

Teams Info Sheet

Rogers Corporate Health Services

1. When you book a Teams appointment, the clinic will send you an email with the meeting invite:

Patient/ Doctor

Rogers Medical Virtual Appointments
Required Doctor Patient @outlook.com

Retention Policy Custom - Move to Deleted Items (2 years)

Expires 2025-01-16 Tue 2023-01-17 10:16 AM

As the meeting organizer, you do not need to respond to the meeting.

January 18, 2023 7:30 AM-7:40 AM Microsoft Teams Meeting

7 AM

8 AM

9 AM

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Select 'Click here to join the meeting' and you will be taken to a page where you can choose to either join on the web or download the desktop app. If you already have the Teams app, the meeting will open there automatically.

Meeting ID: 123 456 789 101

Passcode: qrStfX

[Download Teams](#) | [Join on the web](#)

Join with a video conferencing device

rogersvc@m.webex.com

Video Conference ID: 987 654 321 852

[Alternate VTC instructions](#)

Or call in (audio only)

+1 437-703-4327,497611903# Canada, Toronto

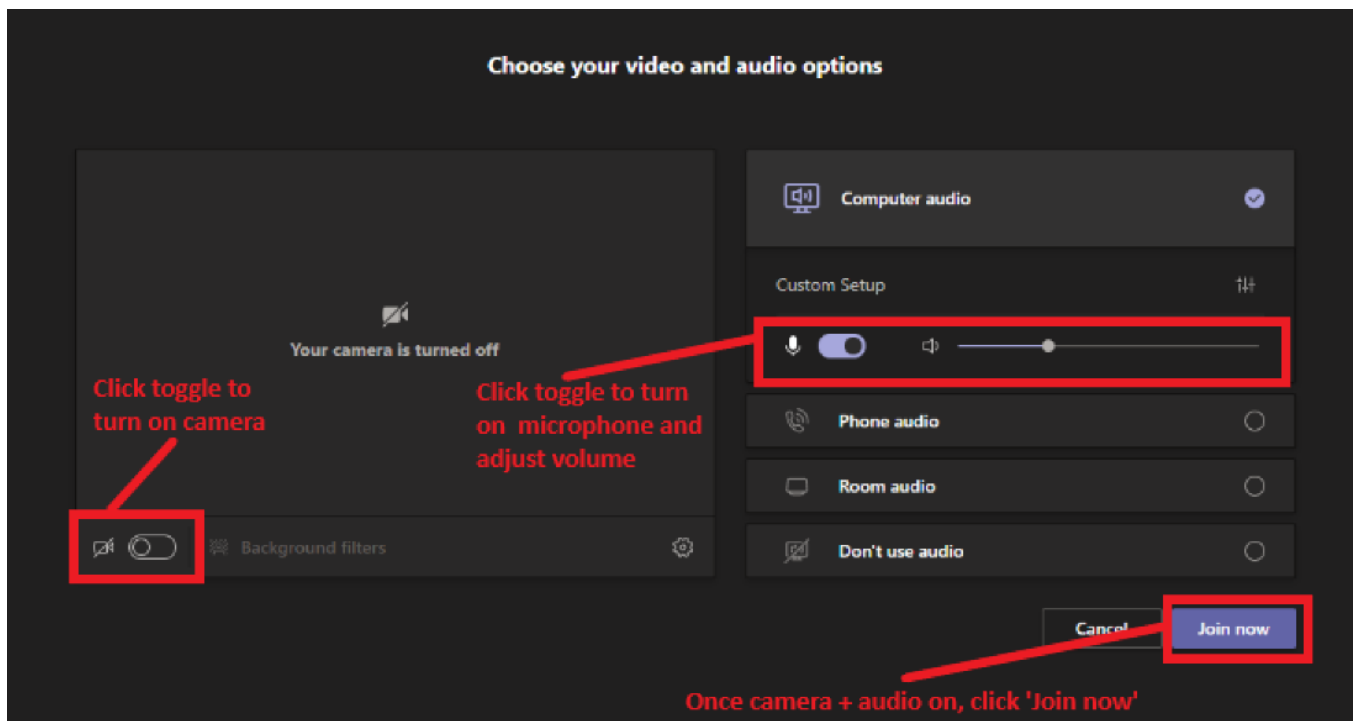
Phone Conference ID: 741 951 963 #

[Find a local number](#) | [Reset PIN](#)

Note: To connect to a Microsoft Teams Conference bridge from a meeting room, select the 'Microsoft Teams' button on the Video Conference panel, then enter the VTC Conference ID above.

[Learn More](#) | [Meeting options](#)

2. Prior to appointment date, please accept meeting invite by clicking Accept.
3. Save this email as you'll need it on the day of the appointment to join the meeting.
4. On the day of the appt, select "Click here to join the meeting"- this will lead you to:
 - a. Web browser: join teams meeting on the web
 - b. Windows app: download the teams desktop app
 - c. Teams app: if you already have the Teams app, you'll be redirected straight to meeting
5. Choose your audio and video settings:



6. Depending on meeting settings, you'll get in right away, or will be redirected to a lobby where the doctor will admit you.
7. To join a meeting via mobile device, please follow the same instructions as above and when you select 'Click here to join the meeting', you'll be redirected to:
 - a. If you have the app downloaded, meeting will open in app
 - b. If you don't have the app, you'll be redirected to App store where you can download it (download prior to appt as it will take a couple minutes to install).
8. Follow steps 5-6 to set audio and video prior to joining meeting.

For additional instructions please see below:

- Join a meeting in Teams (Desktop): [Join a meeting in Teams - Microsoft Support](#)
- Join a meeting in Teams (Mobile): [Join a meeting in Teams - Microsoft Support](#)
- Join a Teams meeting from the app: [Join a Teams meeting - Microsoft Support](#)
- Join a meeting without a teams account: [Join a meeting without a Teams account - Microsoft Support](#)
- If you are still experiencing technical difficulties, please call the clinic at:
 - o 416-935-4210
 - o 647-747-9355