

# Microsoft Teams

## Webinars for virtual visits

### Scheduling webinars

1. In Teams, click on the Calendar icon on the left sidebar
2. From the Toolbar click the drop-down next to Teams Meeting and select 'Webinar'
3. Adjust the Start and End date and time
4. Adjust any other webinar details as needed
5. Click Meeting Options at the bottom and adjust webinar settings
6. Click 'Save' at the top, then 'Publish site' to schedule the webinar

### Joining a webinar

1. On the day of the webinar, go to the Calendar in Microsoft Teams
2. Find your scheduled webinar and double-click on it to open the event
3. At the designated start time, click Join to enter the webinar
4. As the organizer, you can control who speaks, manage attendees, and share content.  
Co-presenters can also join and present

### Ending the webinar

You have the option to stop the webinar for yourself or for all participants.

1. **Leave the webinar:** Click the Leave button in the toolbar.
2. **End for everyone:** Click End Meeting for All to close the session.

### Webinar settings

#### Start the webinar:

1. Double-click on the webinar in Calendar and select Join.
2. Perform any testing with co-facilitators or presenters as required.
3. Click Start Meeting (If green room is enabled) to formally start the webinar and let in attendees

#### Record the webinar\*

1. If the webinar is not set to record/transcribe automatically:
2. Click the three ellipses and select Record and Transcribe.
3. Select Start/Stop Recording as needed. Note that starting a recording automatically enables transcription, but you can choose to have transcription without recording.

\*Recording in MS Teams is only permitted for educational sessions (no patient recordings), vendor demonstrations, or if approved in writing by PHSA Privacy

#### Engage your audience

1. Use Q&A for questions and discussions (meetings options; engagement settings)
2. Encourage attendees to use the Raise Hand feature.
3. MS Teams Polls and Forms can only be used for communication that does not include personal information or personal health information. Polls and Forms store their data in the United States.

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## Accessibility considerations for inclusive webinars

### Sign language

The spotlight feature is used to ensure interpreter visibility for signers. The webinar host must join from a desktop PC (Mac and mobile devices do not allow spotlighting).

The **webinar scheduler** books the webinar in Teams and requests an interpreter (see [PLS Clinician Resource](#) Pg 3 for interpreter requests).

The **webinar host** will spotlight the interpreter and presenter during the webinar:

1. Clicks “People” in the tool bar. Then “...” next to interpreter’s name and choose “Make a Presenter”.
2. Select “...” again for the interpreter and choose spotlight.
3. Select “...” for the presenter and choose spotlight.

For all other virtual visits sign language interpreter requests, not including webinars, follow the standard PLS request process ([PLS Clinician Resource](#)).

### Captions

Communication Access Realtime Translation (**CART**) should be setup and used whenever possible. Live captions (**Live Texts**) risk mis-interpretation and should not be relied upon for conveying critical health information.

#### **CART:**

- To request CART captioning via PLS see [PLS Clinician Resource](#) Pg 5-6.
- To subsequently enable CART in the webinar see [PLS Clinician Resource](#) Pg 11.

#### **Live Captions:**

During the webinar, the host will:

1. Select “More Actions” from “...” in the top toolbar.
2. Select Language and speech.
3. Choose Show live captions.

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## Accessibility considerations for inclusive webinars

### Spoken language

The **webinar scheduler** creates an interpreter place holder by temporarily promoting an internal (has health authority credentials) invitee to the interpreter role (the actual interpreter isn't known at this point of scheduling).

1. The webinar is booked in Teams and an interpreter is requested (see [PLS Clinician Resource](#) Pg 3 for interpreter requests).
2. During scheduling, in "Meeting Options" an internal invitee is made presenter or co organizer. Then, also in meeting options, under roles, language interpretation is enabled and the presenter or co organizer is selected as the interpreter (note they only act as a place holder). Language choices: English left, second language on right.
3. In the case where the host is the only internal meeting invitee, a team member who will not attend may be invited, and promoted to the interpreter role (to act as the placeholder). The team members should be made aware **not** to attend.

The **webinar host** assigns the correct interpreter during the webinar.

1. Click "People" in tool bar.
2. Click "..." next to the actual interpreter's name, first "Make a Presenter", then "Make an Interpreter".
3. Remove interpreter status from the host by clicking "..." next to their name and unselect Interpreter.
4. Inform attendees to select the correct language channel\*: English or the interpreted language. No one should remain on "original".

\*To change language channel, click "... More" in the top tool bar, select "Language and Speech", then "Interpretation" and choose your preferred language from the dropdown menu.