

Introduction

Connect Microsoft Teams to Splose to automatically integrate Microsoft Teams Meetings for Telehealth appointments.

This guide will cover:

- Connecting Microsoft Teams
- Adding Microsoft Teams meeting links through confirmation and reminders
- Creating Microsoft Teams links for appointments

How to connect Microsoft Teams

Go to My Account, Integrations and click Connect under Microsoft Teams.

The screenshot shows the Splose user interface. At the top right, there are notification icons for 99+ and 28, along with settings, help, and profile icons. The navigation menu includes Dashboard, Calendar, Clients, Contacts, Waitlist, Invoices, Payments, Reports, and More. The 'Integrations' tab is selected in the sub-menu, which also includes Details, Availability, Body chart templates, Login history, and Account security.

Google Calendar

Sync your appointments to [Google Calendar](#) and see your Google events in Splose. Online booking times will be unavailable for any Google events marked as busy. [Connect](#)

Google Meet

Add [Google Meet](#) meetings from your calendar and automatically send to clients.

Connect Google Calendar to enable Google Meet

Microsoft Teams New

[Microsoft Teams](#) is the ultimate video conferencing app that allows you to chat, have meetings, and share notes and attachments with clients. Connect to your Microsoft account to automatically create and attach Microsoft Teams meetings for scheduled appointments. [Connect](#)

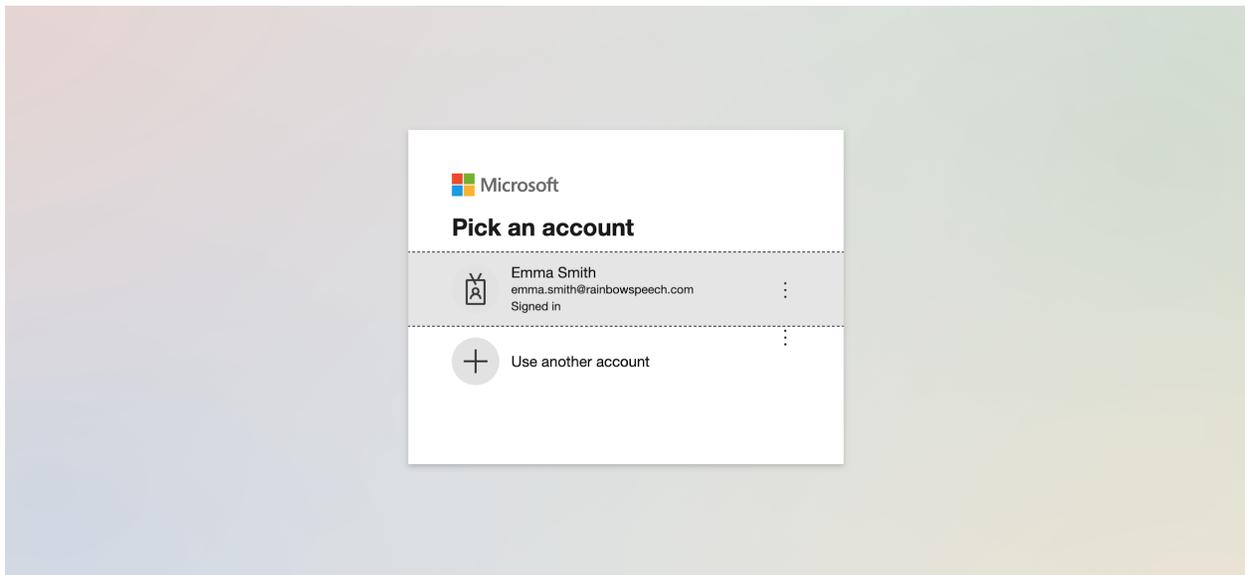
Calendar feed New

Sync your Splose calendar to external calendars such as Google Calendar, Outlook Calendar and Apple Calendar. [Disable](#)

Keep your calendar feed private and don't share it with anyone else. Anyone who has access to your calendar feed can see your Splose appointments, support activities and busy times. If you have shared the link previously, simply disable the calendar feed and generate a new link.

