

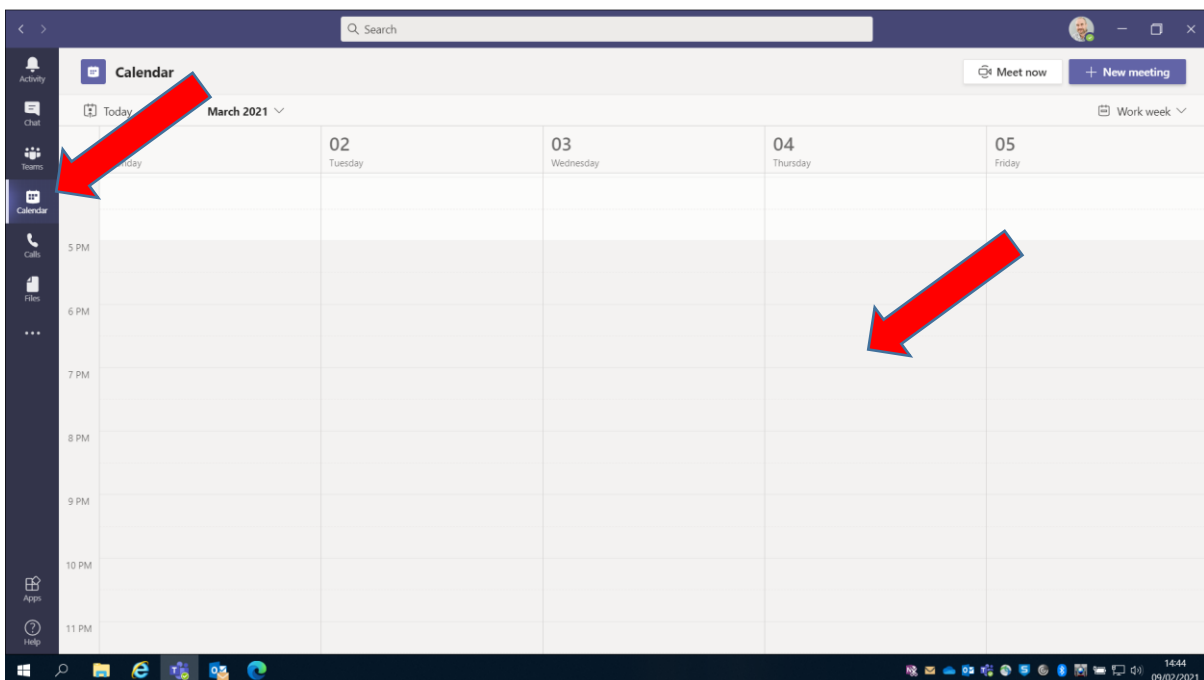


NHS Wales Video Consulting Service

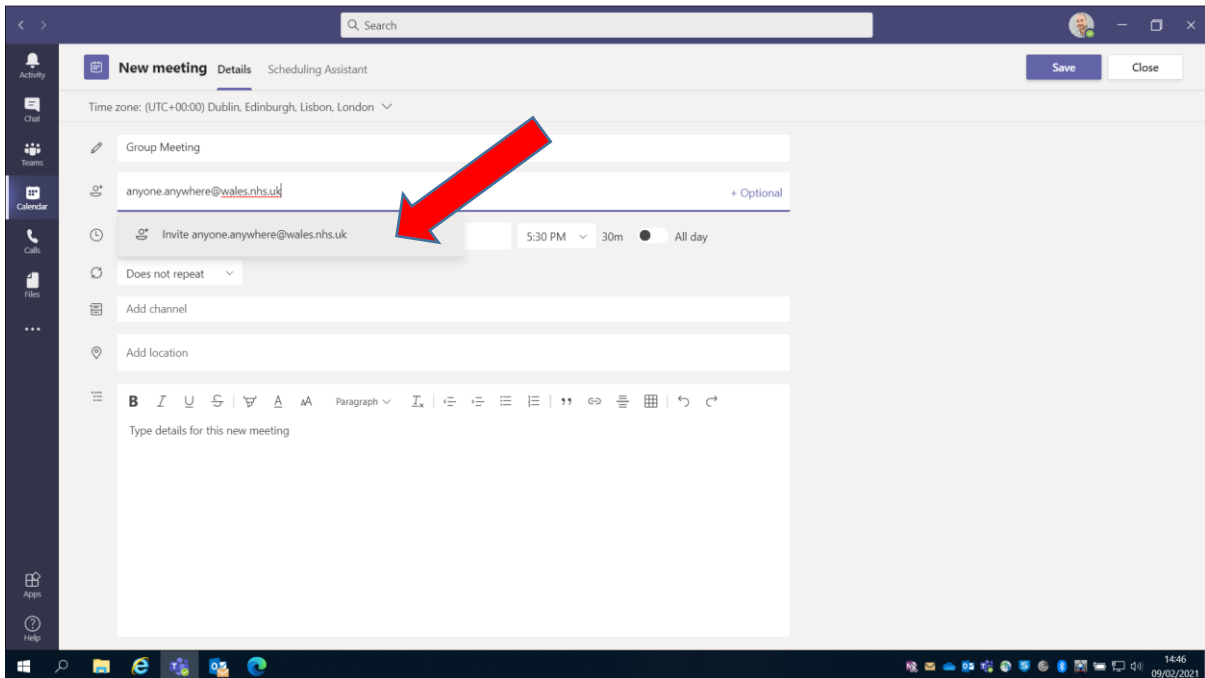


How to set up a virtual group in Microsoft teams calendar

