

How to use **Microsoft Teams** at **North York General Hospital**



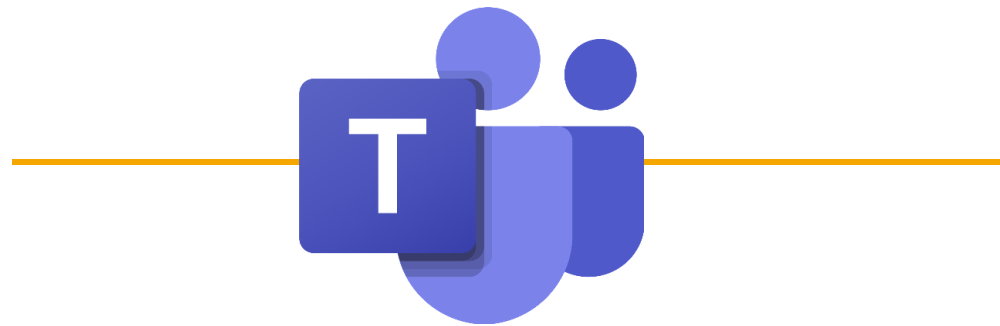


**NORTH
YORK
GENERAL**



Microsoft Teams has quickly become **the go-to platform for work collaboration** - for good reason. It allows you to **keep conversations and work in the same environment**, while at the same time staying **100% connected to the rest of the Microsoft products** you use daily!

WHAT IS **MICROSOFT TEAMS?**

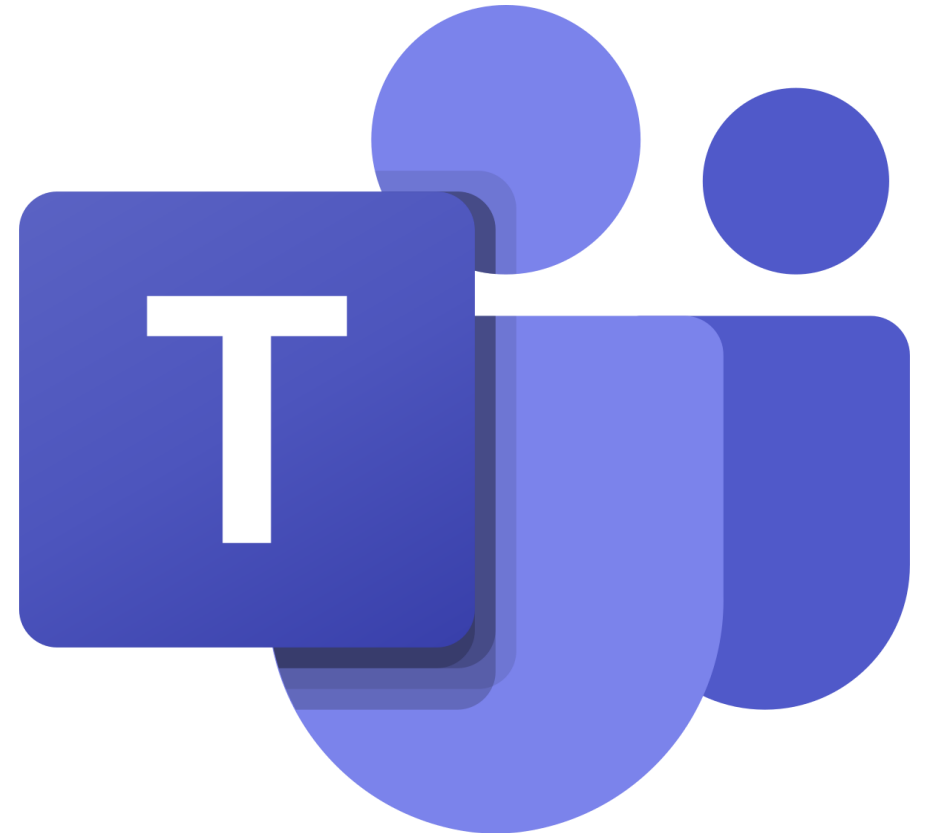


What is Microsoft Teams?

