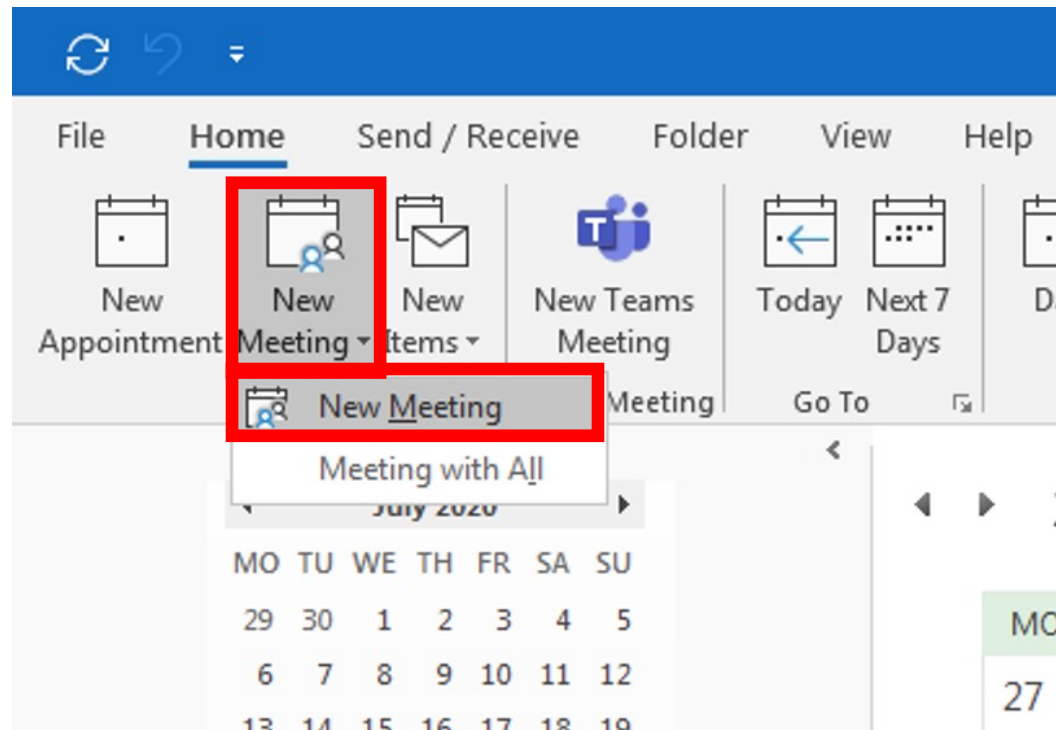


# Sending a Teams Meeting Request to Patients

Open the email calendar you want to send the request from and select 'new meeting'



# Select the title of your meeting

Untitled - Meeting

File Meeting **Scheduling Assistant** Insert Format Text Review Help Tell me what you want to do

Delete Copy to My Calendar → Forward Teams Meeting Meeting Notes Cancel Invitation Address Book Check Names Response Options Show As: Busy Recurrence Categorize Private High Importance Low Importance Insights View Templates My Templates

ⓘ You haven't sent this meeting invitation yet.

Send

Title

Required

Optional

Start time Mon 27/07/2020 00:00 ☐ All day ☐ Time zones

End time Mon 27/07/2020 00:30 [Make Recurring](#)

Location

[Room Finder](#)

Enter anyone you wish to invite to the meeting here. You can add as many participants as you like – both staff and patients.

The screenshot shows the Microsoft Teams Meeting invitation interface. The top ribbon includes tabs for File, Meeting, Scheduling Assistant, Insert, Format Text, Review, and Help. The Meeting tab is active, showing options like Delete, Copy to My Calendar, Forward, Teams Meeting, Meeting Notes, Cancel Invitation, Address Book, Check Names, Response Options, Show As (Busy), Reminder (15 minutes), Recurrence, Categorize, Private, High Importance, Low Importance, Insights, and View Templates. Below the ribbon, a message states: "You haven't sent this meeting invitation yet." The main form has a "Send" button on the left. The "Title" field is empty. The "Required" field is highlighted with a red box and contains the text "Heather Probert". The "Optional" field is empty. The "Start time" is set to "Mon 27/07/2020" at "00:00". The "End time" is set to "Mon 27/07/2020" at "00:30". There are checkboxes for "All day" and "Time zones", and a "Make Recurring" button. The "Location" field is empty.