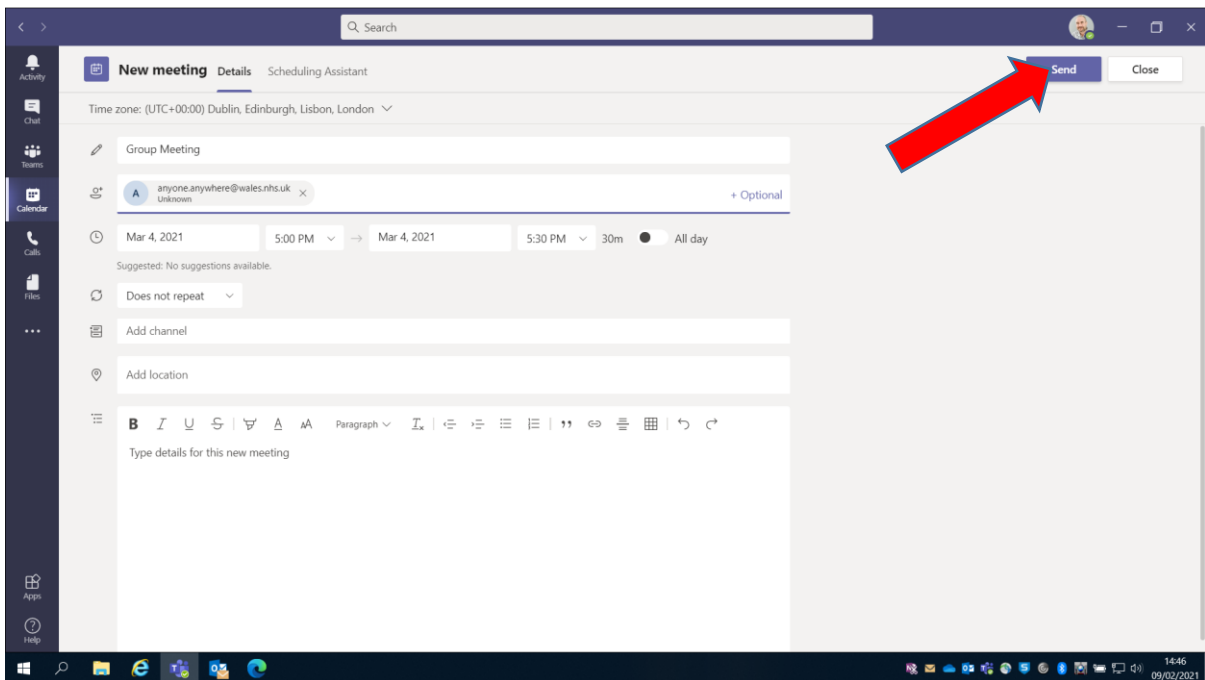
In the Microsoft team's app, click on the calendar tab at the side, then click in the appropriate time block where your meeting will be in this example Mar 4th at 5.30pm



