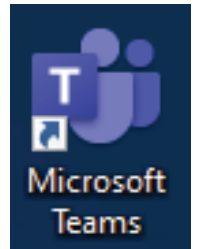

HOW TO: JOIN A VIRTUAL CONSULTATION

Cromwell
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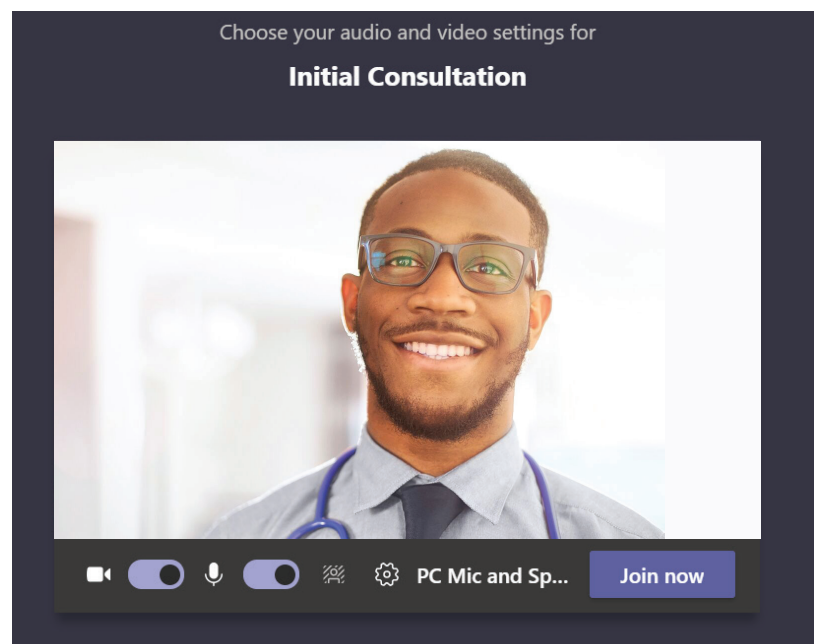
1. Ensure you are logged into Teams on your Cromwell device or your own iPad or phone (if using your own iPad or phone you will have need to install InTune first)



2. In the Microsoft Teams app, click on the Calendar icon. Find your consultation in your calendar, click on the consultation and click "Join".

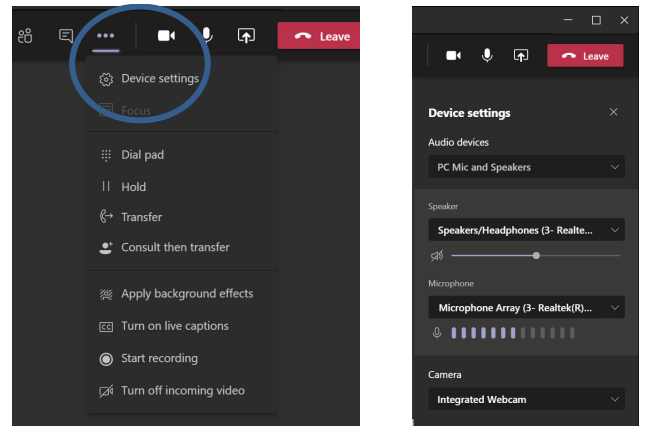
Follow Up Consultation

3. Once you've clicked on the link for the Consultation you will be shown a preview screen in Teams where you can turn your camera and microphone on or off. When you are ready click "Join now"

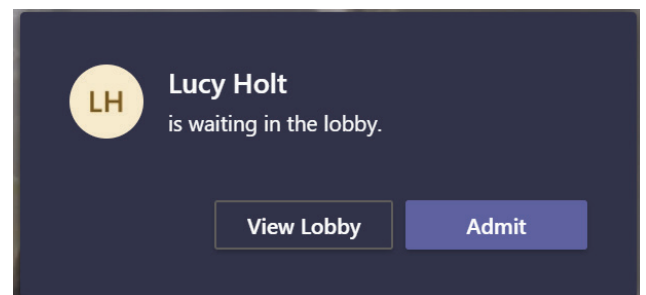


HOW TO: JOIN A VIRTUAL CONSULTATION

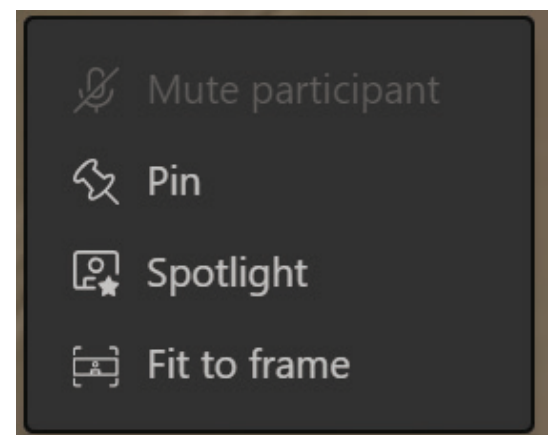
- 4.** Ensure you headset and microphone are connected. If you need to adjust the settings click on the 3 dots on Teams and choose “Device Settings”. Select the audio devices that you require



