

Getting Started with Microsoft Teams

A HIPAA Compliant Video/Audio Conferencing and Screensharing Tool

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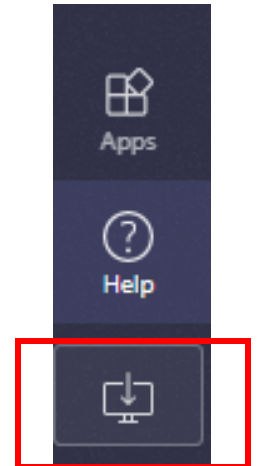
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Install the Microsoft Teams App

For PC App:

1. Visit <https://teams.microsoft.com/>.
2. Sign in with your bwh.harvard.edu email address. You will be directed to the Partners login page.
3. In the bottom left corner, choose the “Download” button and install.
4. The above procedure is the same regardless of workstation (PACS, Partners PC, or home PC).
5. **It is recommended to install on your diagnostic workstation (PACS or home PC), as Partners PCs do not have microphones.**



For Mobile App:

1. Download the mobile app from the Apple Store or Google Play Store.

Start a meeting

There are various methods to start a meeting:

1. Start a chat with an individual.

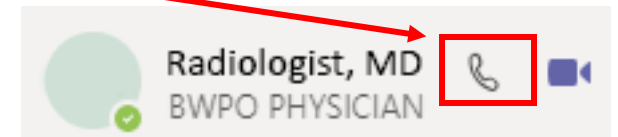
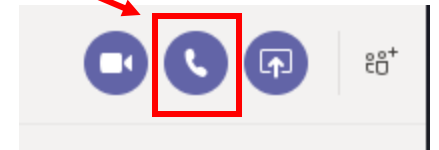
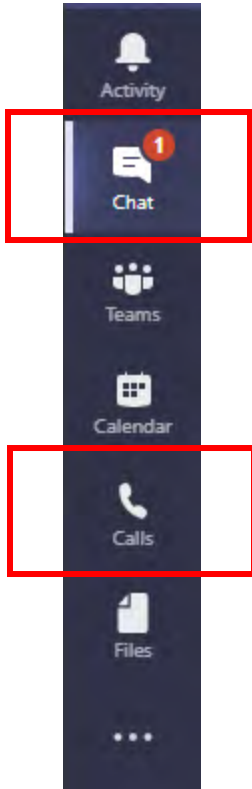
- Click the “Chat” button on the left side of the screen.
- Click the “Calls” button at the top right of the window.

2. Directly call an individual.

- Click the “Calls” button on the left side of the screen.
- Click the “Calls” button by your colleague’s name.

3. Start a team chat.

- You can define a team in advance and start a group meeting.



*With any of these options, if you start a **video** call, you will also enable webcam use. Video calls are only enabled for computers with webcams (such as laptops, but not PACS). Screensharing can be used with either audio or video calls.*

Once your call has begun, start a screenshare

1. Click the “Screensharing” button.

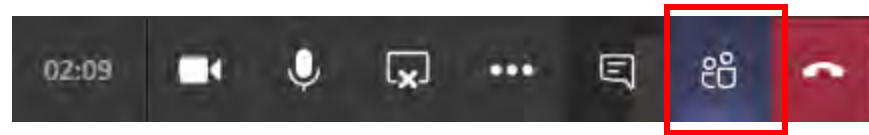


2. Select the screen you would like to share.

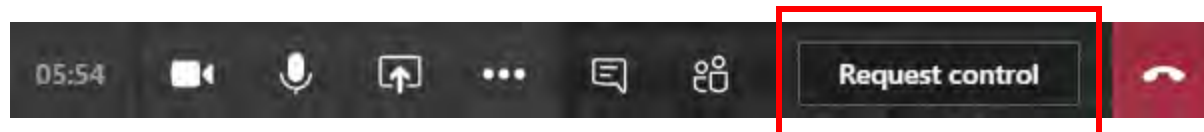
- On a PACS workstation, you can only share one side of the diagnostic monitor, either the left side (typically used for current study) or right side (typically used for comparisons). It is recommended to share the left side. This is typically screen #2, but may be different depending on configuration.
- On a single monitor system (most home PCs), there is a single Visage window. You may need to resize this for optimal host viewing.