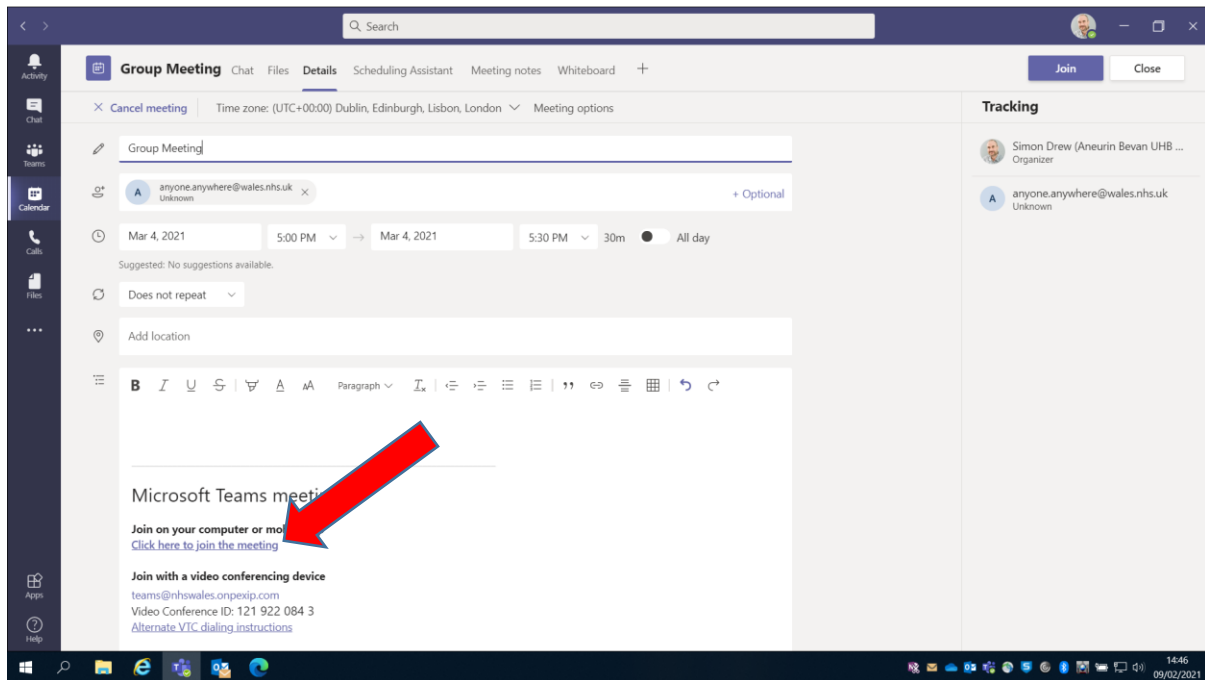
Create the meeting and invite one other person (this person does not need to necessarily attend? If all guest join properly these emails will not be displayed. Once teams recognises an email format click on the box invite.



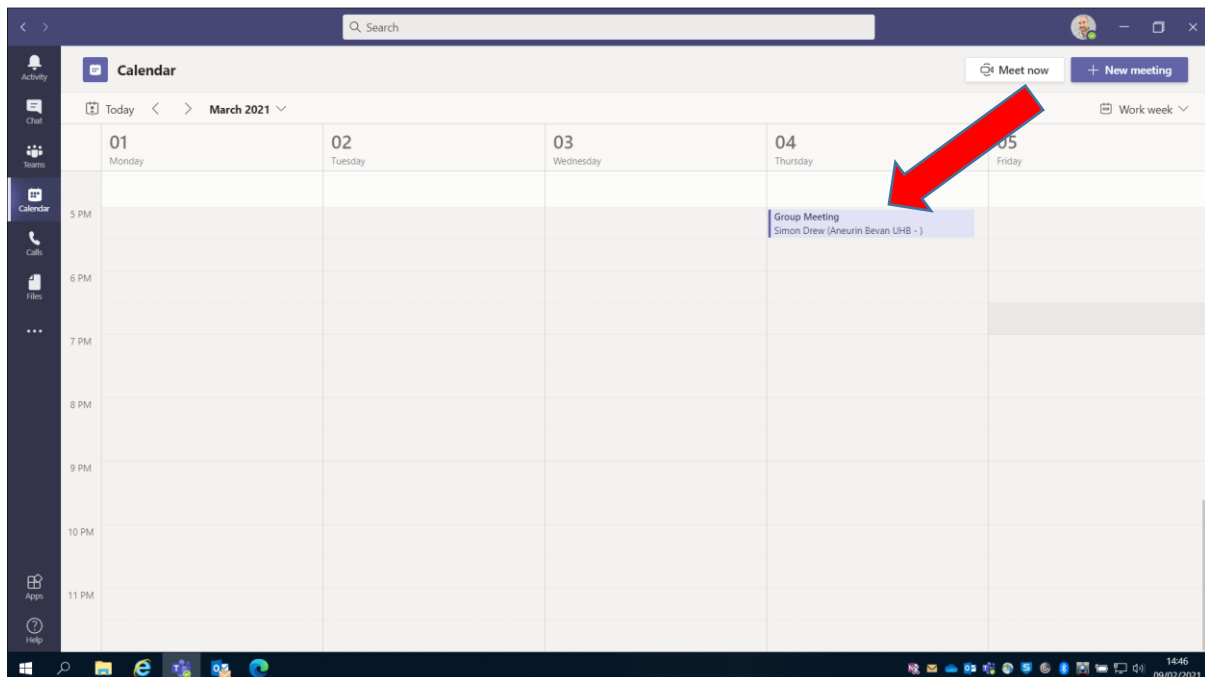
Once the meeting looks like this click send.



