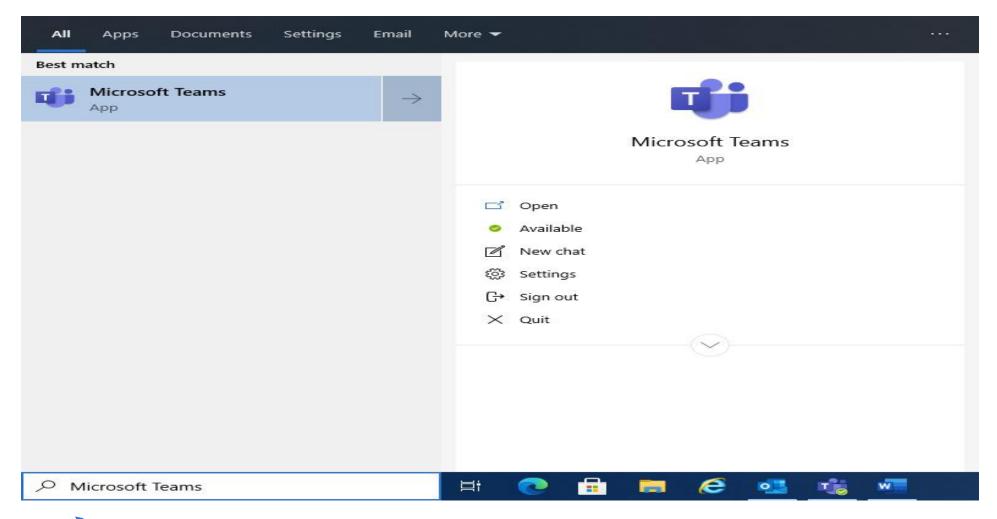


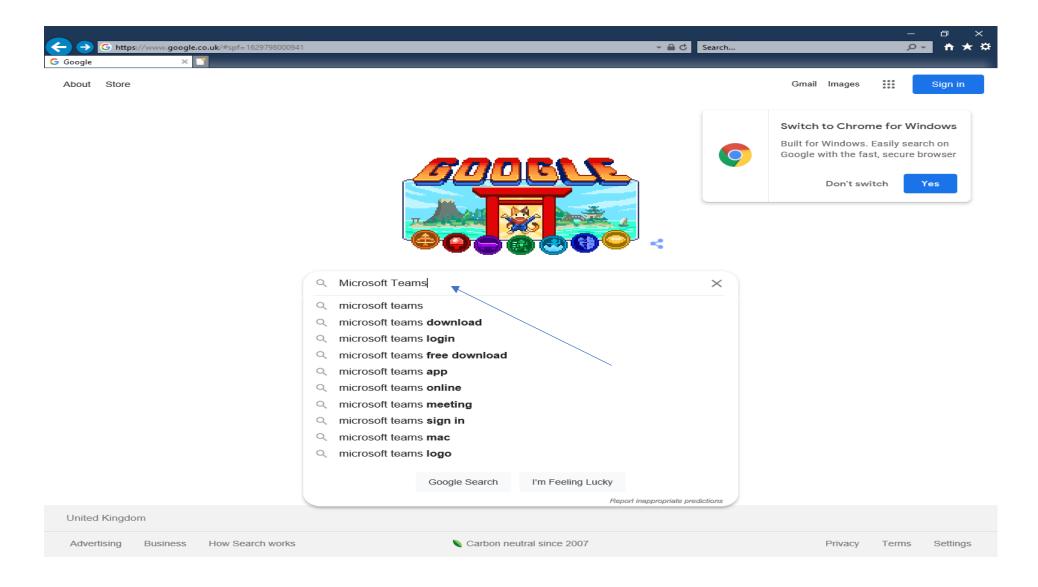
Microsoft Teams is a proprietary business communication platform developed by Microsoft, as part of the Microsoft 365 family of products.

If you haven't got Microsoft Teams on your desktop, then there are other ways you can get it, please see the next two pages below.

There are many ways to get Microsoft Teams – You can go to the Search Bar at the bottom of your screen and enter Microsoft Teams.



You can also type into Google, as seen below.



