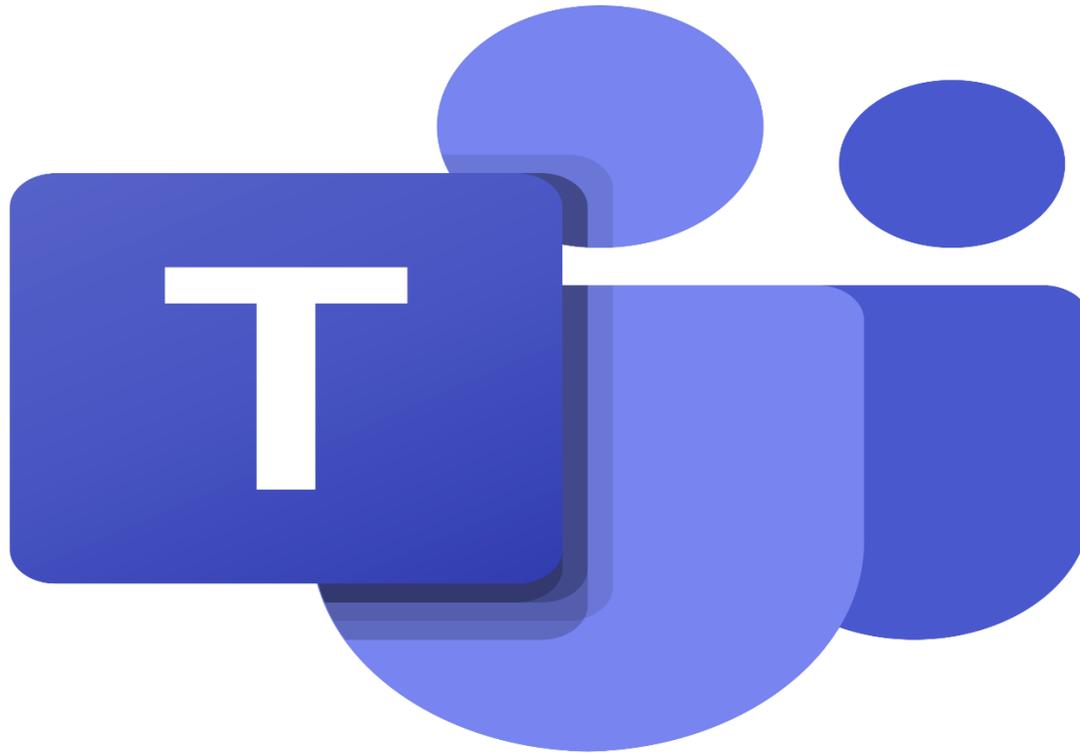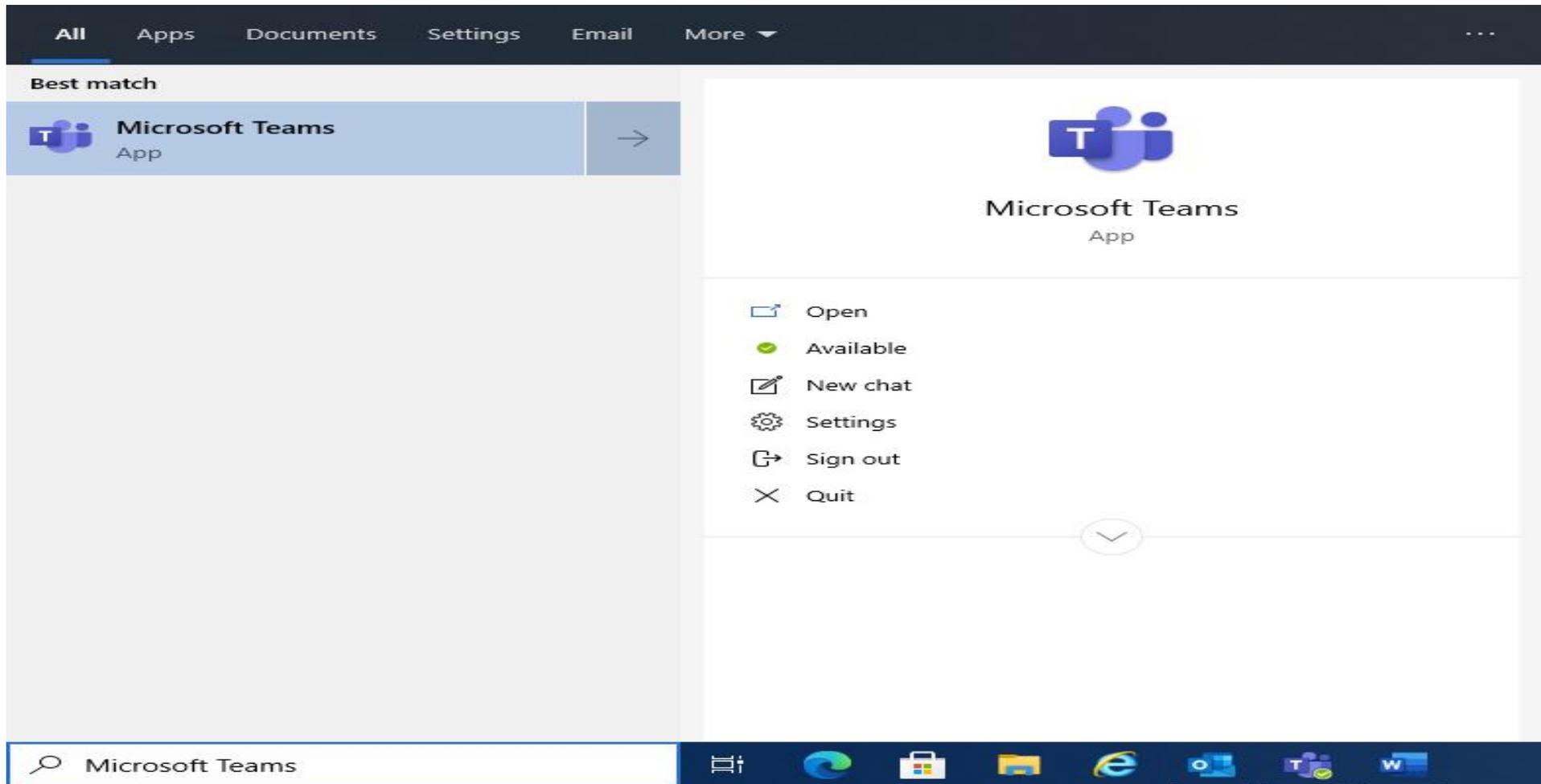# GOS User Guide



