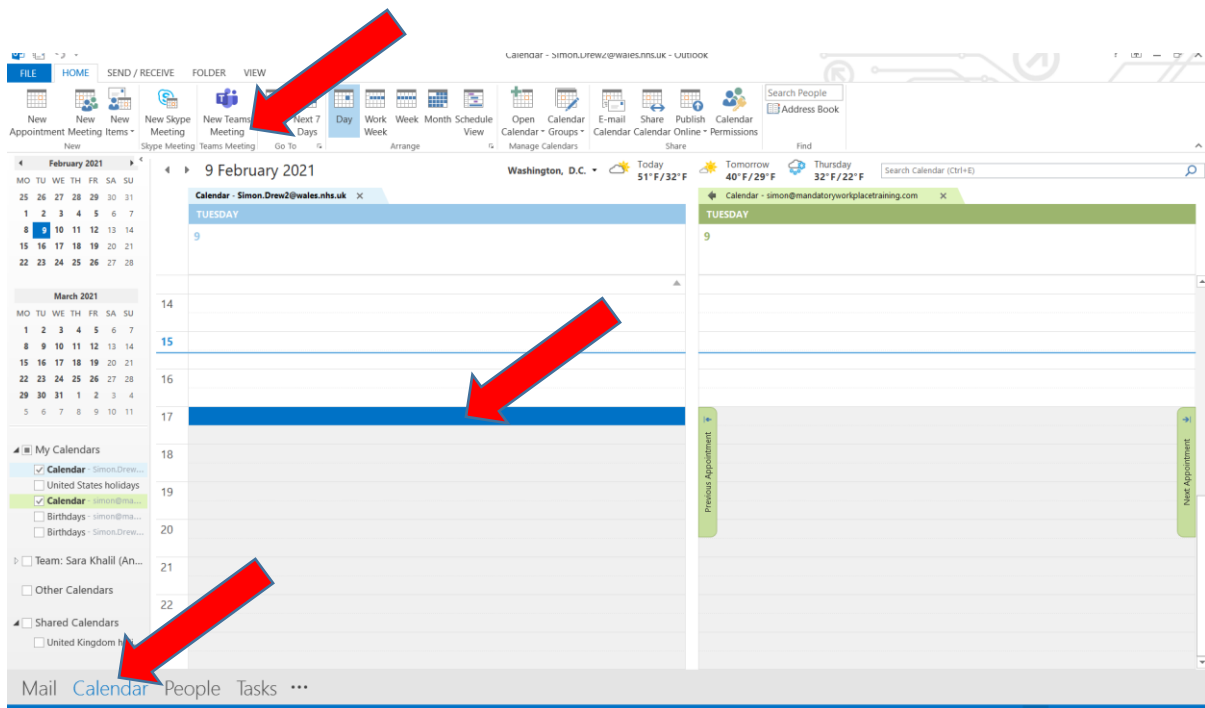




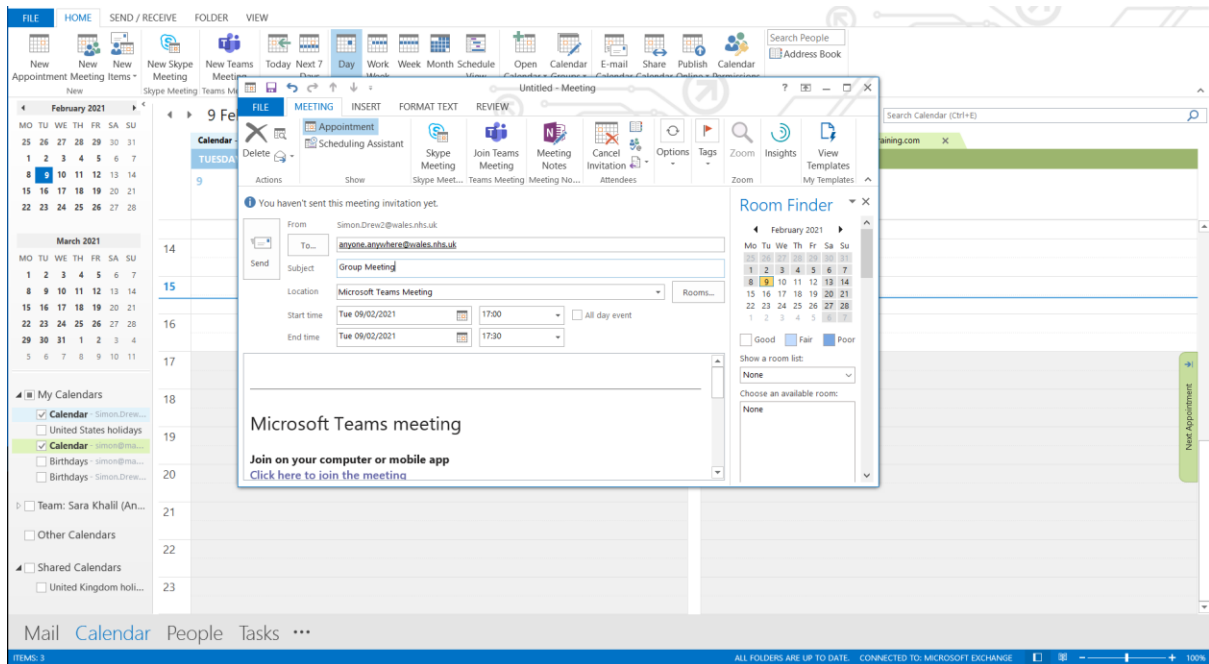
# NHS Wales Video Consulting Service

## How to set up a virtual group in Outlook Calendar

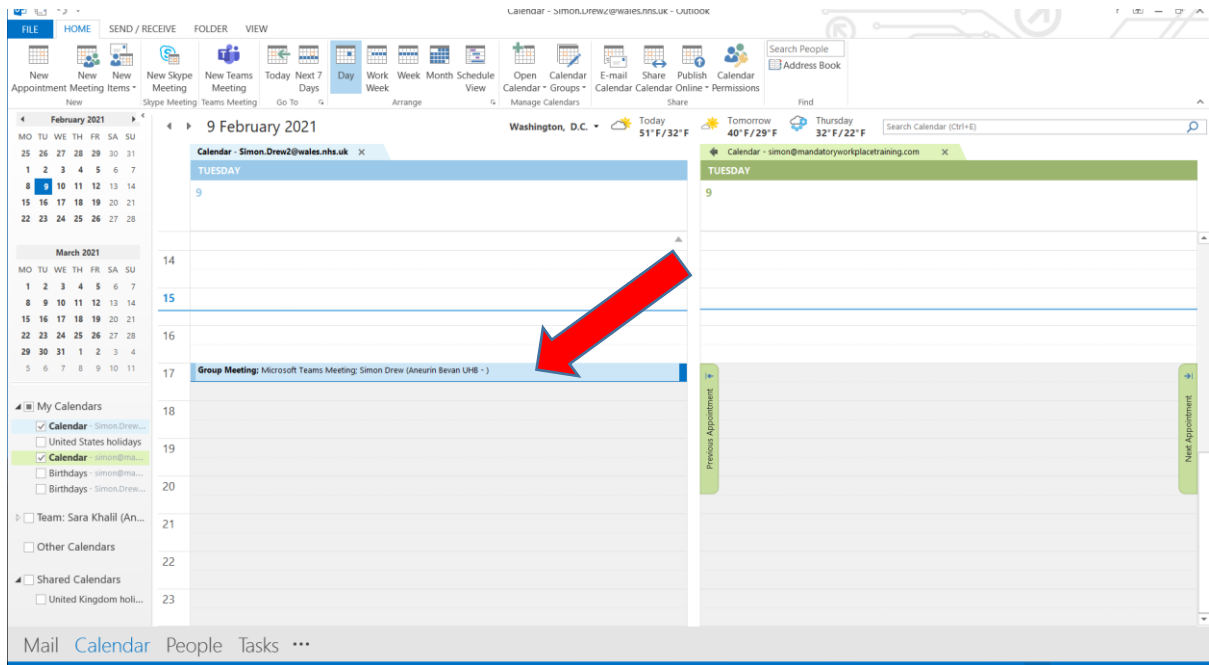
Open up the outlook app and select the calendar tab, then click on the time you require for the meeting in this case Tuesday 9<sup>th</sup> Feb at 17:00, then select New Teams Meeting.