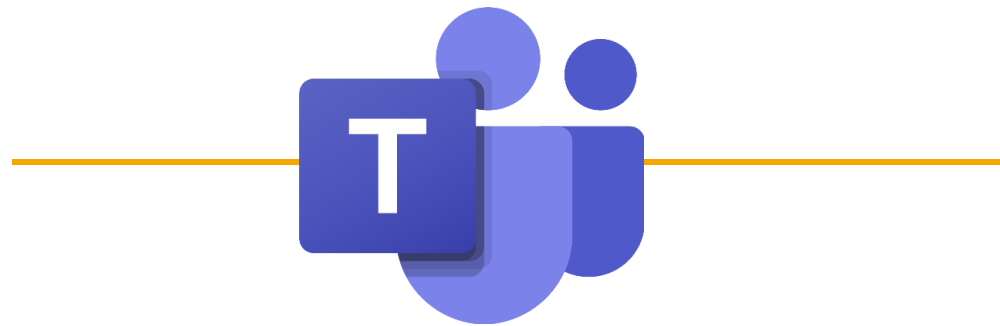
Microsoft Teams brings communication and collaboration to one location while being directly connected to the Microsoft tools you know and love.

What does that mean?

You can have conversations in the same place that you house and store your files - specific to the group you are a part of.



HOW TO USE **MICROSOFT TEAMS?**



3 ways to log into Microsoft Teams



No matter where you use Microsoft Teams, login with username@nygh.on.ca and password