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.
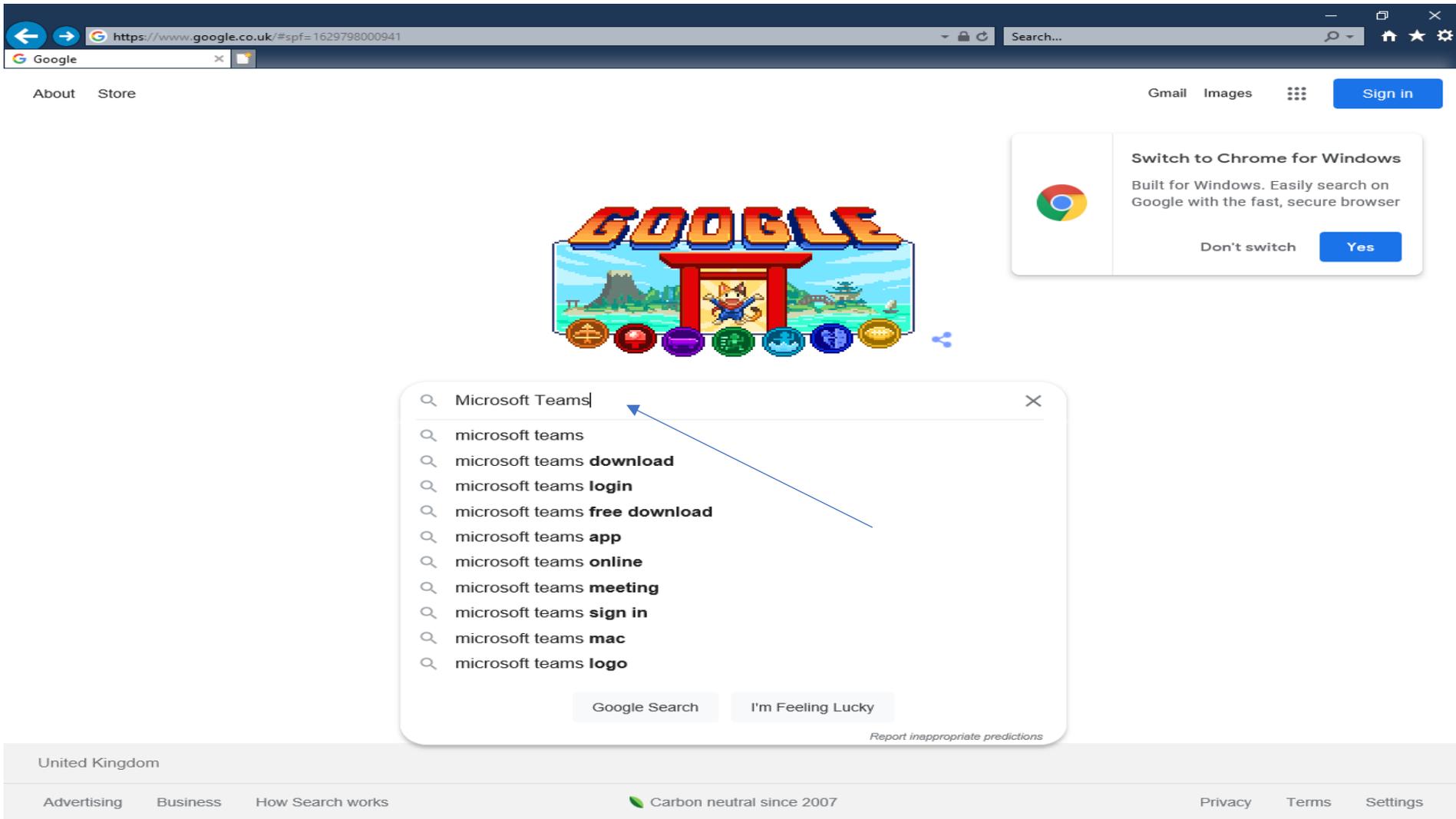
# GOS User Guide