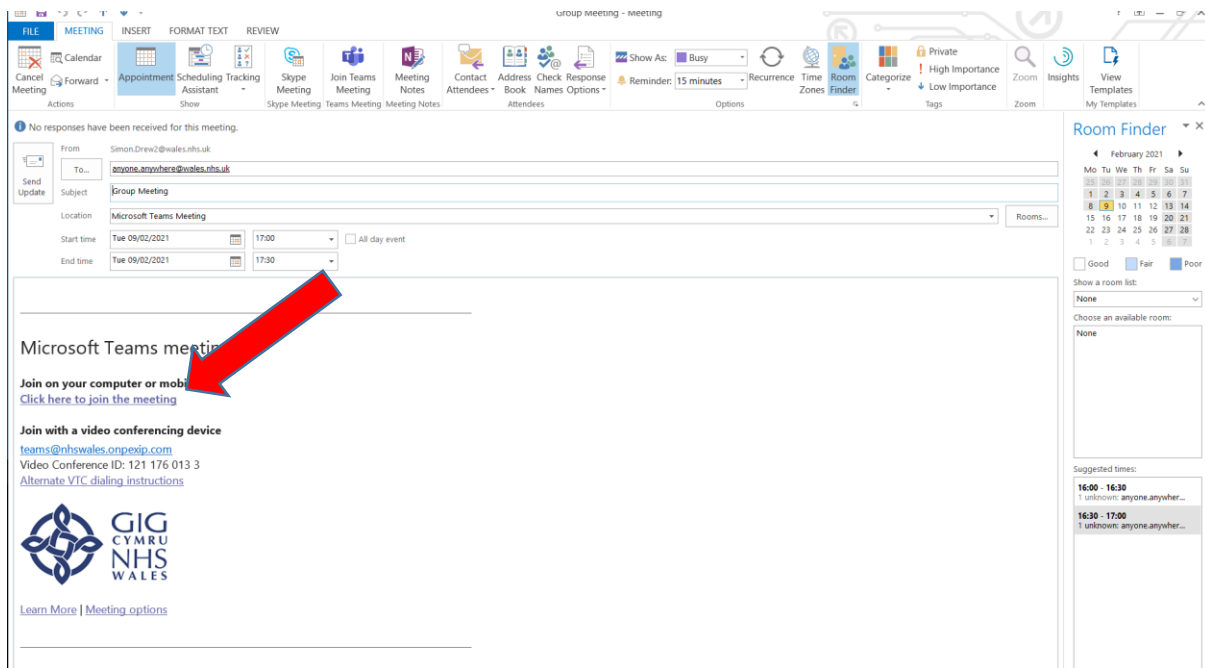
Create the meeting like an appointment/email by inviting one other person. This person does not necessarily have to attend, but is needed to create the meeting link. Provided the guests enter in the correct manner neither of your email addresses will be visible. **Important meeting guests must not be invited on this email**