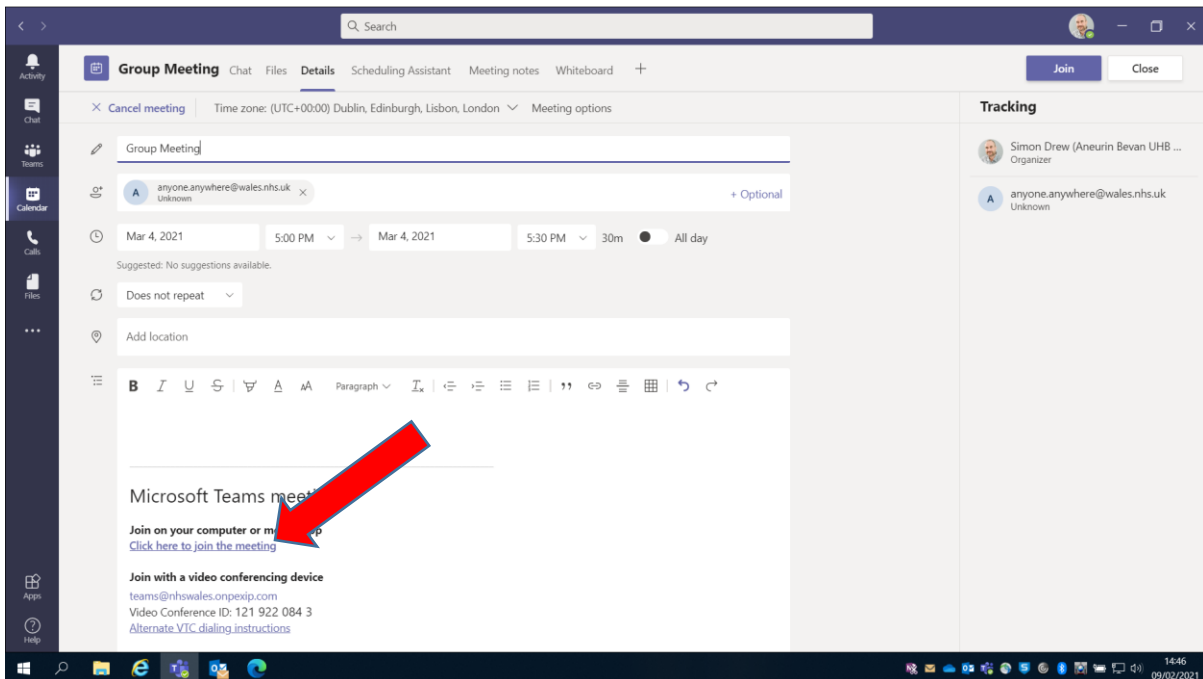
This generates the unique hyperlink.



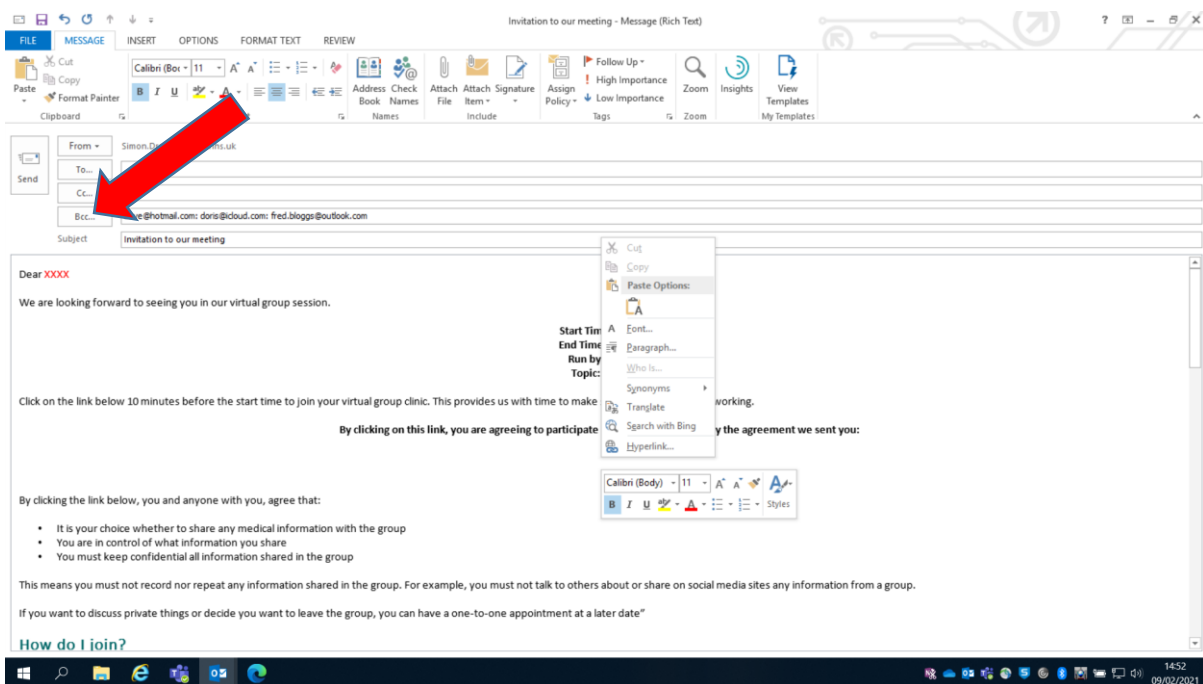
Your meeting now looks like this in the calendar on teams.