1

Go to
office.com/

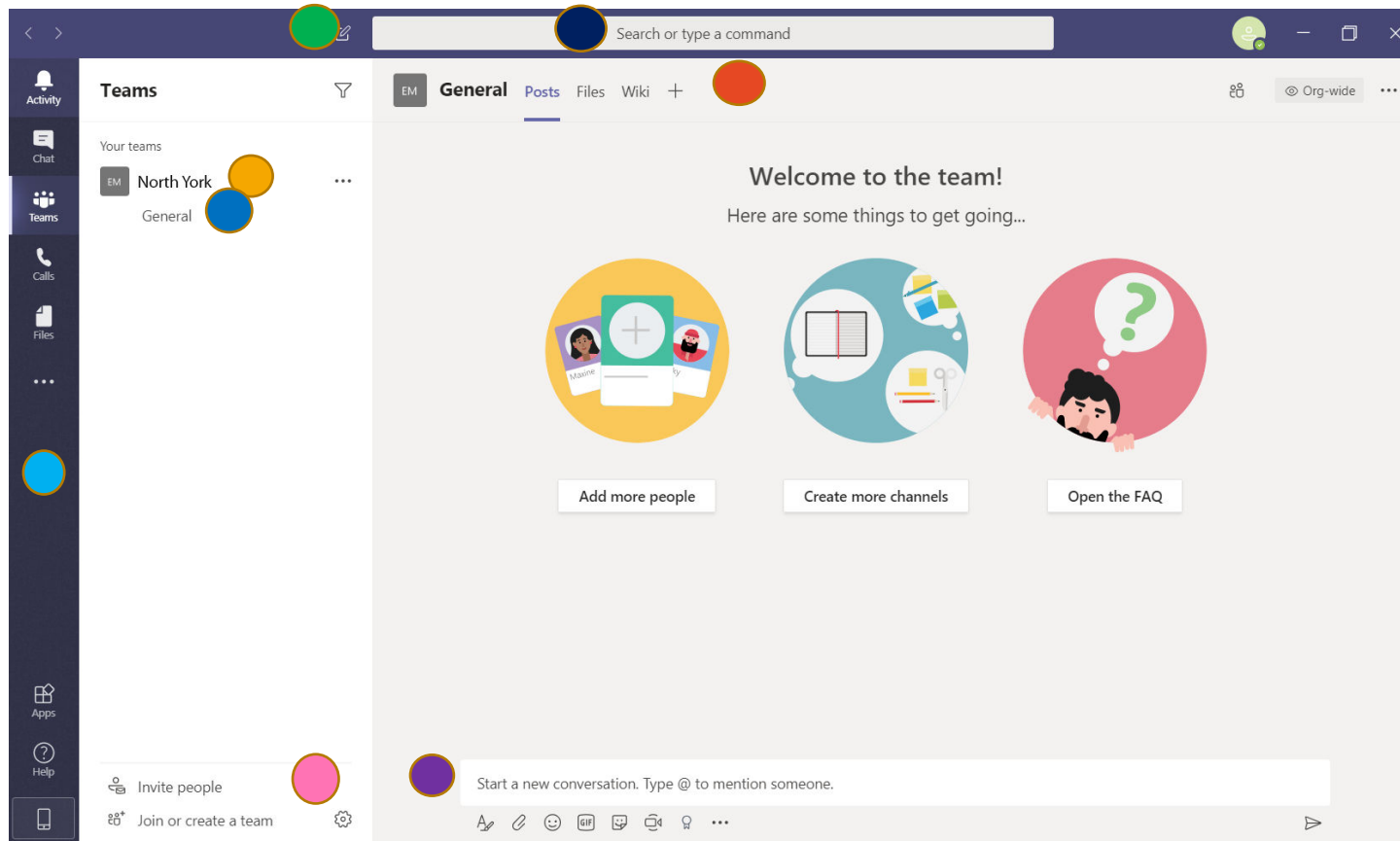
2

Install
Microsoft
Teams
on your PC

3

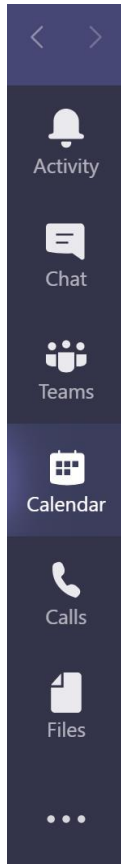
Install the
app on
your phone

What's where - Basics



- Your Team – What all of the channels refer to
- Your Channel – the conversations surrounding your team
- Start a chat
- Compose messages across channels and conversations.
- This section houses everything associated to this channel.
- What will appear on your main screen
- Search across files and conversations
- Join or create a team + invite people to a team

Side Menu



Where you will receive all of your alerts



Where you can have private chats with individuals or groups of people



Navigate all of the Teams you belong to



View your calendar and book meetings directly through Teams



Make calls to an individual or group of people



Navigate all of your files

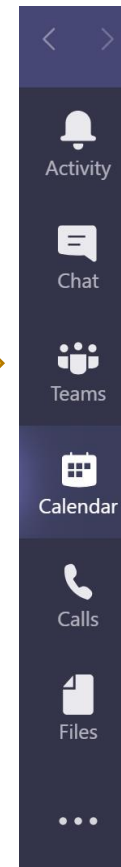


Add other apps like OneNote to your side menu

Places you can communicate - Basics

You can communicate in 3 main locations

Company communications happen here in the different Teams



Speak privately in chat with a single or group of individuals

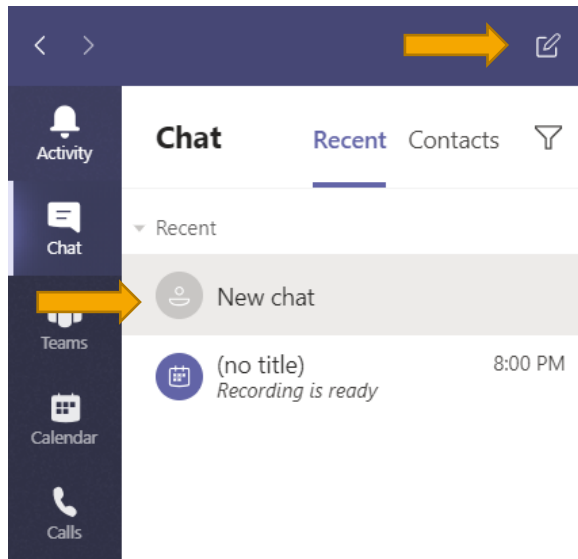
In meetings or by making, and receiving calls