<https://rainbow-speech.splose.com/api/calendar?token=5aeq561a-772a-4d05-8f84-e204d...>

Sign in with your Microsoft account.



You will then be redirected back to Splose. Microsoft Teams will be automatically connected!

Microsoft Teams New



Microsoft Teams is the ultimate video conferencing app that allows you to chat, have meetings, and share notes and attachments with clients. Connect to your Microsoft account to automatically create and attach Microsoft Teams meetings for scheduled appointments.

Disable

Add Microsoft Teams meetings through confirmations and reminders

Go to Settings, Appointment templates. We recommend duplicating your existing Appointment confirmation and Reminder and renaming it to Confirmation (Microsoft Teams) and Reminder (Microsoft Teams), so that you don't need to write your templates from scratch.

Dashboard Calendar Clients Contacts Waitlist Invoices Payments Reports More

99+ 6

Workspace

- Business settings
- Integrations
- Locations
- Users
- Permissions & Roles
- Subscription
- SMS settings

Appointment templates

+ New template

Name	Type	SMS	Email	Last modified	Actions
Appointment confirmation	Confirmation	On	On	4:06 pm, 12 May 2022	...
Appointment rescheduled	Reschedule	Off	Off	10:37 am 2022	...
Appointment cancellation	Cancellation	Off	Off	11:39 pm 2022	...

- Edit
- Duplicate
- Change log
- Delete

Update the content of your templates and make sure to add the Microsoft Teams link placeholder code under the Appointment button.

Template type *

- Confirmation
- Reschedule
- Cancellation
- Reminder

Template title *

Confirmation (Microsoft Teams)

SMS

- Patient ▾
- Appointment ▾
- Business ▾
- Practitioner ▾
- Form ▾

Preview SMS

Subject: Appointment

Content: {form_Intake} End time AM/PM
{practitioner_} Service title
confirmed. Jo Note
intment_microsoftTeamsLink

Travel address

Google Meet link

Zoom meeting ID

Zoom meeting password

Zoom meeting link

Microsoft Teams meeting link

Repeat for the Email content.

Email

Subject

Appointment with {business_name}

Patient ▾ Appointment ▾ Business ▾ Practitioner ▾ Form ▾

B *i* U **A:**        

Dear {patient_firstName},

Your {appointment_serviceTitle} appointment with {practitioner_fullNameWithTitle} for {appointment_date} at {appointment_startTime} {patient_timezone} has been confirmed.

Join via Teams

Teams meeting link: {appointment_microsoftTeamsLink}

Regards,
{business_name}
{business_website}

Preview email

Repeat this process for your reminder template.

Set up your services

Go to Settings, services, and create/edit your Telehealth service(s).
Under Telehealth, click Create meeting with Microsoft Teams.

Telehealth

- Create meeting with Zoom
- Create meeting with Google Meet New
- Create meeting with Microsoft Teams New

Scroll to Appointment notifications and select the Microsoft Teams confirmation and reminder templates.

