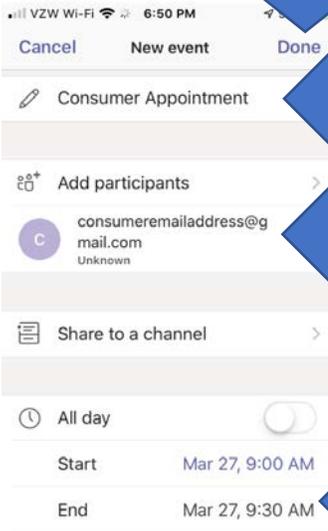**First**, Tap Teams Icon Above to go to Teams landing page below

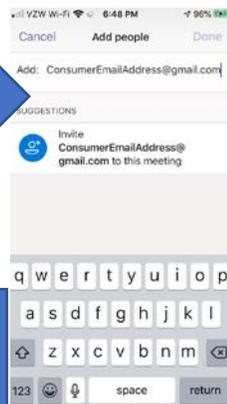**Second**, click on "Calendar" to the left

Third, click on the "Add Calendar" icon above will take you to the screen on the next page

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.ıll VZW Wi-Fi 📶 ☀ 6:43 PM ✈ 95% 🔋

☰ 🔍 Calendar 📅⁺

MARCH 19 TODAY

| Fire Up!
| 5:30 pm - 6:00 pm ↻

MARCH 20 TOMORROW

| Test SHIMER on G
| Live Days
| 8:00 am - 8:3

| Check SHIMER for New
| Place of Service Code
| 8:30 am - 10:00 am

| Fire Up!
| 5:30 pm - 6:00 pm ↻

MARCH 21 SATURDAY

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Activity Chat Teams Calendar Calls

Seventh, tap "Done"

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Cancel   New event   Done

✏ Consumer Appointment

👥⁺ Add participants >

Ⓒ consumeremailaddress@g
   mail.com
   Unknown

📋 Share to a channel >

🕐 All day ⬤

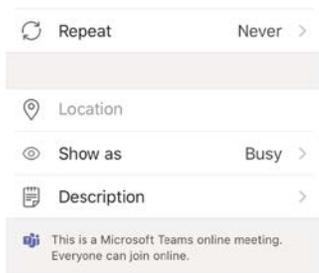   Start   Mar 27, 9:00 AM

   End   Mar 27, 9:30 AM

Fourth, tap here and type in a name for your appointment

Fifth, tap to the left to get screen to right; enter consumer email address; tap "Invite to this meeting"; tap "Done"

Sixth, tap "Start" and "End" dates and adjust; then step 7

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Cancel   Add people   Done

Add: ConsumerEmailAddress@gmail.com

SUGGESTIONS

👤⁺ Invite
    ConsumerEmailAddress@
    gmail.com to this meeting

q w e r t y u i o p

a s d f g h j k l

⬆ z x c v b n m ⌫

123 😊 🎤 space return

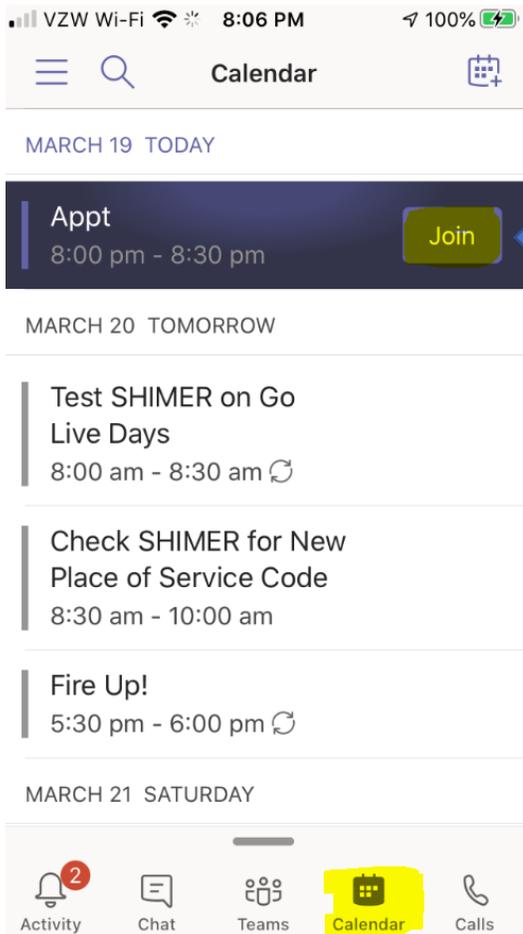Eight, consumer receives email with link to meeting and "Teams" help links

Ninth, click on ICS file to add appointment to consumer personal calendar

Depending on the type of consumer computer/phone, the consumer will either use a web browser to join the online Teams meeting or install the Microsoft Teams app. If the consumer accepts the meeting invitation, the clinician will receive an accepted email at lifewayscmh.org email address. Please make sure that the video and audio icons do not have a line through them as shown below or you cannot hear or see.

To join the meeting at the time of the appointment, go to your iPhone or iPad app and tap on the calendar icon in the lower right. Then look for your appointment as shown below to join your appointment. **Note:** if appropriate, please encourage your consumers to download Teams prior to the meeting.

☰ 🔍   **Calendar**   📅

MARCH 19 TODAY

Appt	
8:00 pm - 8:30 pm	**Join**

At the time of your meeting, go into your Calendar on the iPhone/iPad Teams app and tap "Join"

MARCH 20 TOMORROW

Test SHIMER on Go
Live Days
8:00 am - 8:30 am ↻

Check SHIMER for New
Place of Service Code
8:30 am - 10:00 am

Fire Up!
5:30 pm - 6:00 pm ↻

MARCH 21 SATURDAY

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Activity 　 Chat 　 Teams 　 Calendar 　 Calls

To join the meeting at the time of the appointment, go to Microsoft Teams on your desktop/laptop and tap on the calendar icon on the left. Click on the appointment and at the top click the Join button. **Note:** if appropriate, please encourage your consumers to download Teams prior to the meeting.

Meeting controls

Audio – this is good, no line through microphone

| 11:26 | 📹 | 🎤 | ⤴ | ⋯ | | ▣ | 👥 | 📞 |

Video – this is