1. To join a Teams Meeting

$\blacksquare \heartsuit \heartsuit \downarrow$	⇒ Untitled - Invited Event	⊞ –	ð	\times
File Invited Event	Scheduling Assistant Insert Format Text Review Help ♀ Tell me what you want to do			
☐ Calendar Delete → Forward ~	Join Teams Settings Meeting Cancel Address Check Response Invitation Book Names Options American Provide Address Check Response Recurrence Low Importance Low Importance Low Importance Temp	/iew nplates emplates		~
(i) You haven't sent this meeting invitation yet.				
Title				
Send Requir	red			
Option	nal			
Start tir	me Fri 20/08/2021 🗾 00:00 🗸 🗹 All day 🗌 👰 Time zones			
End tin	me Fri 20/08/2021 ☐ 00:00			
Locatio	on Microsoft Teams Meeting	٠d	Room Find	ler
In shared Folder @ Clendar				

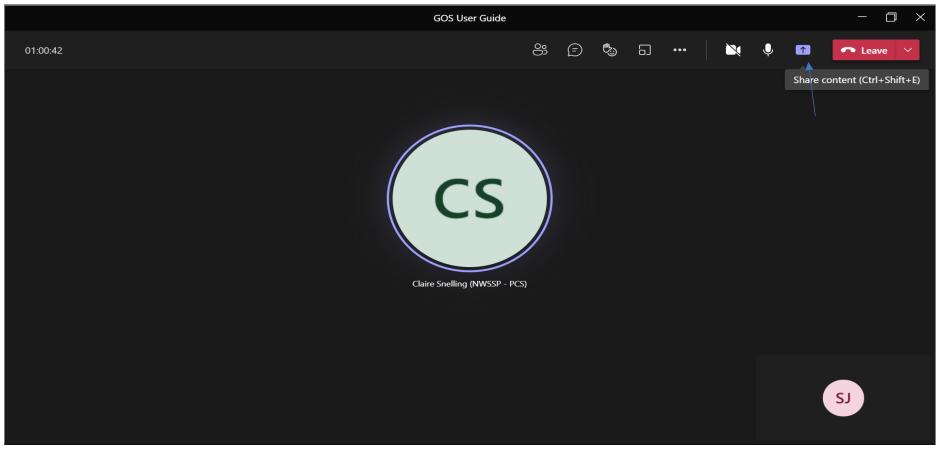
Open calendar tab and double click on the day you have the meeting, you'll be presented with the above screen and then click on the: Click here to join the meeting.

Follow instructions on screen to join meeting.

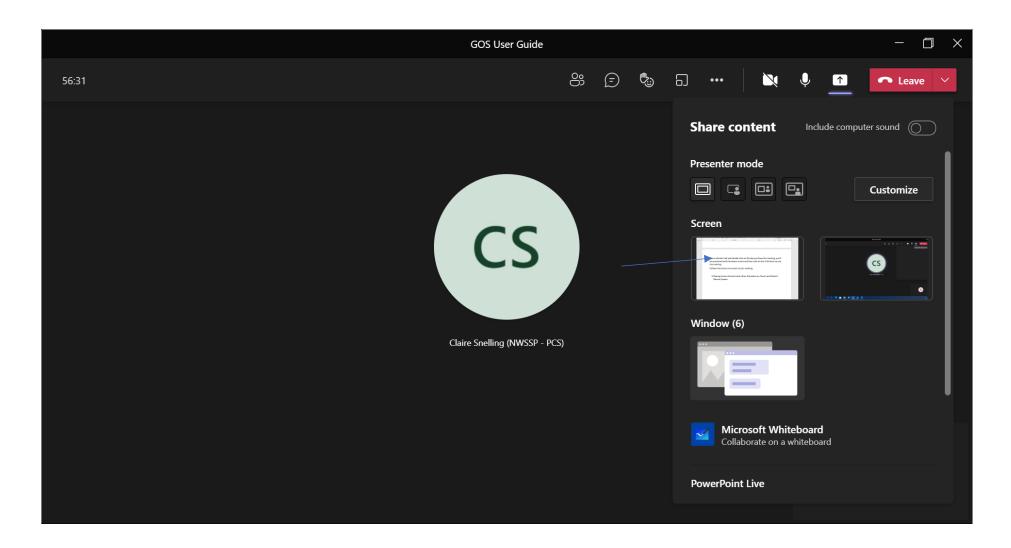
2. Sharing Screen Content with other Attendees on Teams and Patient Record System