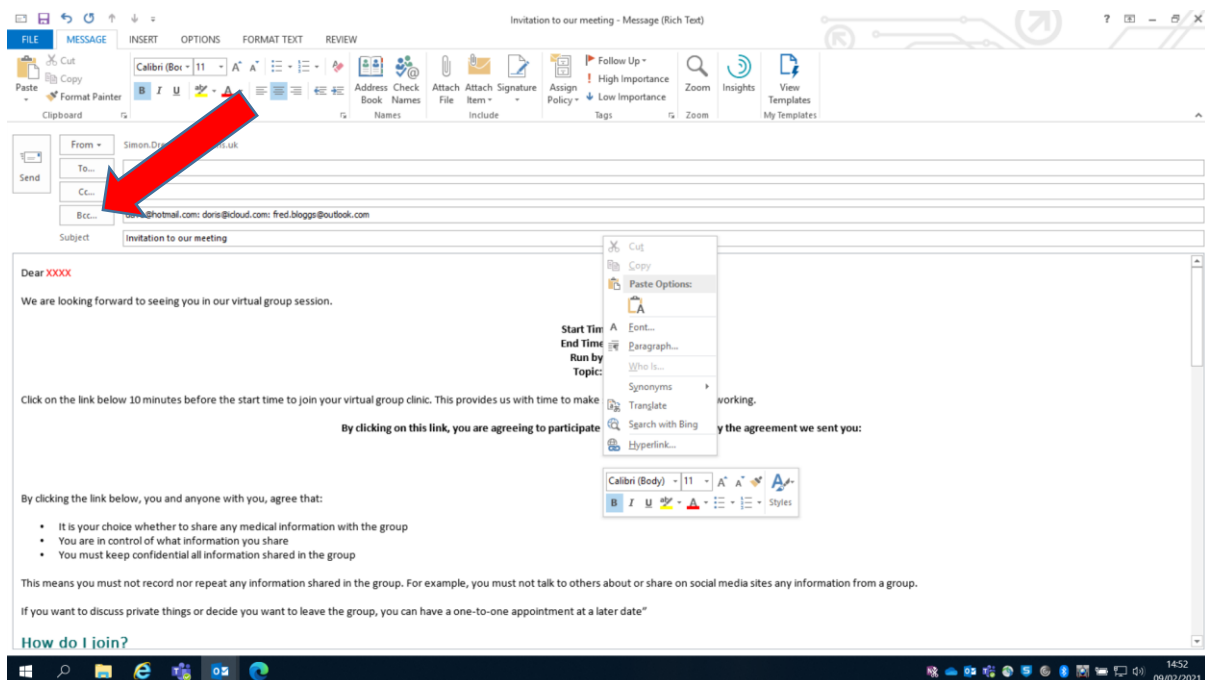
The calendar entry now looks like this.



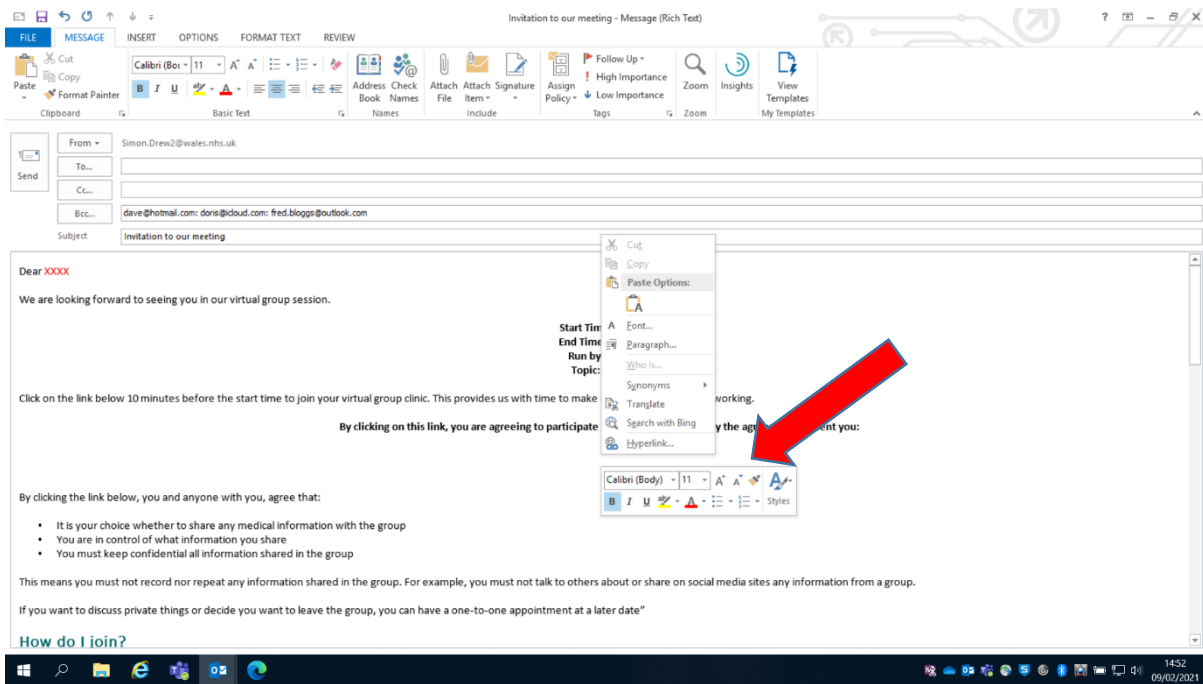
When you open the appointment it will now have this hyperlink in it, hover your mouse on it and right click on this and copy the hyperlink.