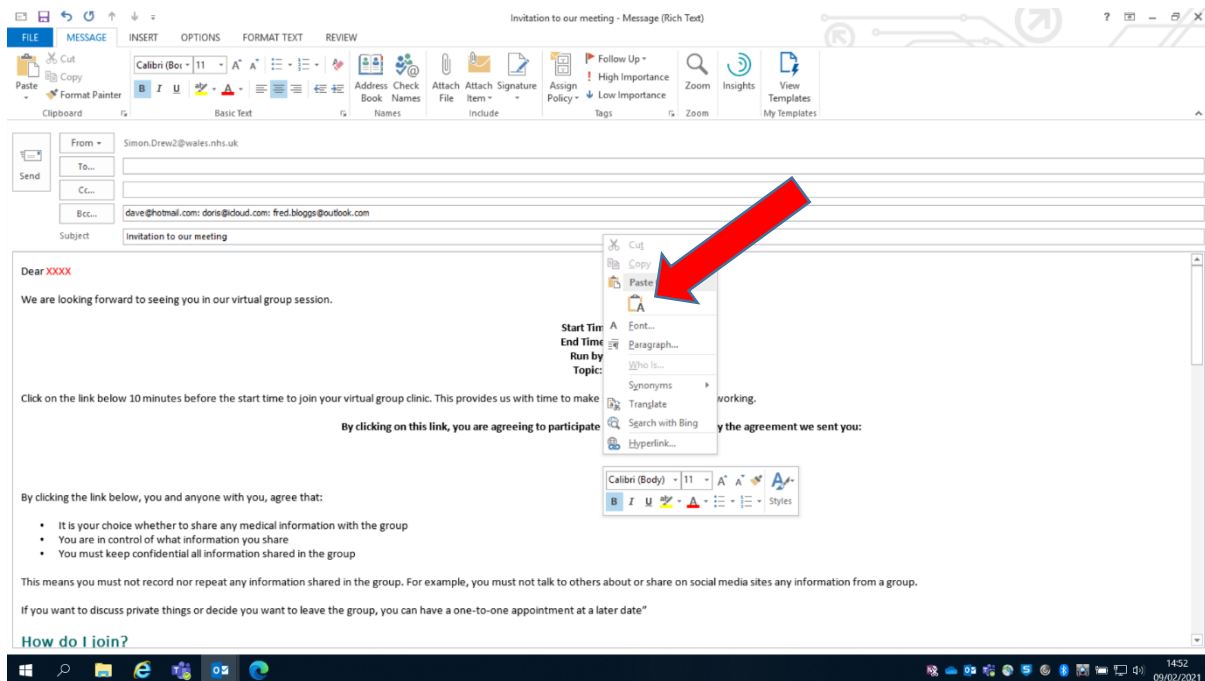
Hover your mouse over the Hyperlink right click and select “copy hyperlink”



