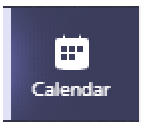
Working with Protected Health Information (PHI) Remotely

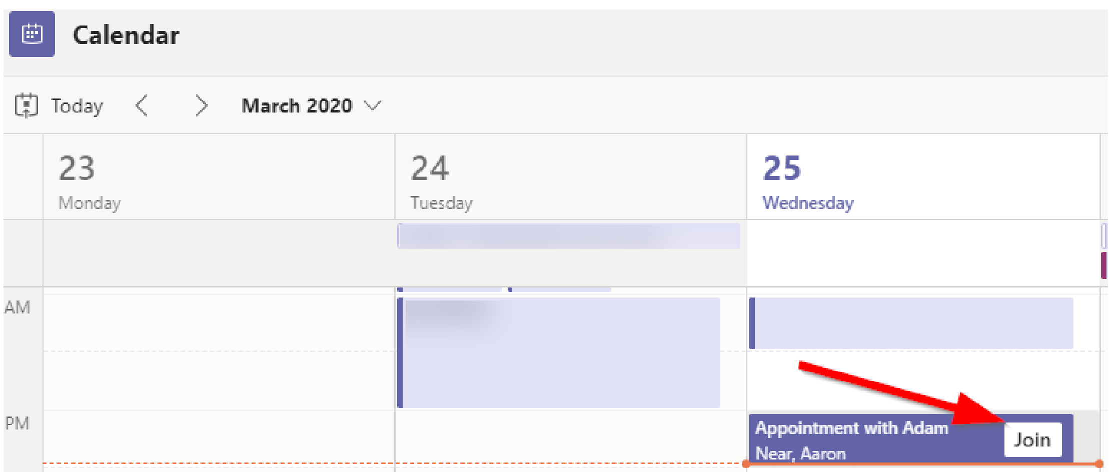
Teams Meeting – Host – Starting a meeting

1. Open the Microsoft Teams app

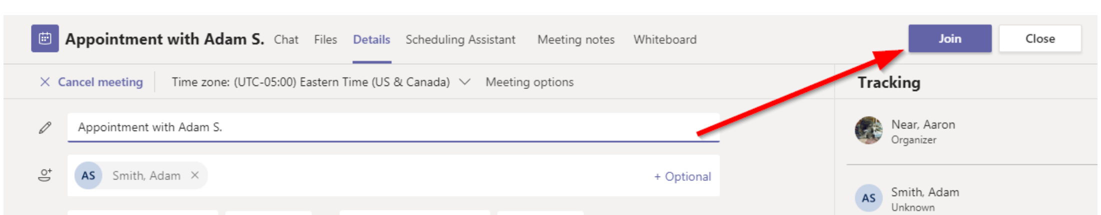
2. Select the "Calendar" listing in the left-hand navigation



3. Locate the appropriate meeting on your calendar. Around the time the meeting is scheduled there should be a "Join" button listed on it in the calendar display. If you do not see the "Join" button in your calendar you may also click on the meeting listing and then click "Join" from the calendar entry directly.
   a. If the "Join" button appears in your calendar listing

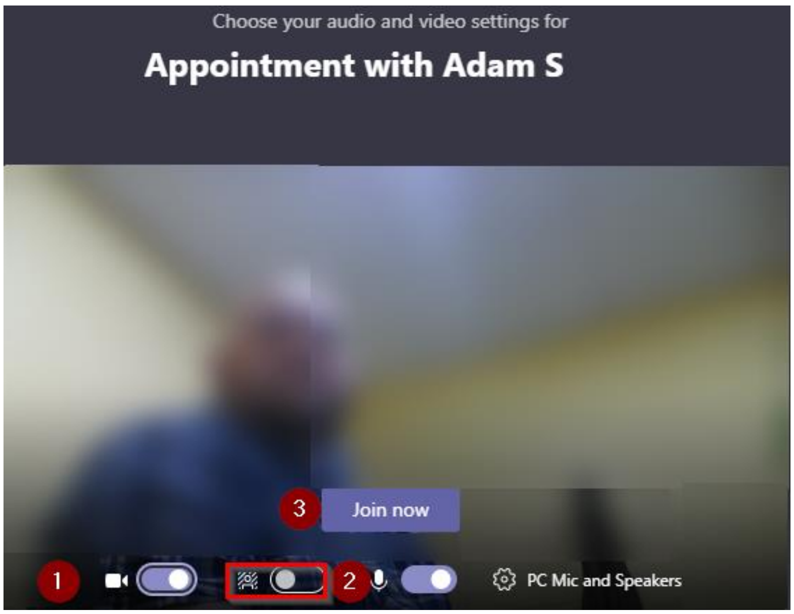


   b. If the "Join" button did not appear in your calendar listing and you clicked on the meeting listing

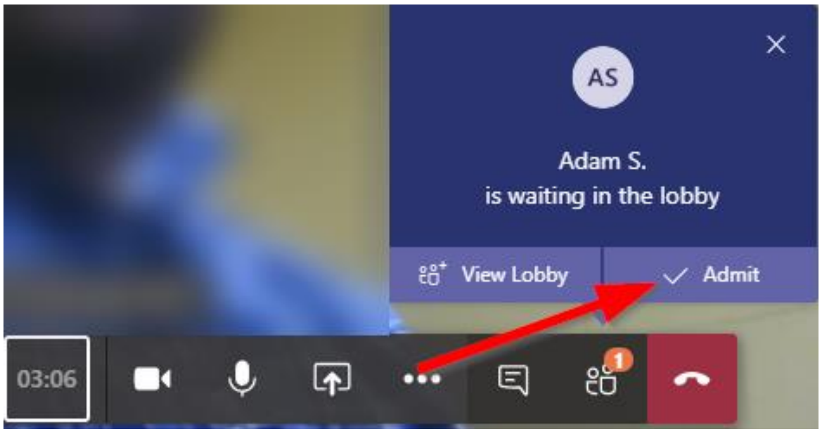


4. Once you click “Join” you will be taken to you’ll see the below screen used for preparing your meeting session.
    a. Enter your first name and last initial. We recommend using just your last initial to offer additional privacy.
    b. Make sure your camera is on (the button should be moved to the right)
    c. Make sure your microphone is on (the button should be moved to the right)
    d. When you’re ready, click the “Join now” button to enter the meeting session. You should now be admitted into the meeting session.

    As an optional feature, you may also move the center button to the right to turn on the background blurring feature.



5. Once you've clicked "Join now" you will need to admit the client to the meeting. Clients that do not have Microsoft Teams' licenses (every undergraduate student, most graduate students, and some part-time employees do not have Teams licenses) will be placed what's called the "Lobby" as an additional layer of security. This is because without a Microsoft Teams license they are not signing in to the meeting session so you must approve their entry into the session. Once you approve the client's entry the meeting will start.
    a. If the client joined the meeting session before you will see the below prompt when you join. Click the "Admit" button to admit the client and start the session.



    b. If you join the meeting session before the client you will receive a notification that the client has joined the meeting session and needs to be admitted from the Lobby.
        1. Click the "Show participants" button to bring up the People list
        2. Click the checkmark button to admit the client