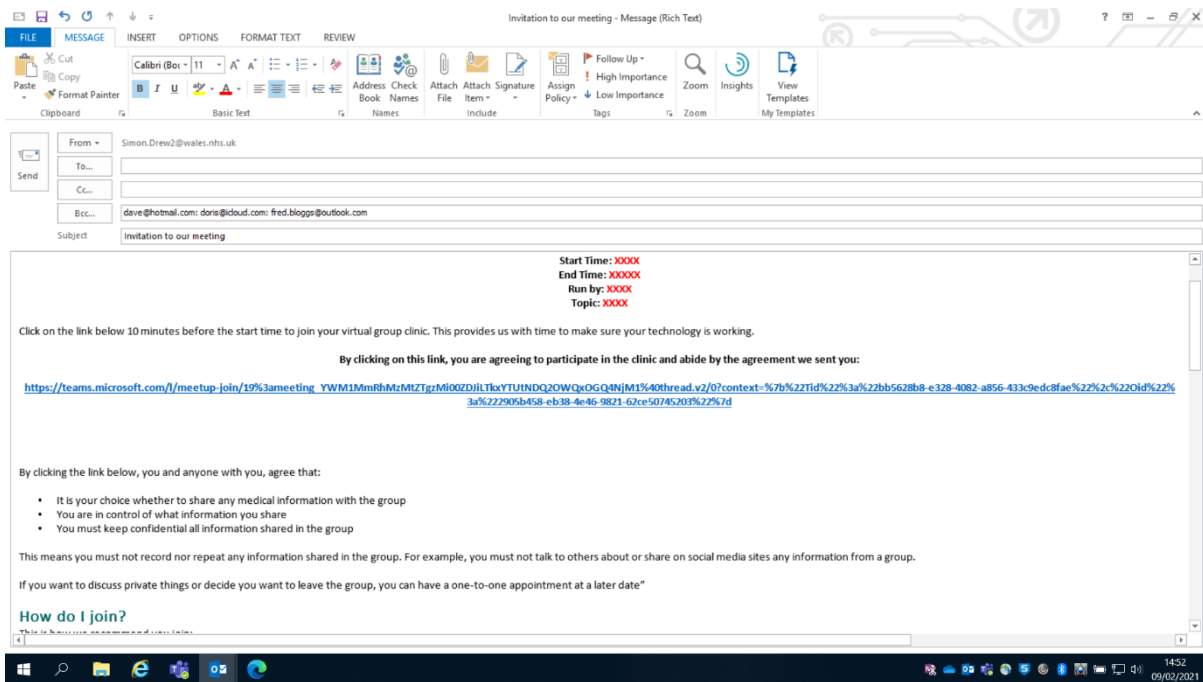
Prepare a **separate** email from the template we have provided to be send from a generic account (unless you are happy to release your email) and make sure all the invitees are place in the BCC box to preserve anonymity.