Untitled - Meeting

File Meeting Scheduling Assistant Insert Format Text Review Help Tell me what you want to do

Delete Copy to My Calendar Forward Teams Meeting Meeting Notes Cancel Invitation Address Book Check Names Response Options Show As: Busy Reminder: 15 minutes Recurrence Categorize Private High Importance Low Importance Insights View Templates My Templates

Actions Attendees Options Tags

*i* You haven't sent this meeting invitation yet.

Send

Title

Required Heather Probert

Optional

Start time Mon 27/07/2020 00:00 All day Time zones

End time Mon 27/07/2020 00:30 Make Recurring

Location

Select the teams meeting option and the details to join teams will populate in the body of the email

Untitled - Meeting

File Meeting Schedule Actions Format Text Review Help Tell me what you want to do

Delete Copy to My Calendar Forward Join Teams Meeting Meeting Notes Cancel Address Check Response Invitation Book Names Options Attendees Show As: Busy Reminder: 15 minutes Recurrence Categorize High Importance Low Importance Insights View Templates My Templates

You haven't sent this meeting invitation yet.

Send

Title

Required Heather Probert

Optional


Start time Mon 27/07/2020 00:00 ☐ All day ☐ Time zones

End time Mon 27/07/2020 00:30 [Make Recurring](#)

Location Microsoft Teams Meeting

[Join Microsoft Teams Meeting](#)

[Learn more about Teams](#) | [Meeting options](#)