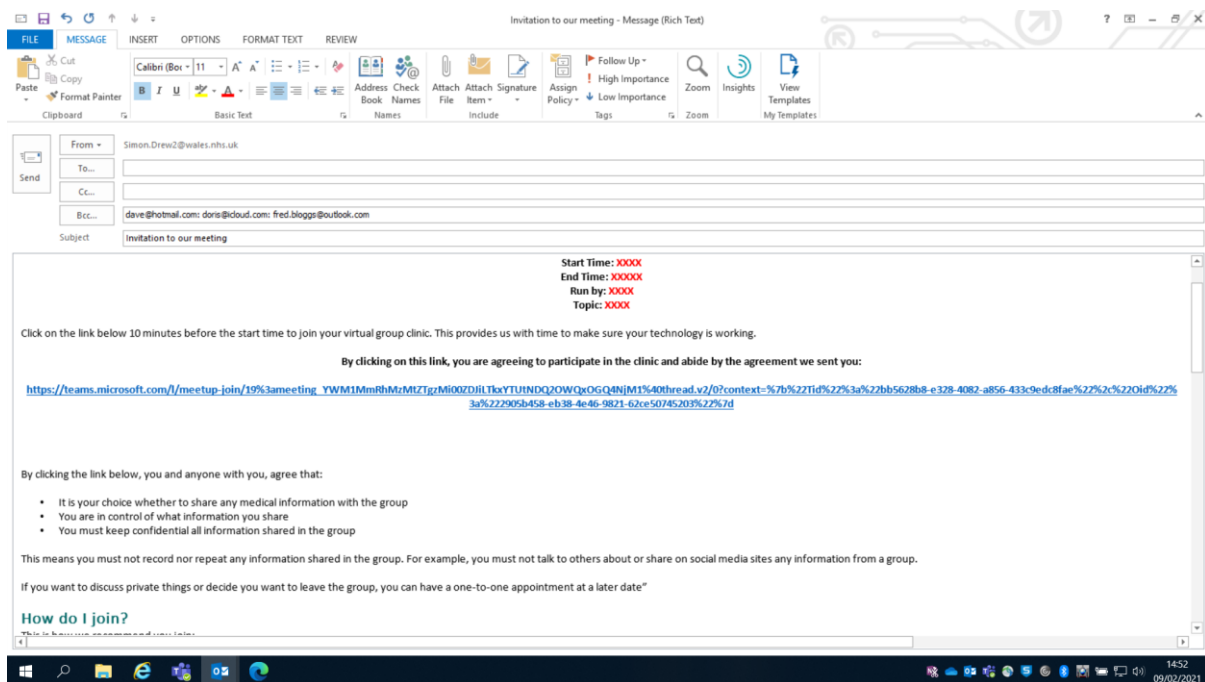
Prepare an email from the template we have provided to be send from a generic account (unless you are happy to release your email) and make sure all the invitees are place in the BCC box to preserve anonymity.



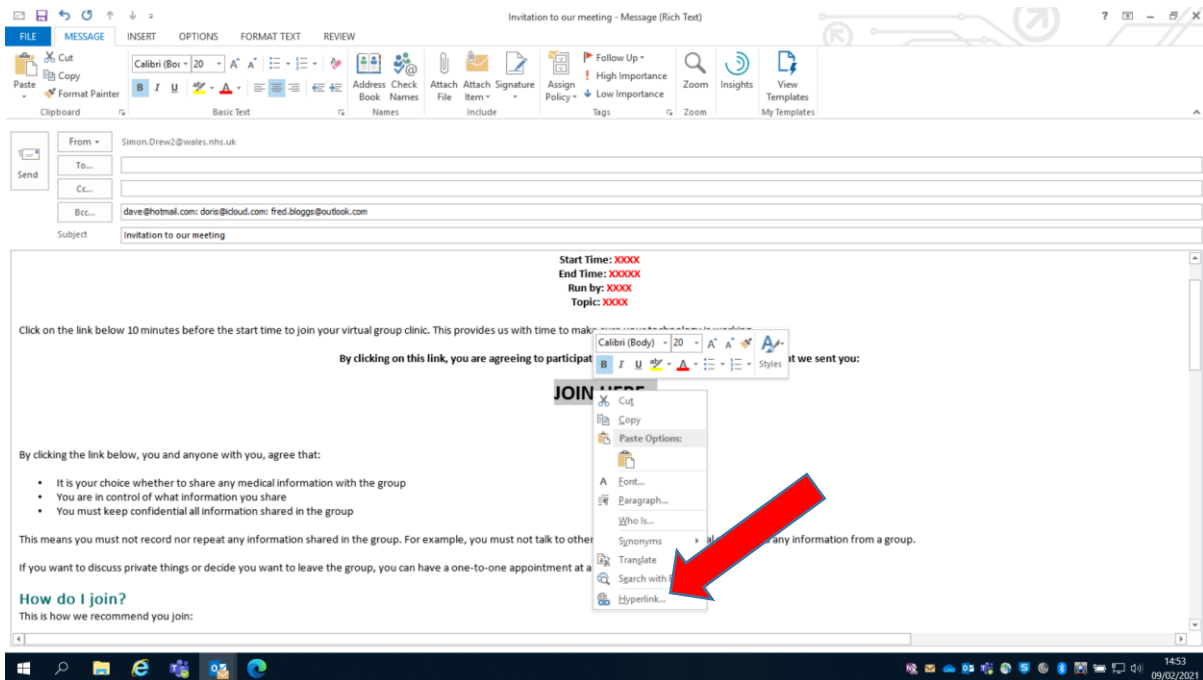
Hover your mouse underneath where it says by clicking on this link etc., right click and paste in the link.



