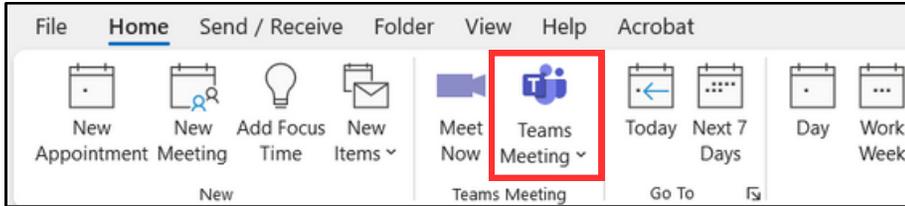


# Microsoft Teams: Group virtual visits

In addition to one-to-one virtual visits, you also have the option to schedule a virtual visit with multiple participants (a group virtual visit).

## Scheduling a group virtual visit

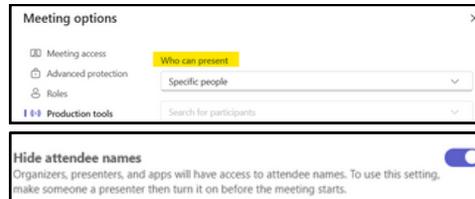
1. Navigate to the **calendar** tab in the Outlook app.
2. From the toolbar at the top select **Teams meeting**.



3. A window will pop up where you can input the details of your meeting. In the window a Teams link will automatically be populated.

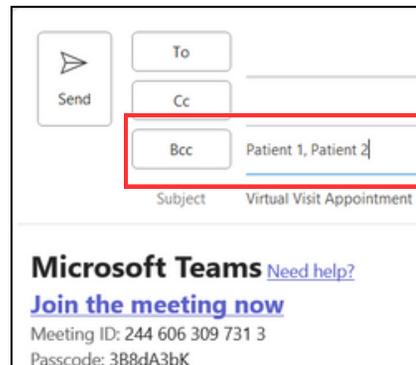
- At the top of the screen select **'meeting options'**
- In the **'roles'** section change the **'who can present'** drop-down to **'specific people'**.

Doing this will allow you access to **'hide attendee names'** in the **'participation'** section, as a feature of the meeting.



4. Once you have entered your meeting details copy the meeting link and click send to schedule the meeting.

5. Once the meeting is scheduled send the meeting link to the client via a separate email so the clinician's contact information remains private.



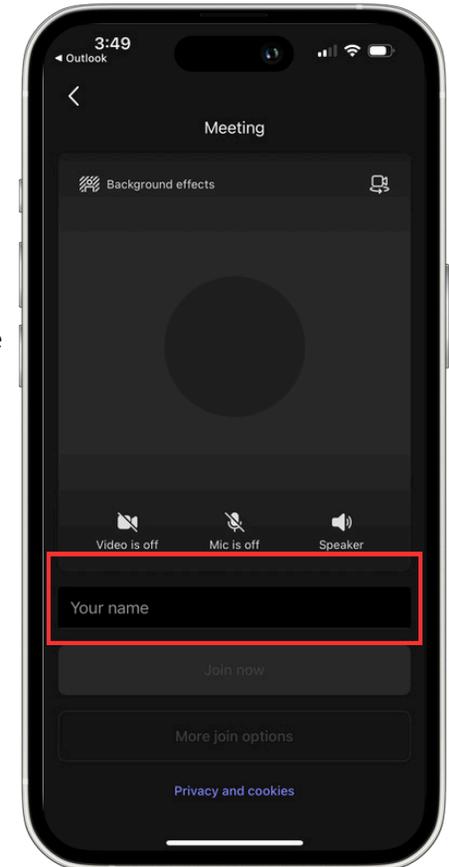
It's important to use the **Blind Carbon Copy (Bcc)** when sending to multiple patients to protect their privacy.

## Participants attending a group virtual visit

Patients will open the link in their email and click **'join the meeting now'** to join the group virtual visit.

If the patient doesn't have or isn't signed into their Microsoft account they will be prompted to enter a name before joining the meeting. For group virtual health visits, **we recommend participants do not add their full name** (e.g. Jane D.). This name can be changed later.

Once participants have entered their name the **'Join now'** button will become available. After clicking this button the patient will join the call.



# Microsoft Teams: Group visit breakout rooms

When conducting a group virtual visit you can use breakout rooms to split the meeting into smaller group discussion or separate sessions. Participants can be assigned to a breakout room manually or automatically (at random).

To ensure you have all functions that may be required for group visits (including breakout rooms) **we recommend you use the Teams desktop app** to conduct your meetings.

## Create breakout rooms

1. Inside the teams meeting select **'Rooms'** from the toolbar.
2. The **'Create breakout rooms'** window will open.
3. Choose the number of breakout rooms to create then choose a way to assign participants to each of the rooms.
  - **Automatically assign:** participants will be put into the rooms at random
  - **Manually assign:** the meeting organizer can manually put participants into the rooms
  - **Let people choose:** participants will be given the option to choose their breakout room
4. Once you have selected your assign option click **'Create rooms'** at the bottom of the window. If you selected automatic, participants will be automatically assigned. If you selected one of the other options you can manage your participants in the window that opens.

Once participants have been assigned to breakout rooms the Open rooms button will become available. When you are ready to move participants from the main meeting room into their breakout rooms select the **'Open rooms'** button.

If for any reason you need to add, remove or change breakout room settings you can do so by clicking the icons on the right side of the window.

## Group visit chat reminder

**Important:** during group sessions, all participants may be able to view messages or comments placed in the chat. **Do not place confidential or sensitive information into the meeting chat. This includes in breakout rooms.** Confidential information may include your Provincial Health Number, details of your medical diagnosis or sensitive images etc.

