Working with Protected Health Information (PHI) Remotely
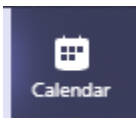
Teams Meeting – Host – Scheduling a meeting
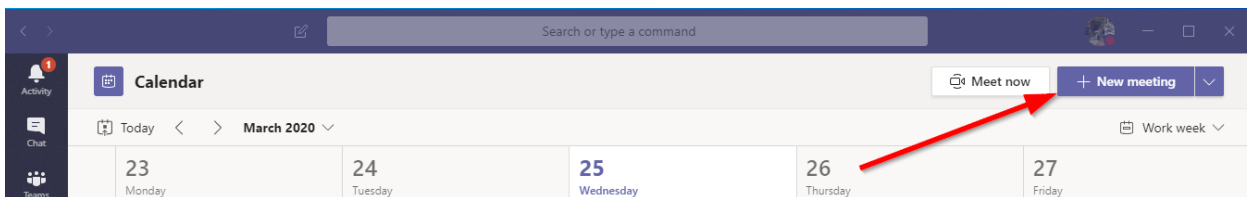
1. Open the Microsoft Teams app

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

3. Click "+ New meeting" in the upper right corner of Teams

4. In the "New meeting" window you'll need to fill-in a few of the fields before you can schedule the meeting. At a minimum, you'll need to complete the following items and then click the "Save" button to send the invite.
    1. Enter a Title. We recommend only using the client's first name and last initial to identify them.
    2. Required attendees (as an email address). This can be a Kent.edu email address or an external email address.
    3. Confirm the date and time plus length of the meeting are correct