Additional tips

- Add participants: It is possible to have group read-out sessions or conferences with several participants. Click the “Show participants” button on the toolbar to add additional people.



- Take control remotely: Any participant can request control to “drive” the workstation, which could be used to point out a specific finding, for instance. Click “Request control” and the host must approve the request. Each individual’s cursor is labeled with their initials.



Microphone and speaker setup

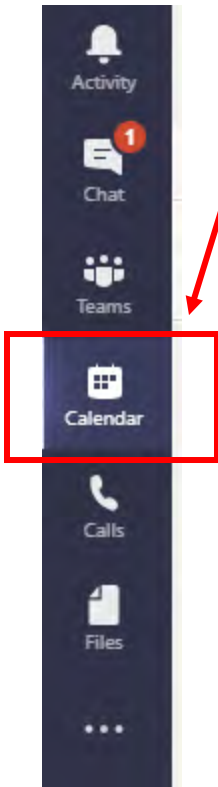
- On a PACS workstation, it is recommended to use the Powermic for both the microphone and speaker. This is typically the default configuration. If not, you can change this by clicking the three dots button and changing configuration with “Show Device Settings.” This can also be how you adjust volume.



- Most laptops have microphones and speakers that work without any additional configuration.
- Home PCs may need a USB headset or other microphone.

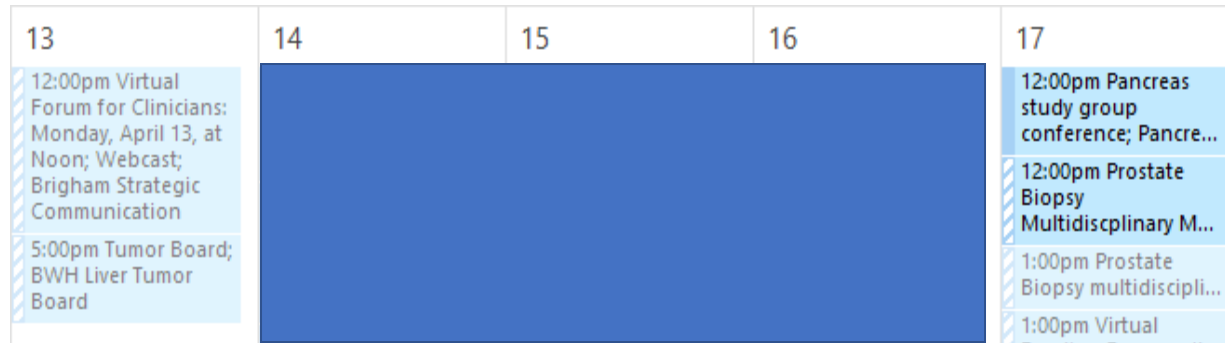
Schedule a meeting

1. Click the “Calendar” button on the left side of the screen.
2. Click the “New meeting” button on the top right to schedule your meeting and invite participants.



Join a meeting (option 1)

1. Open the meeting from your Outlook calendar.



The screenshot shows a portion of an Outlook calendar grid. The columns represent the days of the week, with dates 13, 14, 15, 16, and 17 visible. The row for the 13th contains two meeting entries: a 12:00pm Virtual Forum for Clinicians and a 5:00pm Tumor Board. The 14th, 15th, and 16th columns are completely obscured by a large blue rectangular block. The 17th column shows three meeting entries: a 12:00pm Pancreas study group conference, a 12:00pm Prostate Biopsy Multidisciplinary M..., and a 1:00pm Prostate Biopsy multidiscipli... and a 1:00pm Virtual meeting.

13	14	15	16	17
12:00pm Virtual Forum for Clinicians: Monday, April 13, at Noon; Webcast; Brigham Strategic Communication				12:00pm Pancreas study group conference; Pancre...
5:00pm Tumor Board; BWH Liver Tumor Board				12:00pm Prostate Biopsy Multidisciplinary M...
				1:00pm Prostate Biopsy multidiscipli...
				1:00pm Virtual

2. Click on the “Join Microsoft Teams Meeting” link in the left lower corner of the event.



Join a meeting (option 2)

1. Open the meeting from your Microsoft Teams calendar.
2. Double click on the meeting.
3. Click the “Join” button in the right upper corner.