- 5.** You will know when the patient has joined the meeting as it will say that they are waiting in the lobby. When you are ready to let them in click “Admit”. Please note: there may be more than one person you need to “Admit” if you have an interpreter, carer or family / friend of the patient joining the consultation



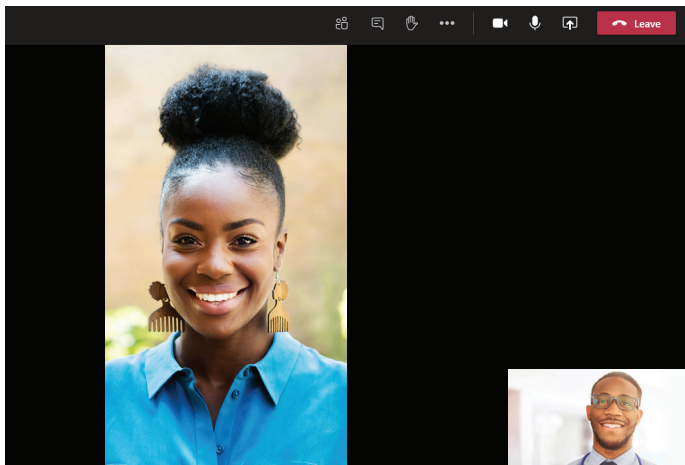
- 6.** If you need to see the full view of the patient right click on their picture and click “Fit to Frame”



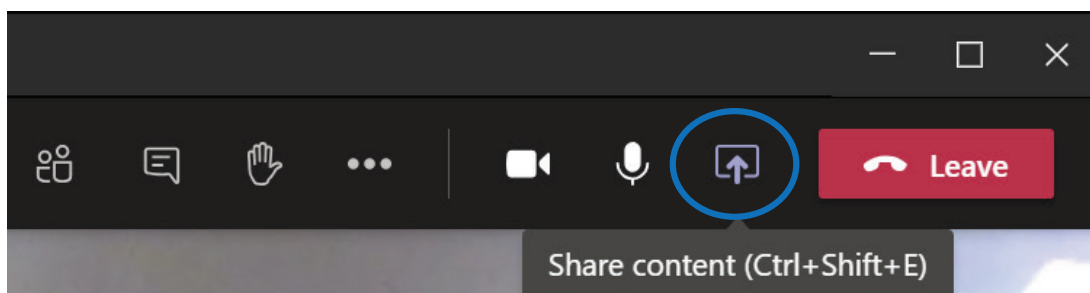
HOW TO: JOIN A VIRTUAL CONSULTATION

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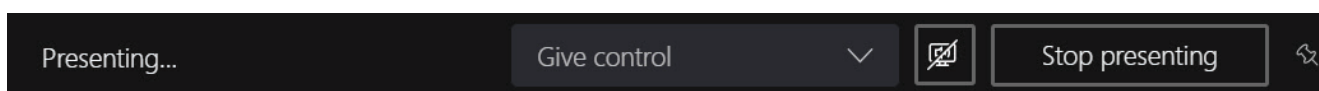
7. You should now see the patient clearly



8. If you need to share your screen (for example, to show PACS images or other results), click on the below circled icon. A number of options of Windows will appear to show, select the screen you would like to share.



9. To stop sharing your screen click on “Stop Presenting” at the top of your screen



10. To end the consultation click on the red button called “Leave”



- 1.** Does the patient need the Microsoft Teams app to access the meeting?
The patient does not require the Teams App to access the consultation, however for audio and visual quality, we encourage them to download the App.
- 2.** Does the patient receive the link in a text?
No, Microsoft Teams does not currently offer this capability.
- 3.** If I have a technical problem, what should I do?
Go in to your calendar on the Teams app, and double click on the consultation. This will open a new screen which will contain the patients contact details. We recommend you call the patient directly on their telephone number. The patient will receive an invite via email as well as a reminder 24 hours and 1 hour prior to the consultation
- 4.** Will we be using Visionable at the same time?
No, Visionable will be deactivated when we switch over to using Teams.
- 5.** Can I access the consultation from my personal Teams account or personal email address?
No, you can only access the consultations through their Cromwell Hospital Teams Account. We recommend that you log in to the Cromwell Hospital PCs, open the Teams app and access your consultations through the calendar.