How to create a Group Chat

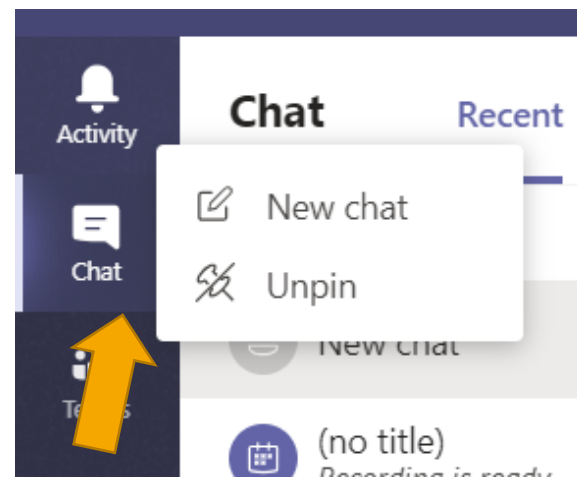
Use Group Chats to share documents and have conversation with small groups of people around a specific topic.

This may be useful when trying to create a group-chat between a group from an interprofessional practice (ie. Palliative physicians)

1. Click on one of the two indicated places...



... or right click on the chat icons and the 'New Chat' option will appear



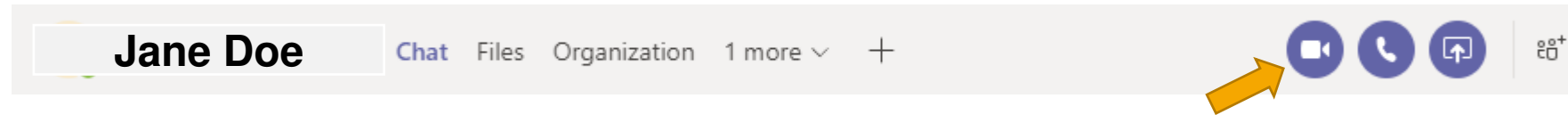
2. Invite members, as indicated below, and name your group



How to Join or Start a Call

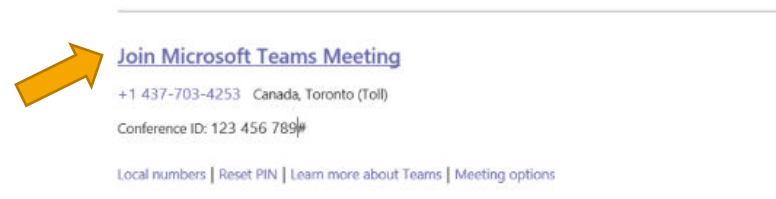
Calling a NYGH Colleague

Use this function to call a colleague within the hospital. This can be useful when helping to promote physical distancing during an outbreak and/or having a virtual meeting with a colleague when working remotely.



Joining a Scheduled Virtual Consult or Meeting

For a virtual consult, clinic staff will book a meeting in your Outlook Calendar. Double-Click and open the meeting/consult invite in your calendar and click on the “Join Microsoft Teams Meeting.” Once clicked, it will automatically launch your Microsoft Teams app on your computer.



Technical Considerations



Using a Laptop?

All laptops have a camera and microphone built-into the laptop.