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.
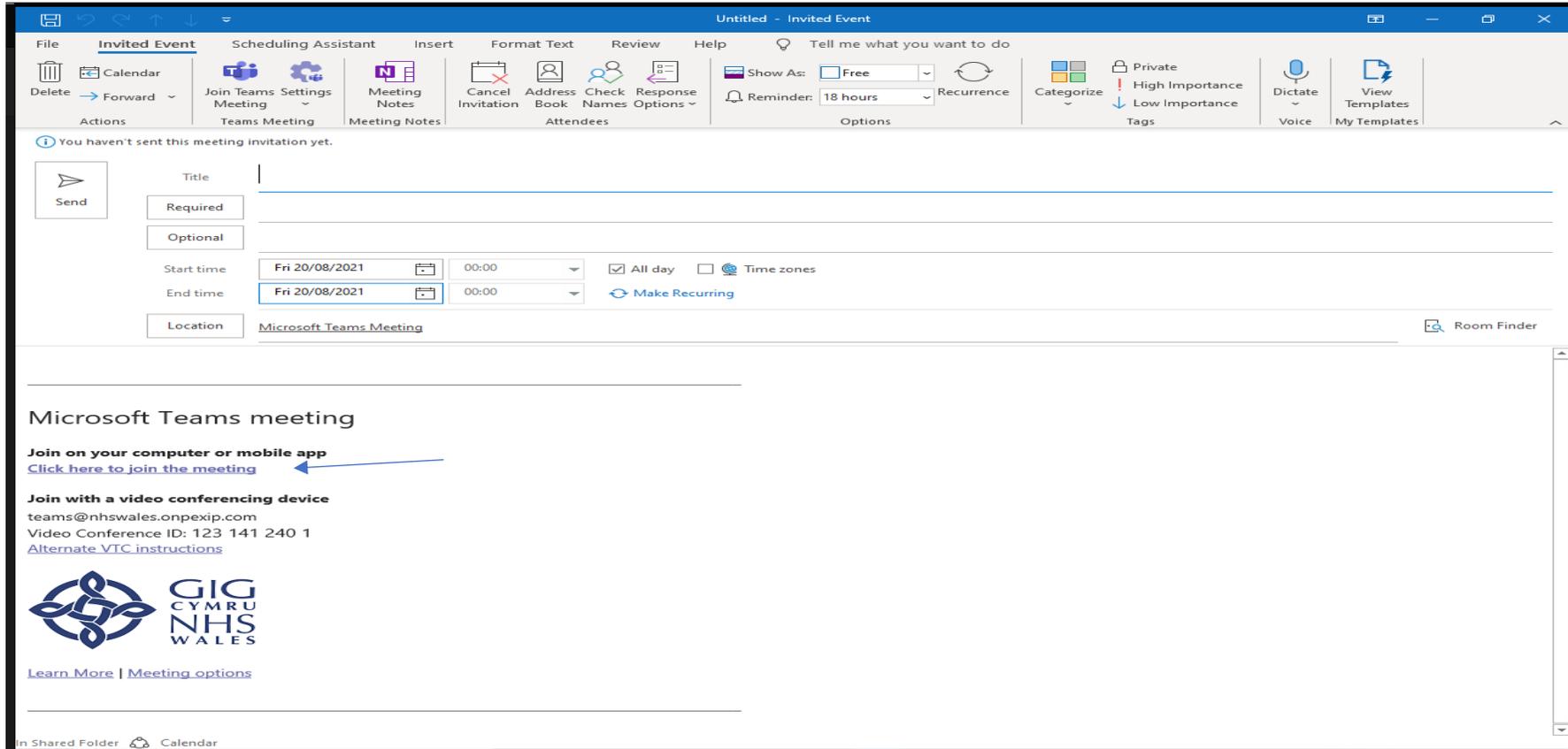
# GOS User Guide

