TW-Bariatric Surgery Clinic MSTeams Patient Tip Sheet

Displaying your name in group sessions

In order to protect your privacy, when signing into a group session meeting on MS Teams we suggest that you only display your first name and the first initial of your last name.

Changing your display name

If you have joined a meeting using your full name but do not want others to see it, you will need to leave the meeting and rejoin. When re-joining the meeting from your email or calendar link, you will be prompted to reenter your name on the sign-in screen. Enter your first name and the first initial of your last name.

If you are not prompted to re-enter your name on the sign-in screen, you will need to join your session from your web browser (not the MSTeams app) as follows:
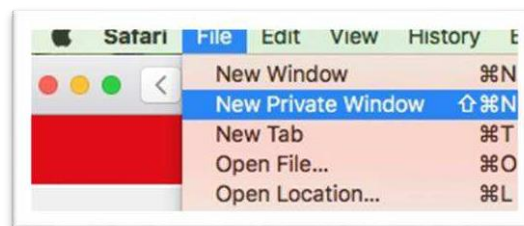
Google Chrome

From your meeting invitation, right-click on the "Join Microsoft Teams Meeting" link, then click "Open link in incognito window" when prompted. You will then see the MS Teams sign-in screen.

Safari

You will need to use "Private mode". Open Safari, and under "File "menu click "New Private Window". Next, copy and paste the "Join Microsoft Teams Meeting" link into the private window's address bar. You will then see the MS Teams sign-in screen.

Troubleshooting: Cannot join meetings from your browser

If the above instructions for Google Chrome and Safari browsers do not work, please call the UHN department that scheduled your group session. They can send a ticket to UHN's Help Desk to reset your account. This change may take up to 48 hours to complete but will allow you to select a new display name the next time you join a UHN group session.