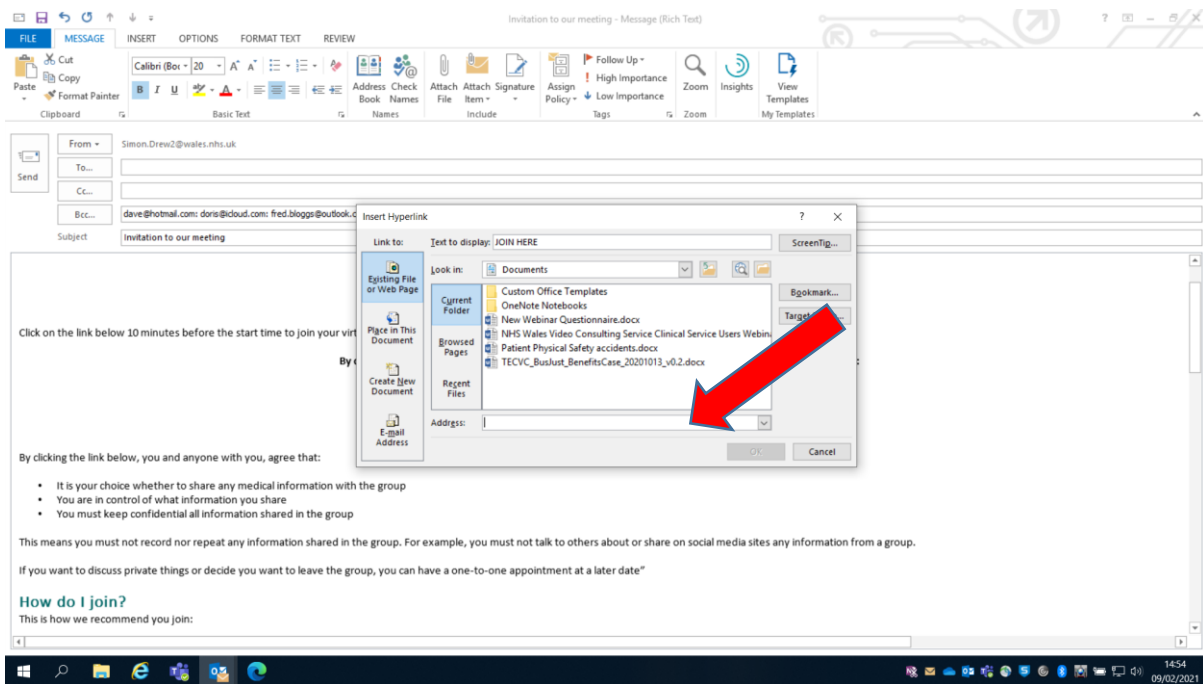
It looks like this,



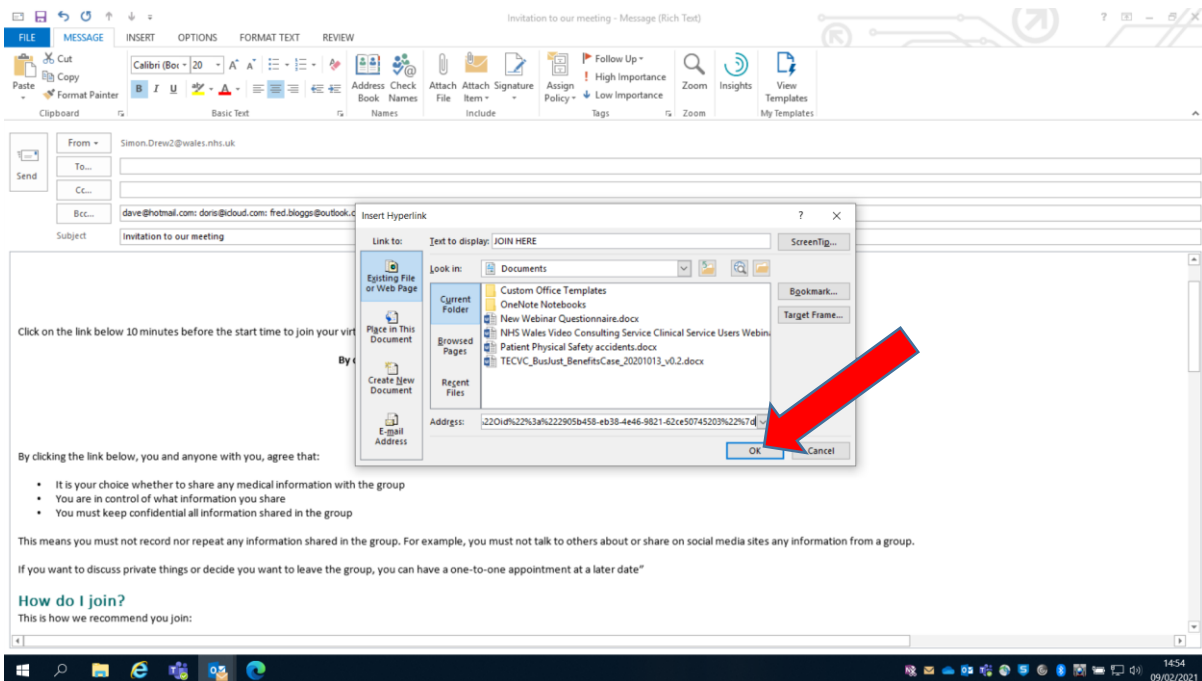
As an alternative to make it neater you can type the word JOIN HERE in large font, highlight that word and right click on it with your mouse. Then click the menu option at the bottom "hyperlink"