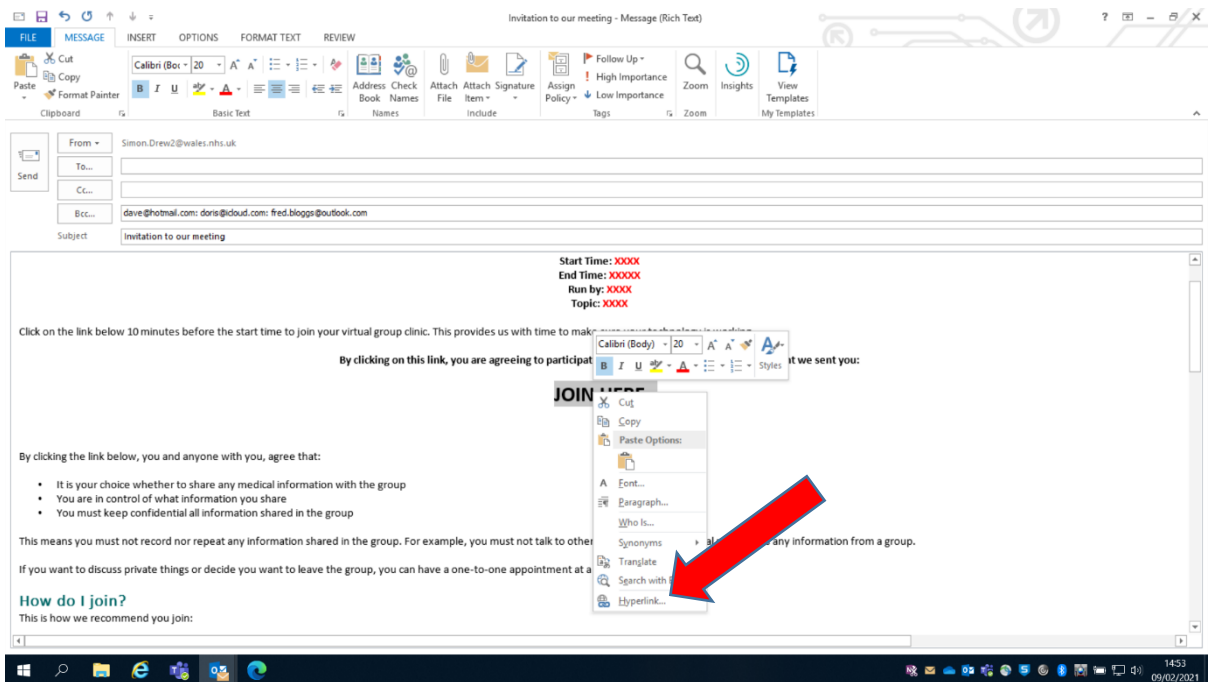
Hover your mouse underneath where it says by clicking on this link etc, right click and paste in the link.



