

CORONAVIRUS DISEASE 2019 (COVID-19)

Virtual Meetings Available for Your Personal Holiday Gatherings



Audience: Colleagues

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Your safety and well-being are extremely important to us, so Trinity Health is making it possible for all colleagues to host family holiday events using the Microsoft Teams virtual meeting platform now through January 4, 2021. We know it is difficult for families and friends not to be together this year in order to help keep one another, as well as our patients and communities, safe during the COVID-19 pandemic. It is our hope that being able to use Teams (or Cisco Webex if you have a host account) for your personal holiday gatherings and virtual visits makes it a little easier for you to connect with family and friends during this holiday season.

You may host a virtual family event using the Teams platform but please note that because of the volume of use, Trinity Health is unable to provide technical support through the TIS Service Desk if you have questions or issues when using Teams (or Webex) for your personal use. Please also note that the recording feature is only to be used for business purposes and may not be used for personal gatherings.

Please see the following guides to create and join a Teams meeting:

- [How to Get Started with Teams](#)
- [Schedule a Teams Meeting from The Teams Calendar](#)
- [Schedule a Teams Meeting from Outlook](#)
- [Schedule a Teams Meeting from Outlook on The Web](#)
- [Schedule a Teams Meeting from Mobile App](#)
- [Join MS Teams Meeting](#)
- [O365 Learning Portal](#)

If you currently have a Webex host account, please follow your usual process for scheduling a meeting with your family and friends. Thank you for making safety a top priority at Trinity Health. We hope you enjoy your virtual gatherings.

Please Note: This technology is for the use of Trinity Health colleagues, their families and friends to connect during the COVID-19 emergency from November 17, 2020 through January 4, 2021. By using this technology for personal gatherings during this time period, you agree that your use is subject to all Trinity Health policies and procedures. Use for illegal or criminal activity and/or violation of Trinity Health policies and procedures is strictly prohibited. You are advised that if such illegal or criminal activity or violation of policy occurs, Trinity Health will take appropriate follow-up action, which may include disciplinary action or provision of evidence to law enforcement officials.