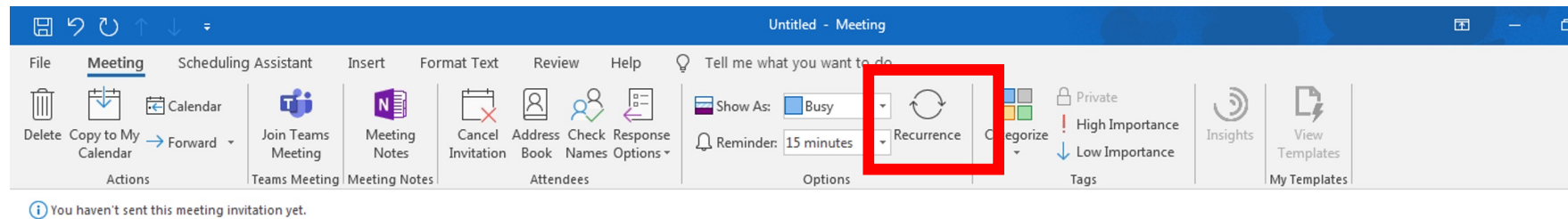


**Royal Brompton & Harefield NHS**  
NHS Foundation Trust

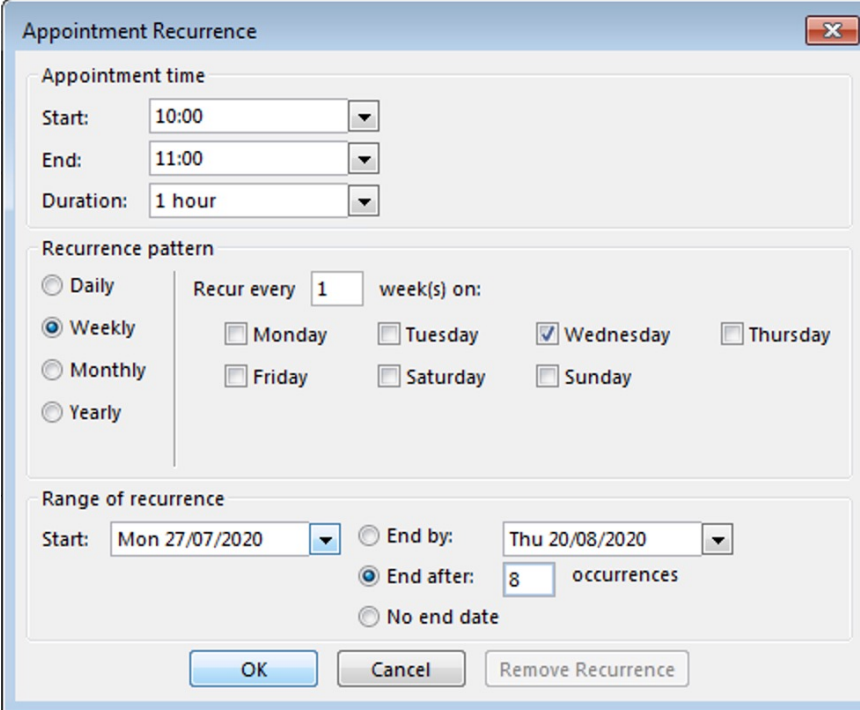
Please bear in mind when using Microsoft Teams that any discussions or documents stored pertaining to an individual can be subject to special access requests and will be auditable.

[Help](#) | [Legal](#)

If it is a recurring class select Recurrence and you can book all sessions at the same time



Here is a booking for a recurring class on Wednesdays at 10-11 am. It will run for 8 weeks from Monday 27<sup>th</sup> July. Select OK when done.




The image shows a software dialog box titled "Appointment Recurrence". It is divided into three main sections: "Appointment time", "Recurrence pattern", and "Range of recurrence".

- Appointment time:** Contains three dropdown menus. "Start:" is set to "10:00", "End:" is set to "11:00", and "Duration:" is set to "1 hour".
- Recurrence pattern:** Contains radio buttons for "Daily", "Weekly", "Monthly", and "Yearly". The "Weekly" option is selected. To the right, it says "Recur every 1 week(s) on:". Below this, there are checkboxes for the days of the week: Monday, Tuesday, Wednesday (checked), Thursday, Friday, Saturday, and Sunday.
- Range of recurrence:** Contains a "Start:" dropdown set to "Mon 27/07/2020". To its right are three radio button options: "End by:" (with a date dropdown set to "Thu 20/08/2020"), "End after:" (selected, with a text box set to "8" and the label "occurrences"), and "No end date".

At the bottom of the dialog are three buttons: "OK", "Cancel", and "Remove Recurrence".

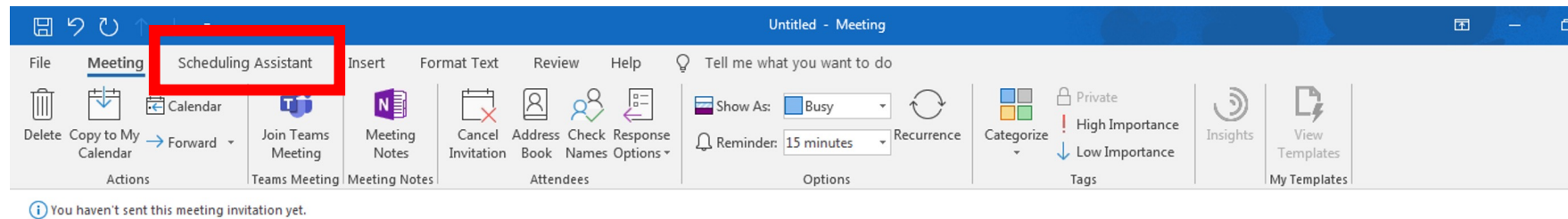
When you return to the calendar invite it will show the recurrence.

