

QUICK GUIDE TO ACCESSING TEAMS

QUICK GUIDE TO USING TEAMS FOR PATIENTS USING A COMPUTER:

1. Make sure you have a good internet connection and restart your computer before starting the online appointment.
2. Use a computer with a camera/microphone.
3. On PC or MAC, use Google Chrome.
4. When you receive an email inviting you to the meeting, click on the "Join Microsoft Teams Meeting" link.
5. This will open a webpage where two options will be displayed: "Download the Windows app" or "Instead, join via the web" (we suggest joining via the web). Your browser may ask if there is a problem using your microphone and camera.

Remember to allow usage so that you can be seen and heard in the online appointment.

6. Enter your name and follow the instructions on your computer to set up the audio and video.
7. When you're ready, click "Join now."
8. This will take you to the online room. The organizer of the meeting will be notified that you are there and will authorize you to enter the room.

QUICK GUIDE TO USING TEAMS FOR PATIENTS USING SMARTPHONES:

1. Have a good internet connection.
2. Use a phone that has a camera/microphone.
3. In your email, locate the meeting invitation. Select "Join Microsoft Teams Meeting."
4. If you haven't installed the Teams mobile app yet, you'll be taken to your app store to download it.
5. Download the app and open it directly from the App Store or Google Play page.
6. Teams will ask if there's any problem with using the microphone. Remember to permit others in the meeting to hear you.
7. You will then be given two options to join the meeting: "Join as a guest" or "Enter and join."
 - a. Choose "Join as a guest."
 - b. Enter your name and tap "Join the meeting."
8. To turn the video or microphone on or off during the meeting, tap the center of the screen to view the meeting controls. Tap again to hide them.