



Using Microsoft Teams to run a video group clinic



Redmoor Health
ELC Partnership





► Before the group clinic



- 1 Make sure you have the correct equipment to run a video group clinic. Ideally a headset, camera, microphone, good WIFI connection and a screen (a dual screen ideally).



- 2 You should send any documents you will be referring to patients prior to the clinic. **Remember** that some patients will be using their phones to take part, so may not be able to open documents. In this case, advise them to print the document in advance.



- 3 You need to make sure your patients have a device capable of taking part in a video group clinic. For example, a smartphone, laptop, or tablet device.

- 4 Brief patients that when they click the Teams link they will be asked to input their name, **they should only put their first name**. Also, if the patients already have a Teams account, ask them not to join the meeting through this account.

- 5 You will receive the invitation wording to send your patients after your training.



► Setting up the clinic



- 1 In your Outlook calendar create a new appointment as normal, invite the clinician and then press 'Teams meeting' in the top banner before sending the invitation.
-



- 2 Invite your patients to the clinic by circulating the Teams meeting link separately in an email. You can find this purple 'Join Microsoft Teams Meeting' link at the bottom of the appointment. Remember to BCC (blind copy) your patients into the email as you should not be sharing patients' details.
-



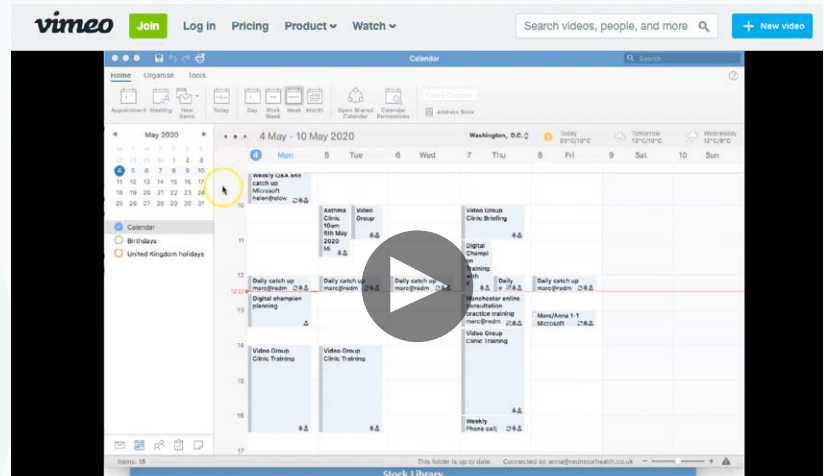
- 3 The title of the clinic - in the title you should include the date of the clinic, clarity on what the clinic is and the name of the practice.

Using Microsoft Teams to run a video group clinic



► How to video

The video opposite includes a step by step video demonstration in how to set up a video group clinic within **Outlook calendar**.



Setting up a Video Group Clinic in Outlook (Microsoft Teams)

2 days ago | More

Redmoor Health [Subscribe](#) [+ Follow](#)

More from Redmoor Health

Autoplay next video



Setting up a Video Group Clinic
Redmoor Health

Setting up a Video Group Clinic on Outlook (Microsoft Teams)





► During the clinic



- 1 Using the bar that appears when you hover your mouse on the screen, identify the participants who have joined, make sure people's microphones are on mute when not talking, share your screen or documents when relevant.



- 2 When sharing your screen, you can either share a document or your entire desktop. When sharing your desktop, everything other than what you wish to share on your computer should be closed so that personal information such as emails, internet browsers, or background screensavers aren't visible to everyone. Make sure your apps are closed so that notifications don't pop up.



- 3 During the clinic, participants can converse and ask questions in the chat bar. When answering here, always make sure you @ tag the name of the person you are answering. In the chat, anything that you can't answer during the session, mark it as a car parked item that you should follow up separately afterwards. You can share files to the group by pressing the paperclip icon and attach your file.

► After the clinic



- 1 Cut and paste any questions, or anything in the car parks from the chat into a word document. This will make it easier for you to follow up with your patients after the clinic.
-

Other supportive resources:

- [Finding your nhs.net mail Local Administrator](#)
- [Quick Reference Guide Microsoft Teams – Initial Set up](#)
- [Microsoft Teams Meetings and calls](#)
- [How to use MS Teams for General Practice](#)
- [NHS Teams support](#)