 Send	Title	
	Required	<u>Heather Probert;</u>
	Optional	
	Recurrence	Occurs every Wednesday effective 29/07/2020 until 16/09/2020 from 10:00 to 11:00 <a href="#">Edit Recurrence</a>
	Location	Microsoft Teams Meeting



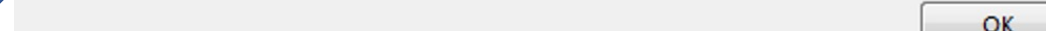


Select the scheduling assistant tab – this is what makes emails protected and not visible so patients can't see each others email addresses



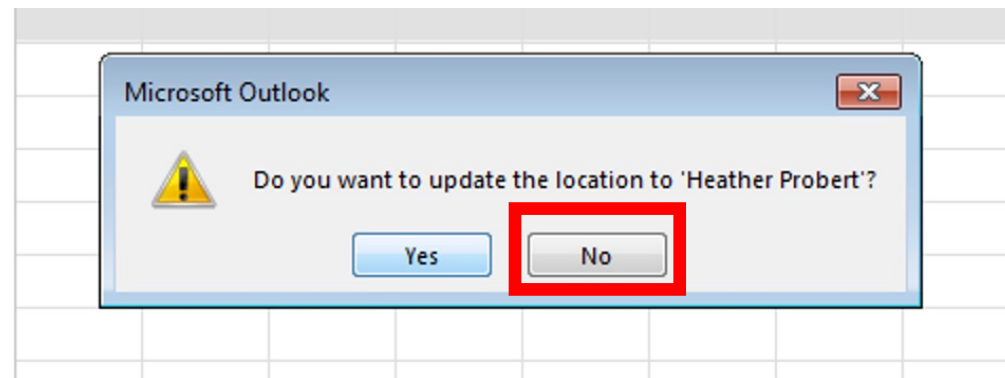


The names will appear in the required field – drag them down to the resources field – this is like a Bcc field. Click on OK.





The 'Add New' dialog box is shown with the 'Resources' tab selected. A blue arrow points to the 'Resources' tab. The 'Resources' field contains the text 'Heather Probert'. The 'OK' and 'Cancel' buttons are visible at the bottom right.

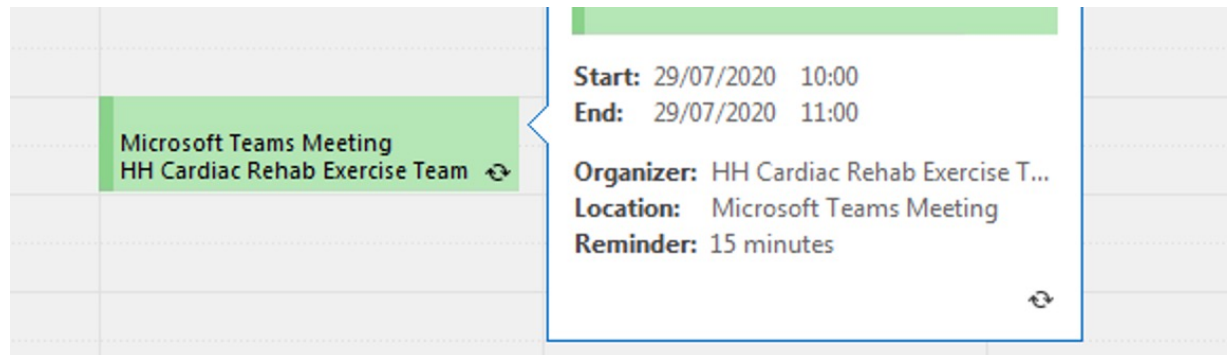
If this box appears select NO otherwise email addresses are copied to the location field, thus unblinding them.



When you go back to the body of your calendar invite check by the names – if it is a green house the participants email will be hidden. Hit send on your calendar invite and you're done!

		All Attendees
<input checked="" type="checkbox"/>		HH Cardiac Rehab Exercise
<input checked="" type="checkbox"/>		Heather Probert
<input type="checkbox"/>	<input type="checkbox"/>	Add a name here

The meeting will appear in the calendar of the email you sent it from. If you send it from a shared email but also want it to show in your own calendar you will need to add in your own email address (but it will be hidden from patients by dragging it to the resource line).



Invites look like this and don't show any emails!

