

Joining Rounds (if not meeting host)

1. Security: ensure you are using the most current version of the videoconference application

- To ensure security, it is important to ensure you are using the most current version of the videoconference application so please apply all videoconference updates as prompted.

2. Login to the videoconference software

- Click the link next to “Join Videoconference Meeting” in the Outlook Virtual Rounds invitation
- **Enter the Meeting ID and Password provided in the Outlook Invite**
- **Enter your role and name** – this will be the name displayed under your picture for other participants to see (ie. Staff Physician - Dr. Smith, Sr. Resident - Dr. Kelly, Jr. Resident - Dr. David)
- When you click “Join” you will be placed in the Waiting Room of the meeting
- You will be “admitted” to the meeting by the meeting host
- The Outlook invite will include alternate methods of joining the meeting, in case you have technical difficulties or are unable to access an audio/video option
- Those joining in guest mode or via telephone audio (discouraged) may show a phone number, rather than a name on-screen and it is important to confirm who is participating to ensure patient privacy.

It is important to include your role in your displayed name so that everyone participating knows who you are (for example, a Pharmacist would update their displayed Name to “Pharmacist – Name”). This will be particularly useful for families. Participants can update their displayed name when logging into a meeting – or after joining a meeting by right clicking your name at the bottom left corner of your picture and selecting “Rename” from the popup menu.

3. Participate in virtual rounds following the Family Centred Rounds Standard Content