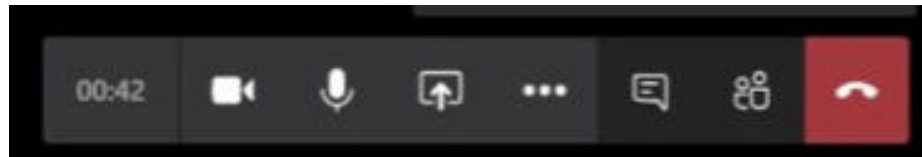


Using your Desktop?

If you are using a desktop to join a virtual meeting, it may not have a camera or microphone. Contact **NYGH Help-Desk** to ensure your desktop is set-up to facilitate virtual consults/meetings.

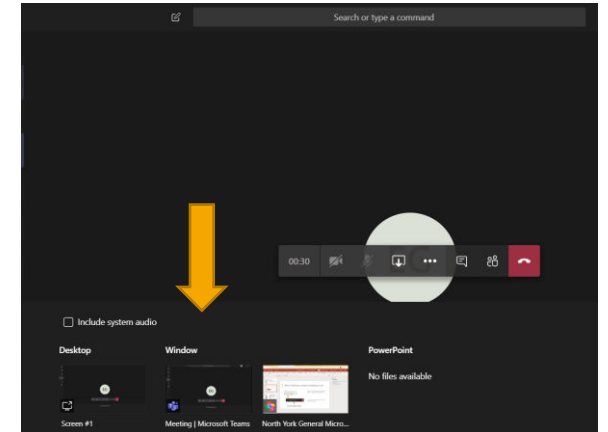
How to share your screen in a meeting or call

1. When you are in a meeting, move your mouse over the screen to make the grey bar at the bottom come up.

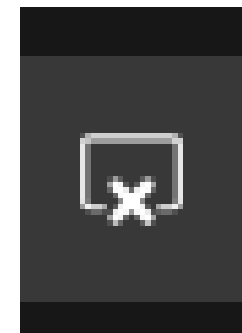


2. Hit the Rectangle with the arrow going into it to share your screen.

3. Then, simply select how you would like to share your screen and begin sharing.



4. To end the screen sharing, simply click on the same icon, which will now look like this.



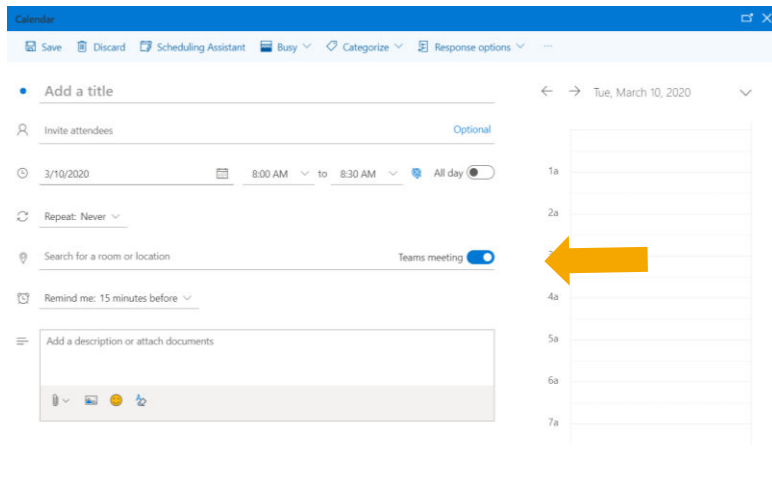
BOOKING AND SETTINGS WITHIN **MICROSOFT TEAMS**



