

## Group sessions on Microsoft Teams

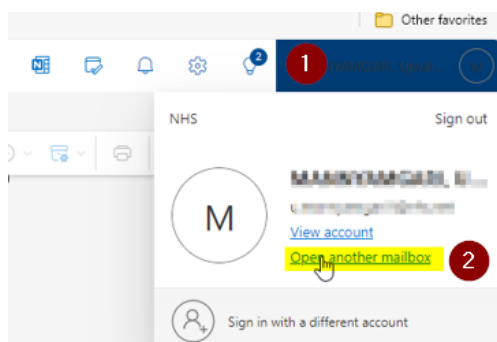
Online group sessions are scheduled by accessing NHSmail through an internet browser (web Outlook and not desktop Outlook).

### Why should I book group sessions by opening NHSmail in a web browser?

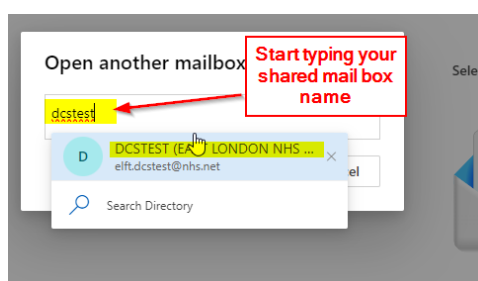
For group booking sessions, we would like to hide contact details of one service user to another. This option to hide attendees is only available when we book the MS Teams meeting through a web browser (also known as web Outlook).

### Scheduling online group sessions to be held on MS Teams:

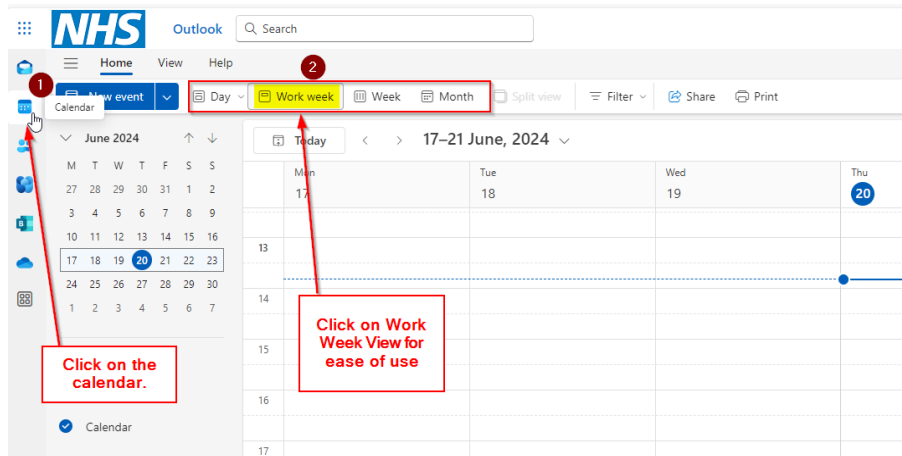
1. Login to your NHSmail account through any internet/web browser on your laptop or PC. You can use Microsoft Edge or Google Chrome. **(Please do not use Outlook on the desktop as not all required options to schedule group sessions will be available for you.)**
2. We advise you to send invites to group sessions from a shared departmental mailbox. You can access these through the account manager option on the top right-hand corner of the browser and click on “open another mailbox”.



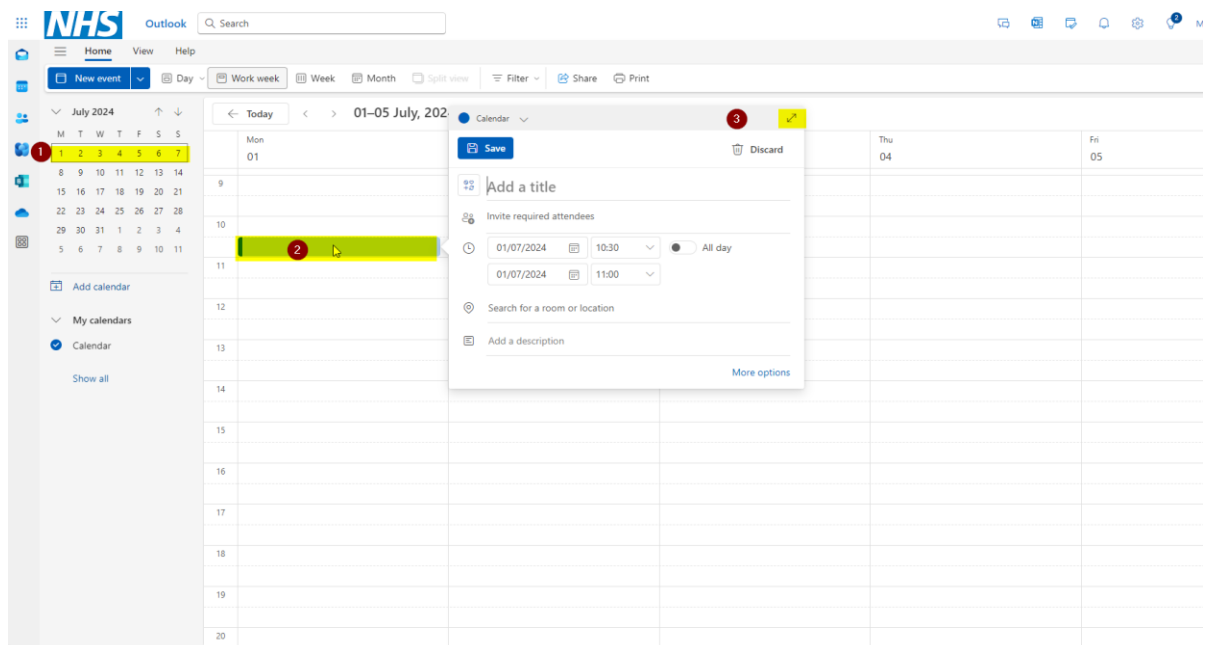
3. The following popup box appears. Search and open the departmental shared mailbox. This shared mailbox opens in a new window.