You can also type into Google, as seen below.

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## 1.To join a Teams Meeting



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.
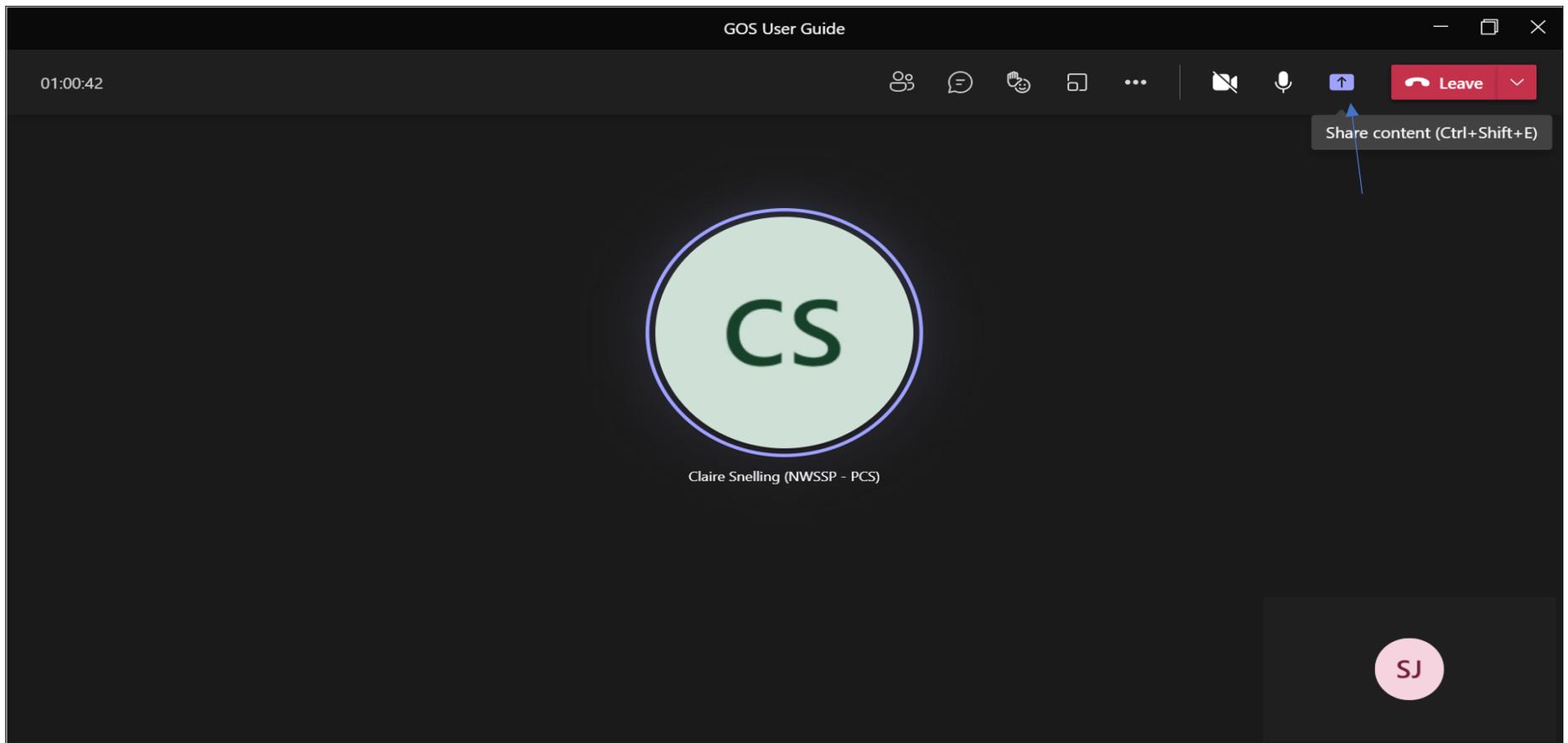
Follow instructions on screen to join meeting.