Book a Teams meeting from Outlook

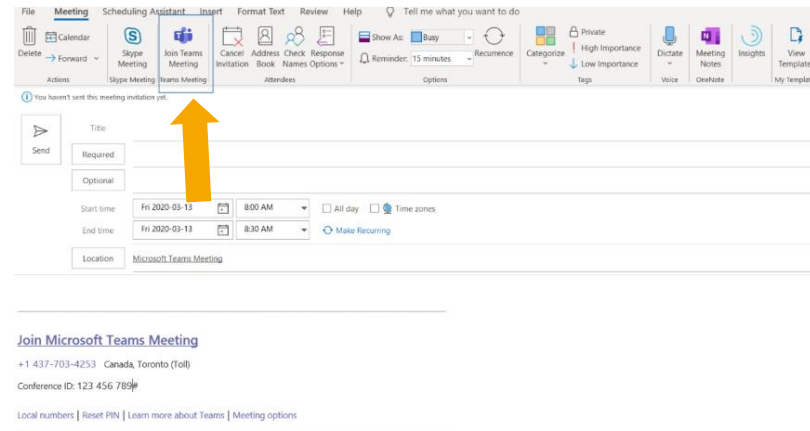
Online

Click the Teams meeting toggle.

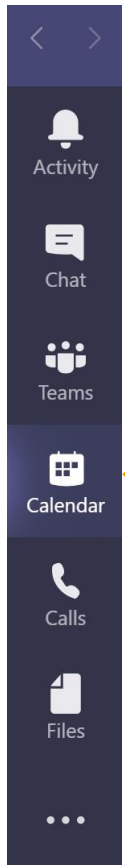


Installed on your PC

Click the Teams button in your menu

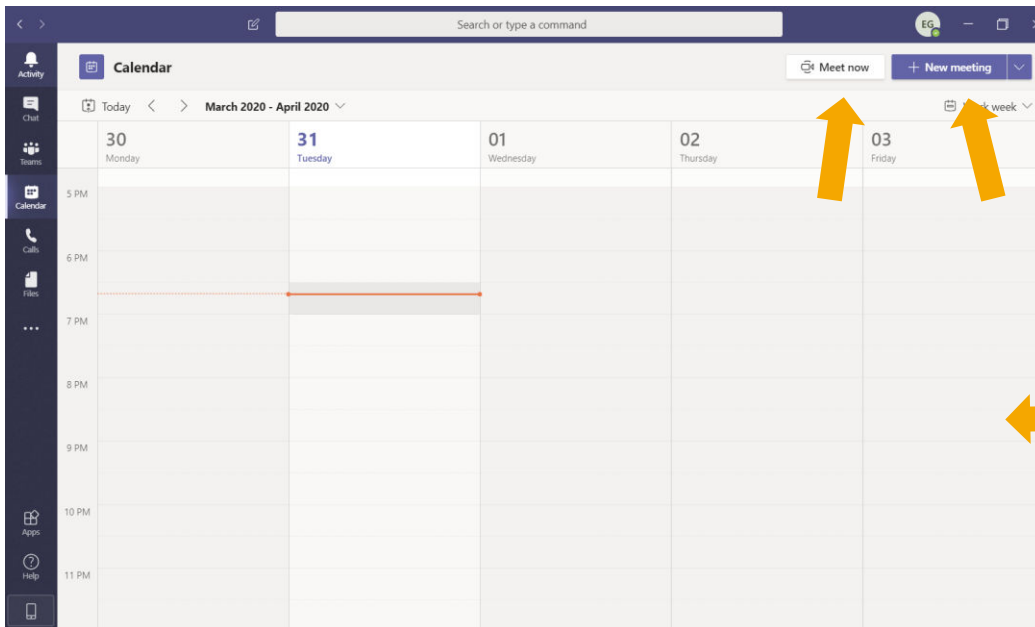


How to book a meeting in Teams (1 of 2)



1. Select Calendar as your main view with the side menu

2. Once selected, your calendar will pop up (which is connected to your outlook calendar) with all existing meetings. From here you can either choose to **meet now**, **set-up a new meeting** or **press down on a timeslot in your calendar** and the meeting detail window will appear.





Questions?

NYGH Help Desk (helpdesk@nygh.on.ca) is able and ready to help answer any questions you have about conducting virtual care visits at North York General Hospital



We hope you enjoy
Microsoft Teams

Your new hub for communication and collaboration!