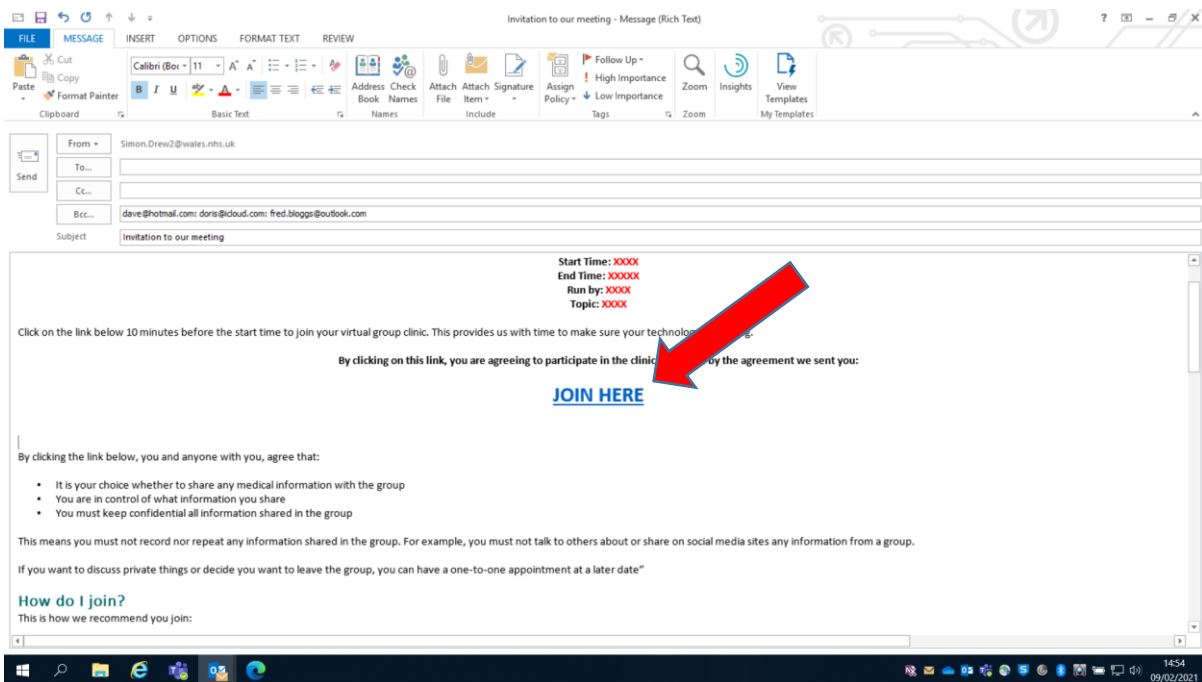
Click in the address box at the bottom and paste in the meeting hyperlink.



Then click OK.



This creates a large blue hyperlink marked JOIN HERE



Send the invite email to the group.

TCG/SD/001/V1.0