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## 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.**
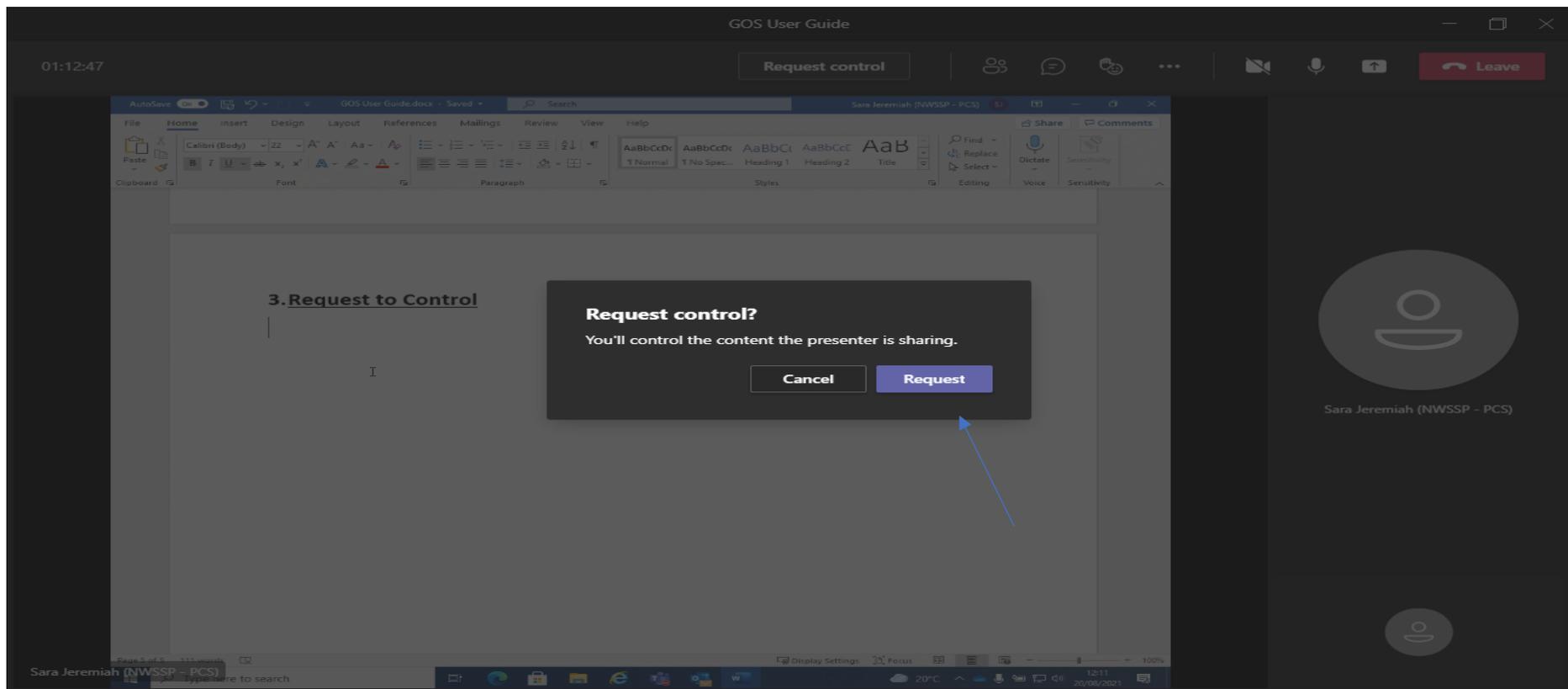Please see below:

# GOS User Guide

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**.
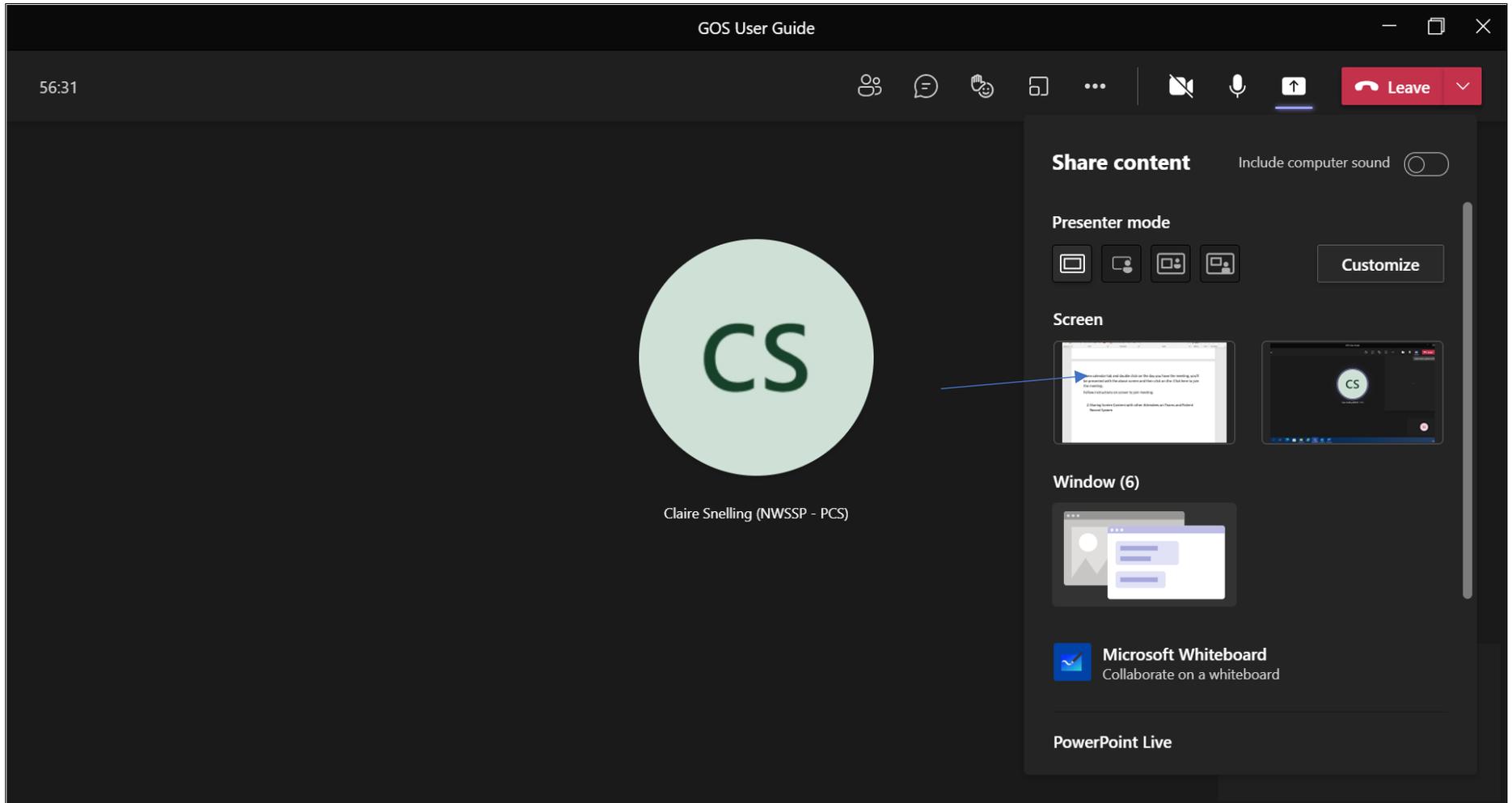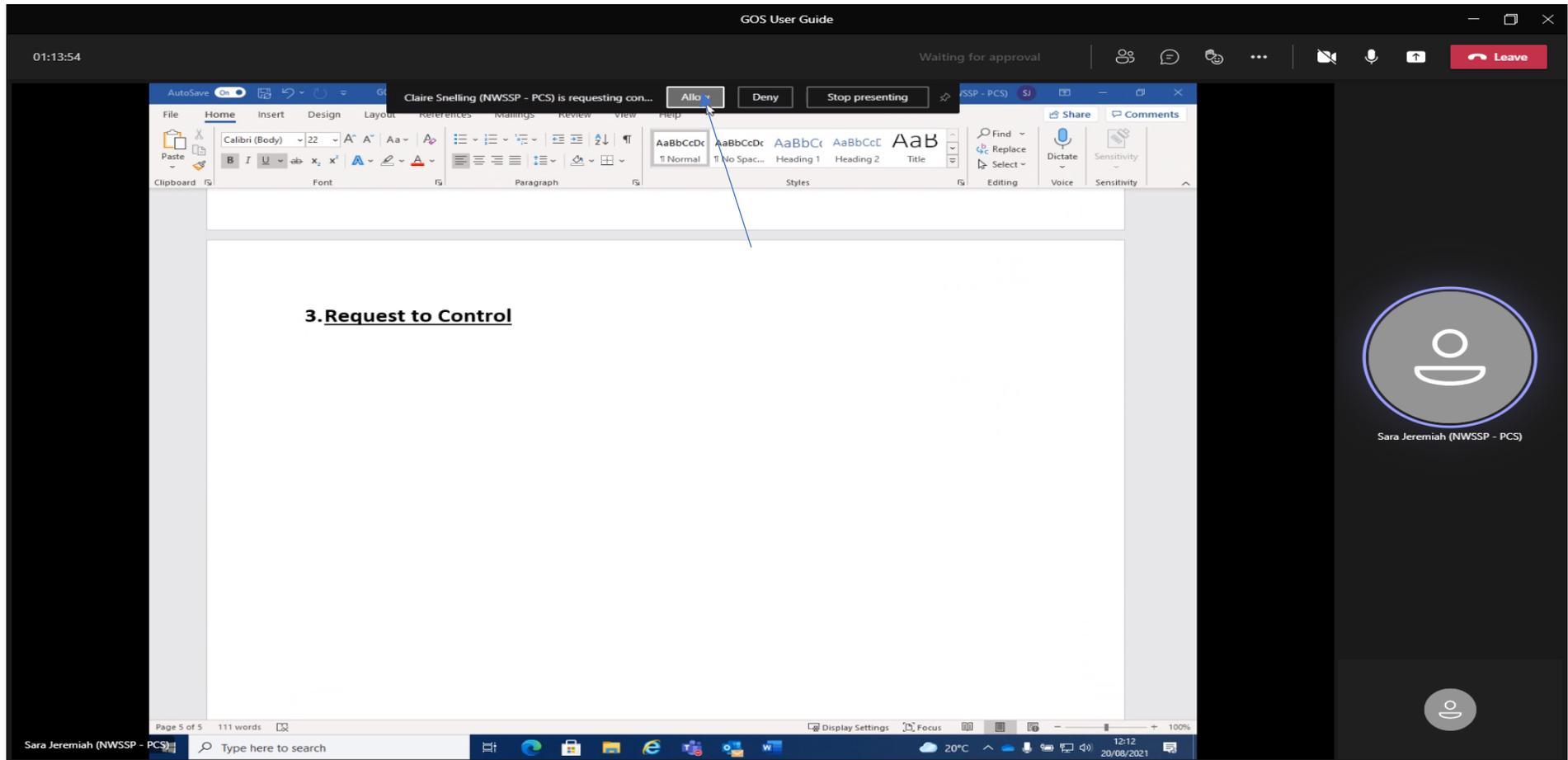
# GOS User Guide

## 3. Request to Control

PPV request to control

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Practice to click on the **Allow** button

# GOS User Guide

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."