Appointment notifications

Confirmation notification

Confirmation (Microsoft Teams) ∨

Rescheduling notification

Select a template ∨

Cancellation notification

Select a template ∨

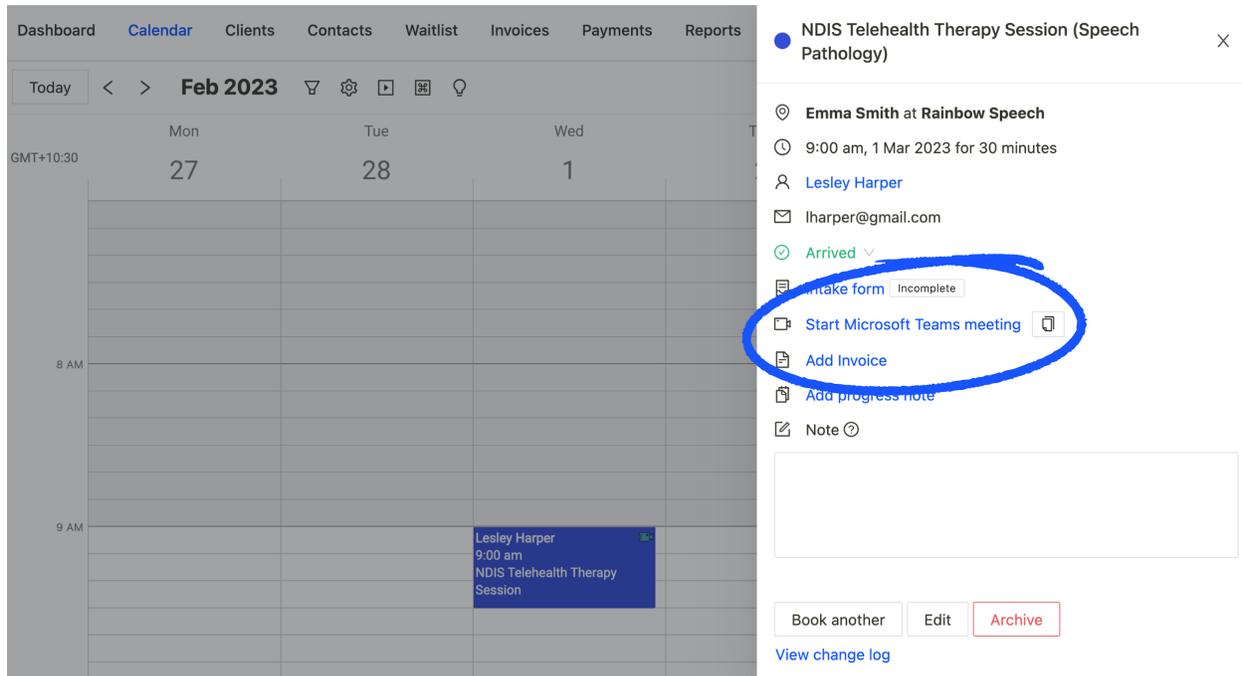
Reminders

Reminder (Microsoft Teams) ∨ ⊖

+ Add reminder

Creating Microsoft Teams meeting links

When you create an appointment from the calendar or a client creates a Telehealth appointment online, a Microsoft Teams meeting link will be created and sent to the client through your confirmations and reminders.



If you haven't set up automatic Microsoft Teams meetings in Service settings, you can create a Microsoft Teams Meeting from an existing appointment - just keep in mind you will need to send the Microsoft Teams meeting link to your clients manually.

Today < > Feb 2023

GMT+10:30 Mon Tue Wed

27 28 1

8 AM

9 AM

10 AM

Cassie Jones
9:00 am
Speech Therapy Assessment

Lesley Harper
9:00 am
NDIS Telehealth Therapy Session

Emma Smith at Rainbow Speech

9:00 am, 28 Feb 2023 for 60 minutes

Cassie Jones

No status

Create Microsoft Teams meeting

Add Invoice

Add progress note

Note

Support Items + Support item

Book another Edit Archive

Open up Microsoft Teams to see your Splose Telehealth appointments.

Microsoft Teams Search

Calendar # Join with an ID Meet now + New meeting

Today < > February 2023 - March 2023 Work week

27 Monday 28 Tuesday 01 Wednesday 02 Thursday 03 Friday

07

08

09

10

11

NDIS Telehealth Therapy

My calendar

NDIS Telehealth Therapy Session (Speech Pathology)

1 Mar 09:00 - 09:00

Join Edit

https://teams.microsoft.com/j/meetu...

Chat with participants

Emma Smith
Organiser