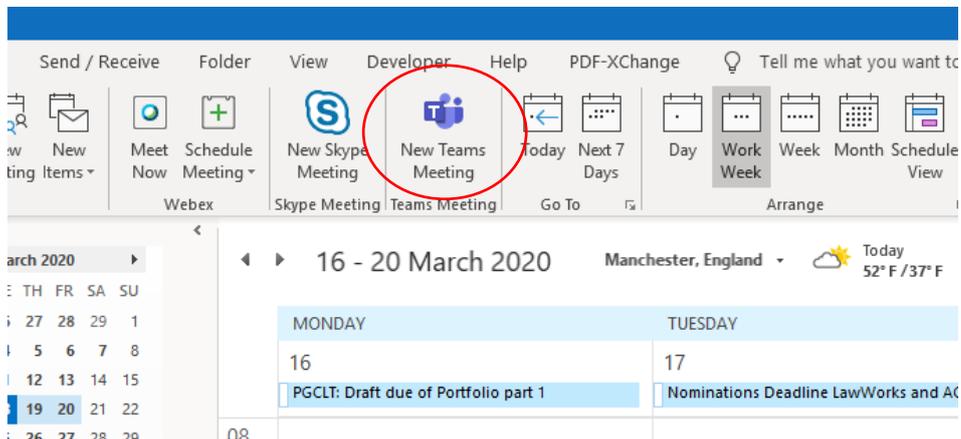
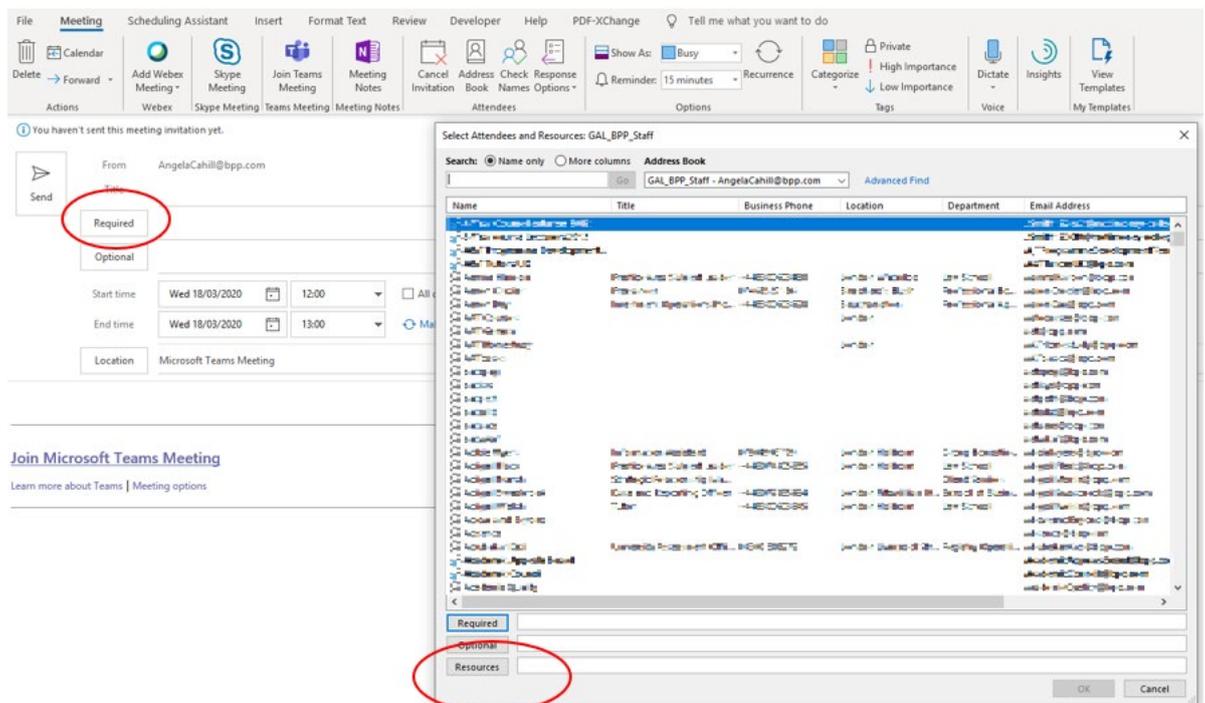


How to set up a Teams Clinic Meeting

1. In Outlook, navigate to the Calendar
2. Select the time for the Clinic Appointment and click on 'New Teams Meeting' in the toolbar.

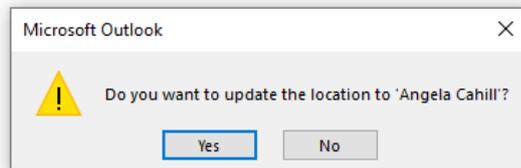


3. Add the client email to the Required field.
4. To add Students and Supervising Solicitors without showing their email address, click on the Required button as shown on the red circle on the left below:

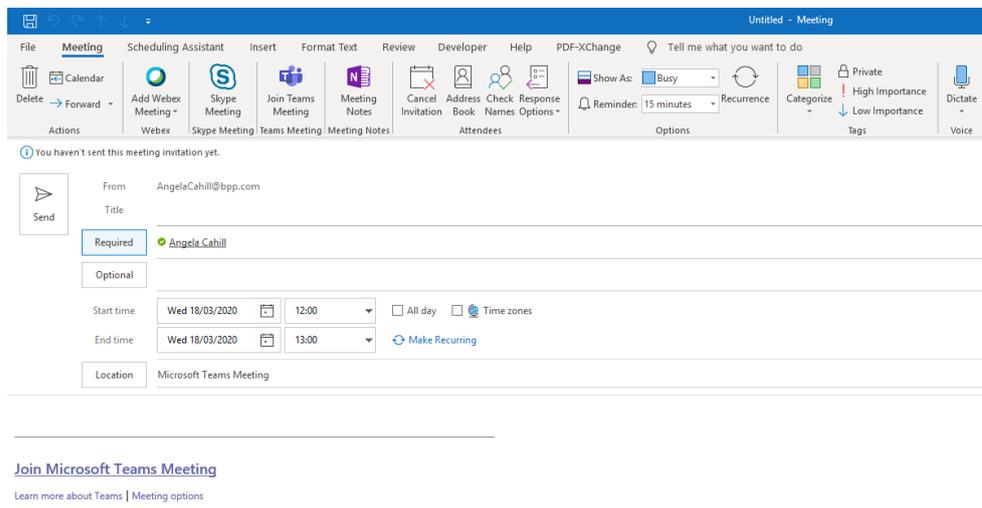


5. The address book will appear, and you should add Students and Supervising Solicitors' email addresses to the **Resources** line at the bottom. This has the same effect as BCC in an email (i.e. the client won't be able to see their email address).

6. Outlook will ask you if you want to change the meeting location to those email addresses. Select No.



7. The Student and Supervising Solicitors will then appear in the Required field but their email addresses will be hidden from the client.



8. Complete the email with any instructions for joining and then send. Below is an attachment that can be sent with the Teams meeting to students and clients on how to join the meeting.



How to join a Teams Meeting.docx