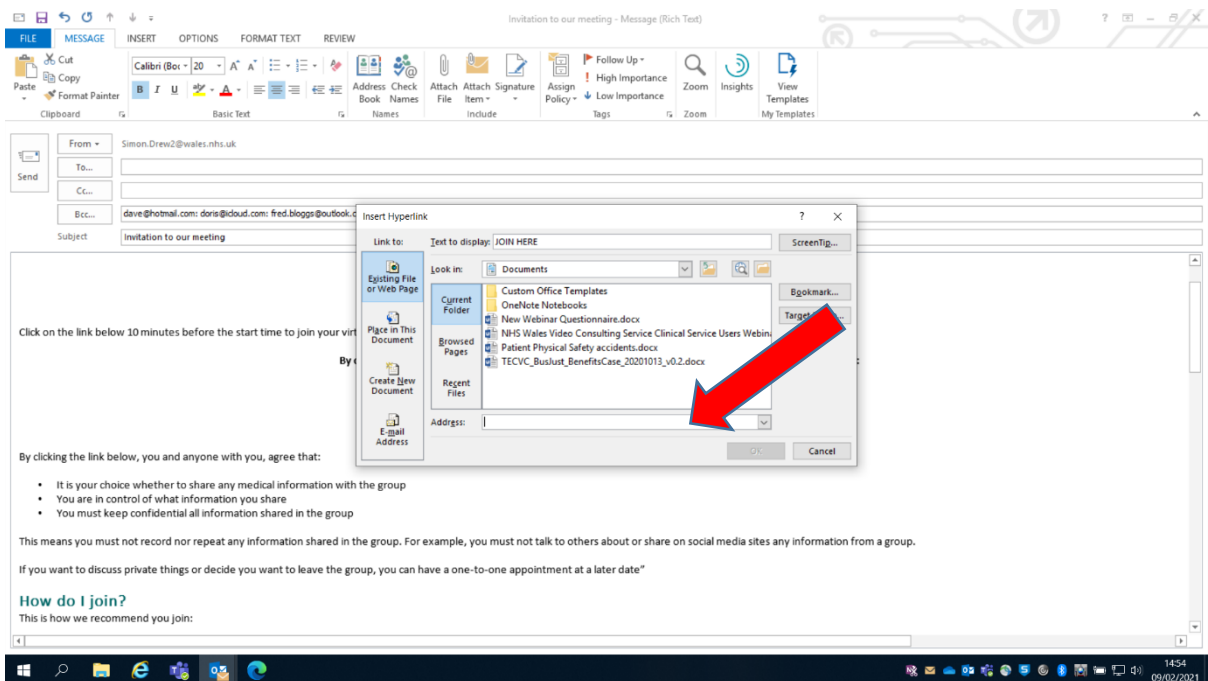
It looks like this,



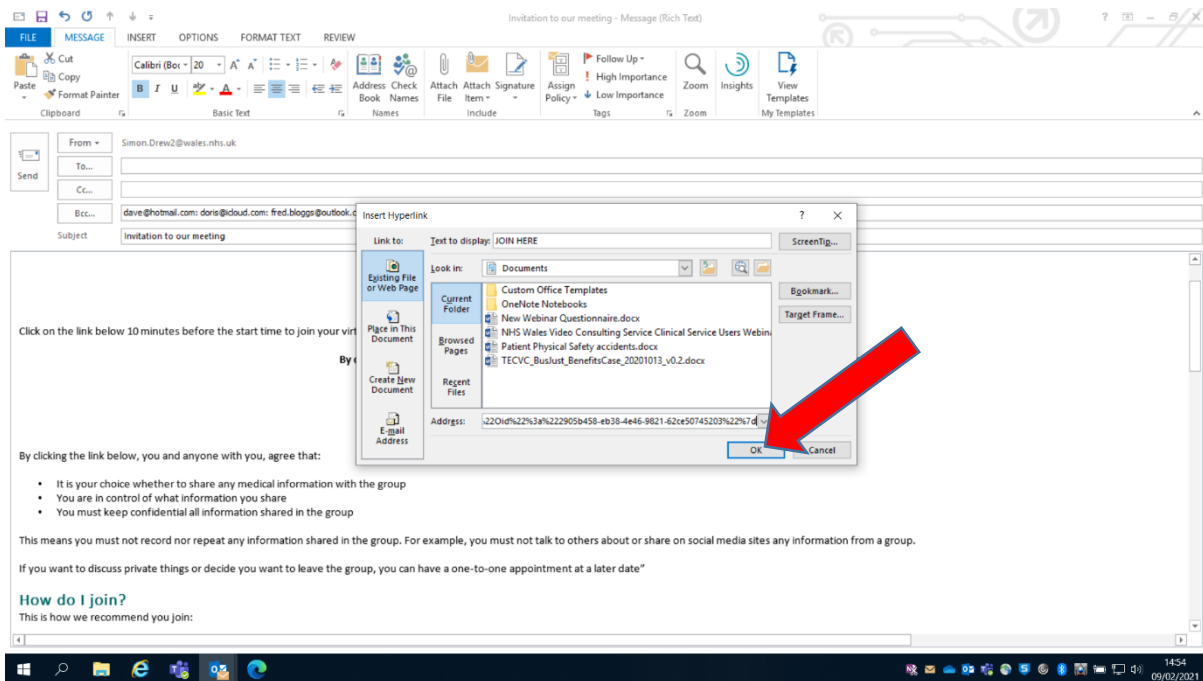
As an alternative to make it neater you can type the word JOIN HERE in large font, highlight that word and right click on it with the mouse. Then click the menu option at the bottom “hyperlink”



