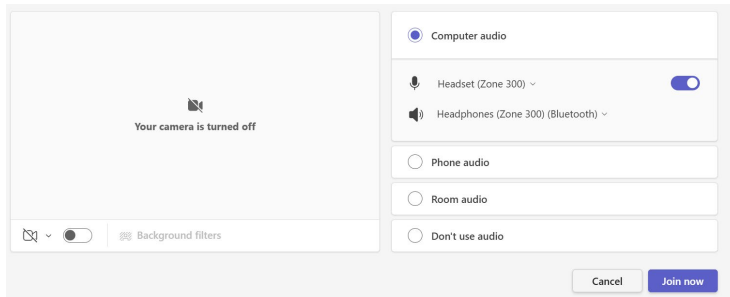


Microsoft Teams Quick Reference Guide for imMTrax Providers

This guide explains how to sign in to Microsoft Teams and share your screen during an imMTrax application support meeting. You can join meetings using either a web browser or the Microsoft Teams desktop app.

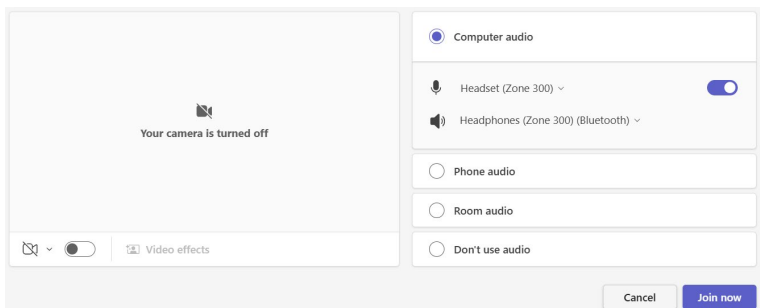
1. Joining Microsoft Teams Using a Web Browser

1. Open the meeting invitation email you received.
2. Click the link labeled “Join Microsoft Teams Meeting.”
3. When the webpage opens, select “Continue on this browser.”
4. Enter your name so imMTrax support can identify you.
5. Turn microphone on or off. **Turn microphone off if joining via a phone call.**
6. Click “Join now” to enter the meeting.



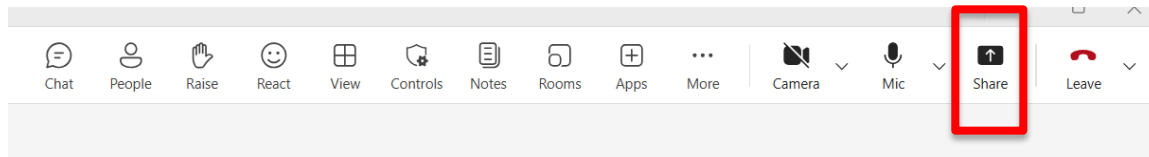
2. Joining Microsoft Teams Using the Desktop App

1. Open the Microsoft Teams app.
2. Enter your email address and password when prompted.
3. Open your meeting invitation email and click “Join Microsoft Teams Meeting.”
4. The Teams app will open automatically. Click “Join now.”



3. Sharing Your Screen During a Meeting

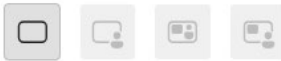
1. While in the meeting, move your mouse to display the meeting toolbar.
2. Click the “Share” icon (a rectangle with an arrow).
3. Choose what you want to share: **Choose Share Screen.**
4. Select the screen or window you want participants to see.
5. To stop sharing, click “Stop sharing” at the top of your screen.



Share content

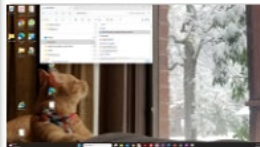
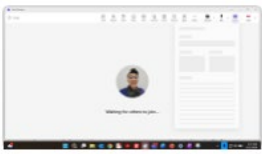
Include sound

Presenter mode



Add background

Screen



Window (14)



4. Tips for a Smooth Meeting

- Don't join using audio if on the phone with imMTrax support
- Close any private or sensitive information such as patient PHI before sharing your screen.