

# Telehealth

## Information about BCCA Conference Room Calendars and Videoconferencing

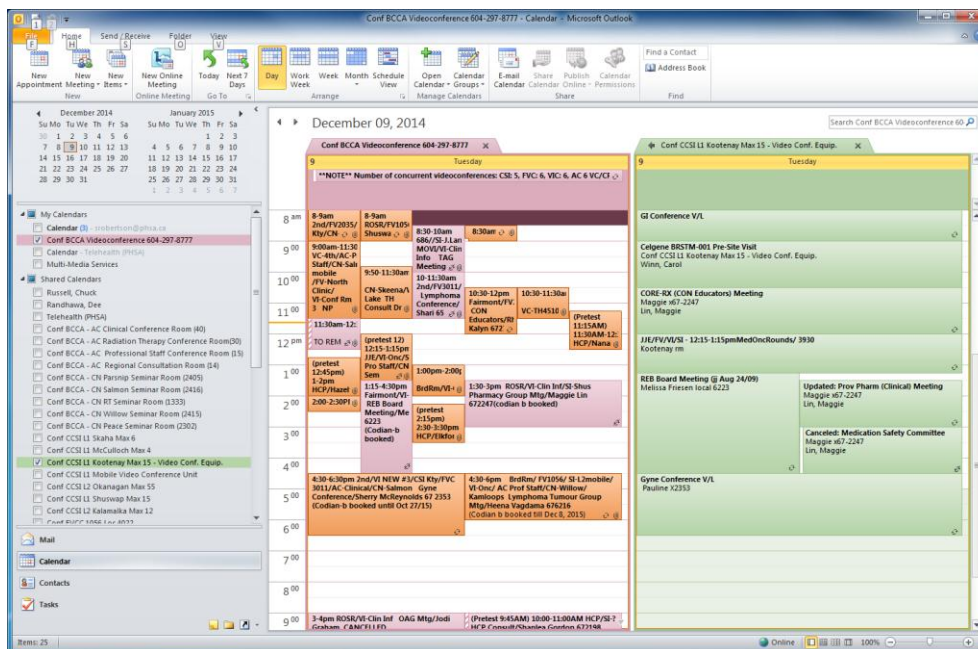
1. Check out the Multi-Media Services Team Site:  
[http://teamsites.phsa.ca/sites/Multi-Media\\_and\\_Telehealth/default.aspx](http://teamsites.phsa.ca/sites/Multi-Media_and_Telehealth/default.aspx)

Under the “Videoconferencing” tab you will find a list of all BCCA conference rooms.

2. On the H Drive/EVERYONE/BCCA Telehealth folder you will find useful information.
3. Outlook calendars of conference rooms:
  - All of the calendars are viewable by all staff.
  - To see how to book the rooms, go to the team site listed above.

### How to open the calendars in Office 2003 or 2007

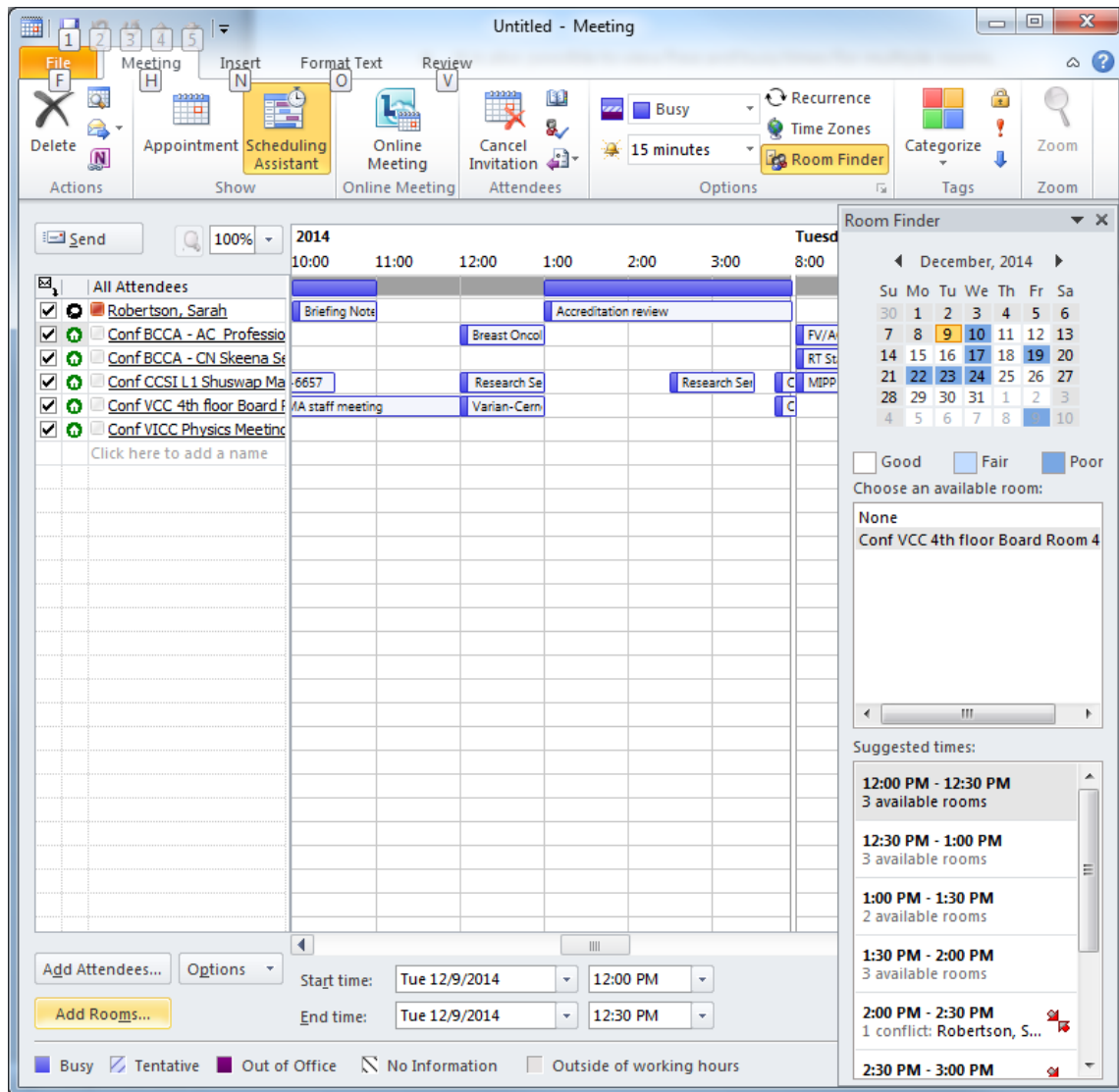
- Have your calendar open
- Select File/Open/Other Users Folder
- Type in “Conf”
- You will see many rooms
- Open the one you want. *Note:* You will have to do this for each calendar. But, you will only have to do this once. They will remain easily accessible.



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4. It is also possible to view “Free” and “Busy” times for multiple rooms.

In your calendar or the calendar of the person who you are wanting to meet with.



Go to the Scheduling Assistant, in Outlook 2003 and 2007, and you can use the address book to add the rooms.

Type in “Conf” and you will see all of the rooms. Add one at a time. You will see the “Free” and “Busy” times.

This example is for Outlook 2010, which is different from 2003 and 2007.