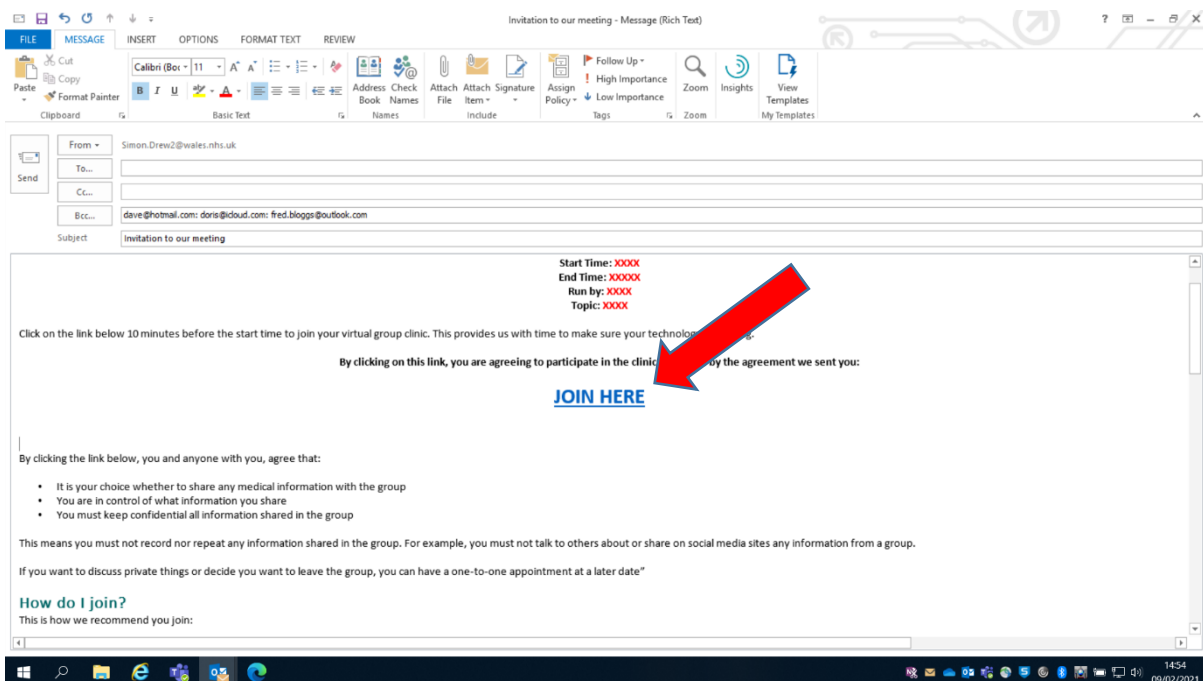
Click in the address box at the bottom and paste in the meeting hyperlink.



Then click OK.



This creates a large blue hyperlink marked JOIN HERE



Send the invite email to the group.

TCG/SD/004/V1.0