If you want to share any content during the meeting (your desktop, a document etc) you can do this by selecting **Share Content.**

Please see below:

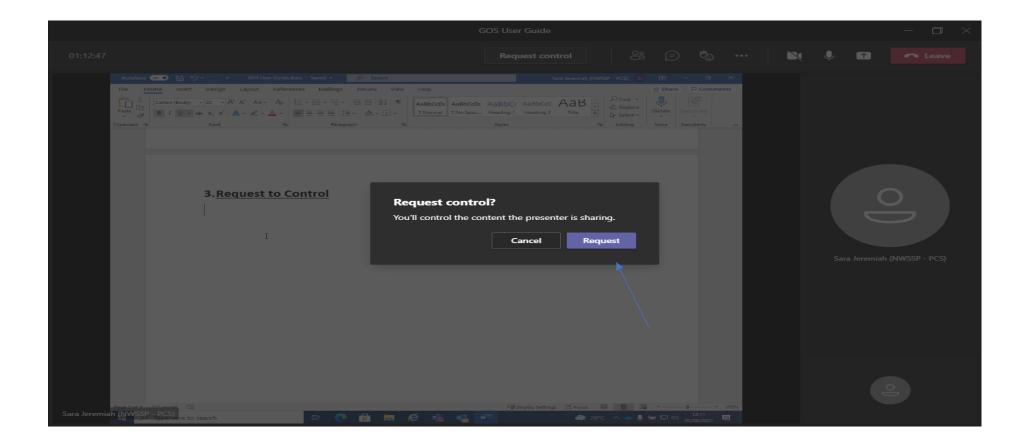


By selecting **Share Content** as above, you will be offered to share either your **Screen** or **Window**, please see below. Please ensure you select **Screen**.

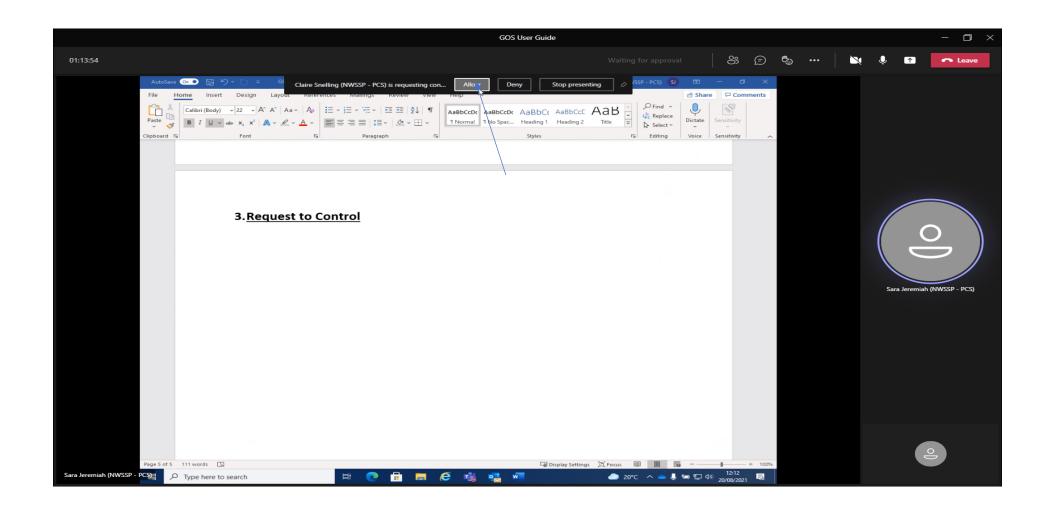


3. Request to Control

PPV request to control



Practice to click on the **Allow** button



This then allows PPV control of the practice screen in order to verify patient records. As per Protocol "The ophthalmic contractor or nominated representative does not need to be with the NWSSP-PCS staff for the duration of the visit but they should be available to provide any assistance or responses to queries from NWSSP-PCS staff during the visit."