

### One-to-one virtual appointments on Microsoft Teams

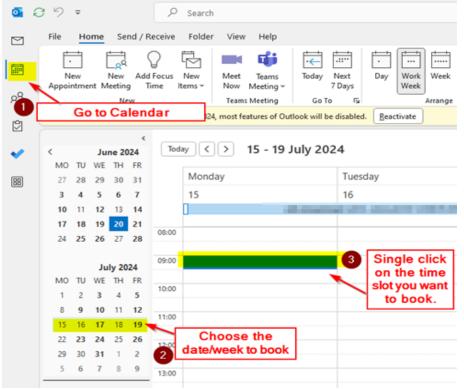
One-to-one virtual appointments are scheduled from desktop Outlook.

# Why is it advisable to book one-to-one virtual appointments through desktop Outlook?

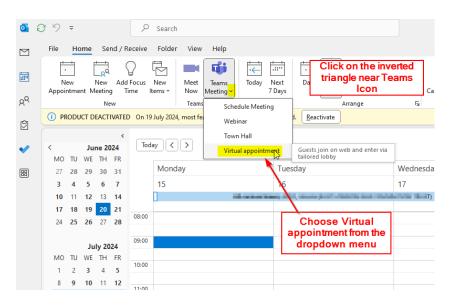
One-to-one virtual appointments when booked through the desktop application (as described in the guide) sends out a well-tailored invite. This allows the patient to join the meeting as a guest (using a web browser) and enter via a tailored lobby.

### Scheduling one-to-one virtual appointments through Outlook on a desktop PC/laptop:

- 1. Open your calendar on the Outlook application.
- 2. Navigate to the date for the appointment using the calendar options on top left-hand side.
- 3. Select the time slot by single clicking on the time slot (do not double click).



While the slot is selected, click on the downward arrow beside the MS Teams Icon
and choose virtual appointment in the dropdown menu.



5. The virtual appointment invite opens as follows:

Please add relevant details into the invite and click send when complete. 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.)

i i	New meeting		
📼 V	/irtual appointment Details Scheduling Assistant		Send
Show	v as: Busy 🗸 Category: None 🗸 Time zone: (UTC+00:00) Dublin, Edinburgh, Lisbon, London 🗸 Response options 🗸 Sensitivity: None 🗸	\$	Optior
(i)	External guests will receive a tailored invitation for this scheduled online meeting. They will join from a mobile or web browser and experience 🗙	Who can present	
	a virtual lobby before the app Add an appropriate Title which appears on	Only organizers and co-organizers	~
0	Add title subject line of invite.	Record and transcribe automatically	
6	External guest name * Email * Add name and email	Meeting chat	
	+ Add additional external guest	In-meeting only	~ ]
Ŀ	$15/07/2024 \qquad 09:00 \qquad \rightarrow \qquad 15/07/2024 \qquad 09:30 \qquad \checkmark e^{\text{om}} \bigcirc \text{All day} \qquad \text{Check the meeting details are correct}$	More options	
$\diamondsuit$	Does not repeat 🗸 🗸		
0	Add attendees within my organization Add any colleagues for multidisciplinary		
0	Add location meetings		
Q	Send text notifications $\checkmark$ To confirm, remind, and update external guests about this appointment ①		
TE	B I U S I ∀ A A Paragraph ~ I E E E E I 99 C E ⊞ I 9 C Add the information may wish to se your patient with a message, such as a confirmation note, to the meeting invitation that will be sent to and viewed by all attendees. Add a message, such as a confirmation note, to the meeting invitation that will be sent to and viewed by all attendees.	end to th the ment	
		6 Click or when i	



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

#### DISCLAIMER

We are unable to respond to individual service user emails.

Please note that insert service 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.