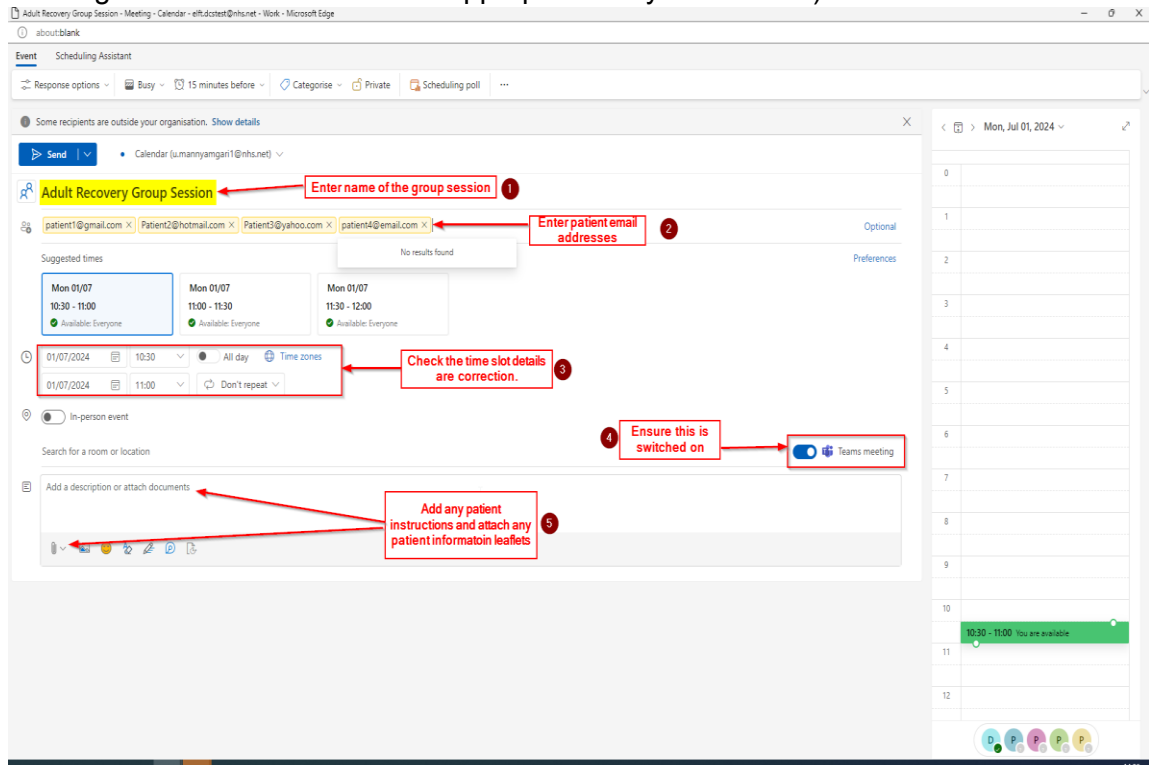
4. Click on the calendar and switch the view to see work week. This helps you to quickly browse through for slots.



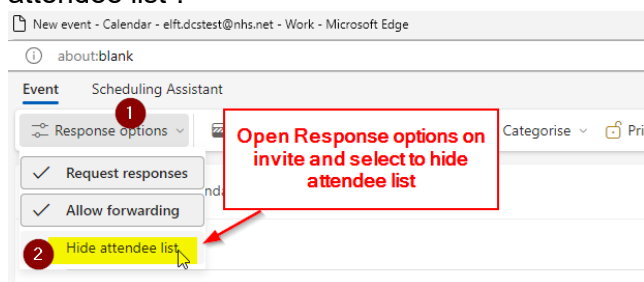
5. Select the week you want to book the appointment from the calendar on the top left-hand side. This will bring the whole work week to view along with appointment slots. Double click on any of these slots to open the invite.



- Add the name of the group session and email addresses of attendees. Check the rest of the details. Any instructions regarding the appointment can be added in the description box. This may include any disclaimers (an example is provided at the end of this guide. Please draft what is appropriate for your service.)



- Open Response options from top left-hand corner of the invite and select “Hide attendee list”.



- Click on “send” to complete scheduling.

**The following is an example disclaimer that a service can review and add to the description box.**

**DISCLAIMER**

We are unable to respond to individual service user emails.

Please note that (Insertservice name) is not an emergency or crisis service. If you urgently need medical help or advice but it is not a life-threatening situation, call 111.

If you or anyone else is in immediate danger or harm, call 999. Alternatively, you can call the Samaritans 24 hours a day, 7 days a week on 116 123, for emotional support.