INSTRUCTIONS FOR USING TELEHEALTH

Below are instructions for using Microsoft Teams to conduct a Telehealth Meeting with your doctor.

*Please note that these are general guidelines for what you can expect to encounter for setup and connectivity procedures. However, actual conditions may vary depending on computer, hardware, and software that you are using. Therefore, we cannot guarantee exact experience or result.

1. <u>Computer Requirements:</u> Ensure you have a microphone and webcam connected to your computer. If you are using a laptop, the microphone and camera may be built-in.

2. <u>Accepting the Meeting:</u> Open your email and click on the message you received from your doctor or our office manager). Make sure to accept the meeting by clicking the Yes check below RSVP. (Circled in green).

3. <u>To Join the Meeting:</u> When it comes time to attend your appointment, open the email or calendar appointment and Click on the "Join Microsoft Teams Meeting" link. (Circled in purple).
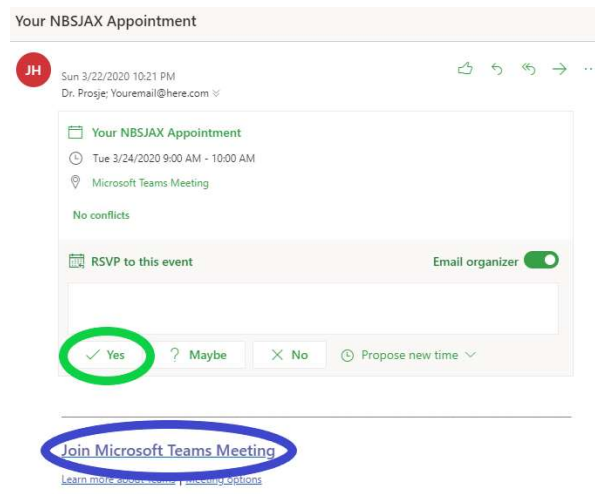

4. <u>This will open a web browser:</u> – it is preferable to use Microsoft Edge or Chrome to ensure compatibility. If the white box below shows up, click Cancel (Circled in orange). Then Click **Join on the web instead** (Circled in light blue).
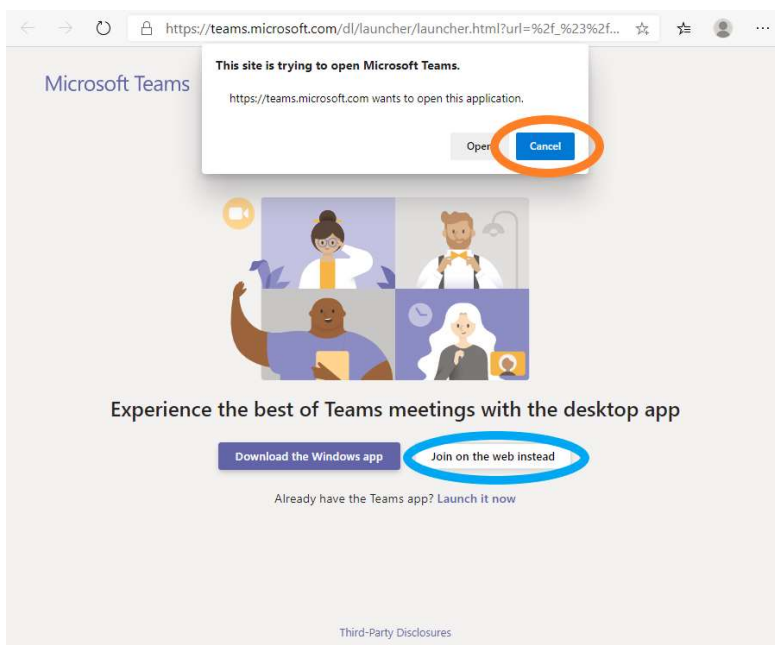
5. <u>Enabling Video Capabilities:</u> When prompted, click "Yes" to allow and enable your microphone and webcam (Circled in yellow).
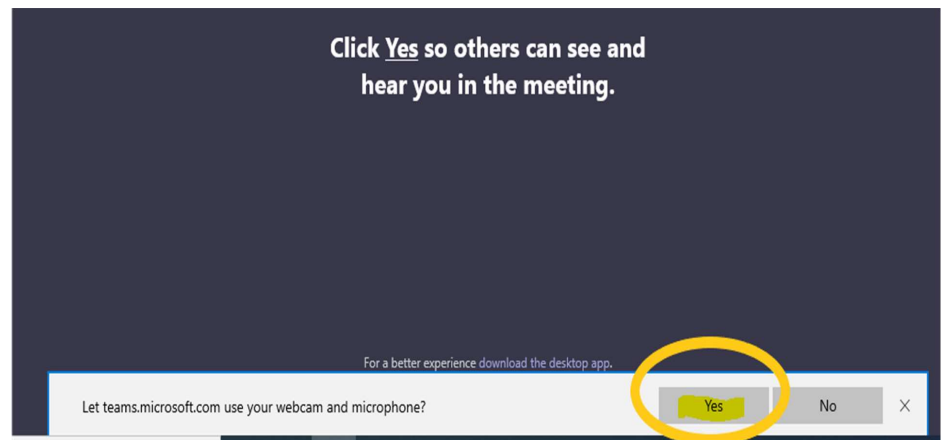
6. <u>Getting Started:</u> Type your name (green), make sure the webcam and microphone buttons are enabled (teal), and then click the "Join Now" button (white) to enter the waiting room.
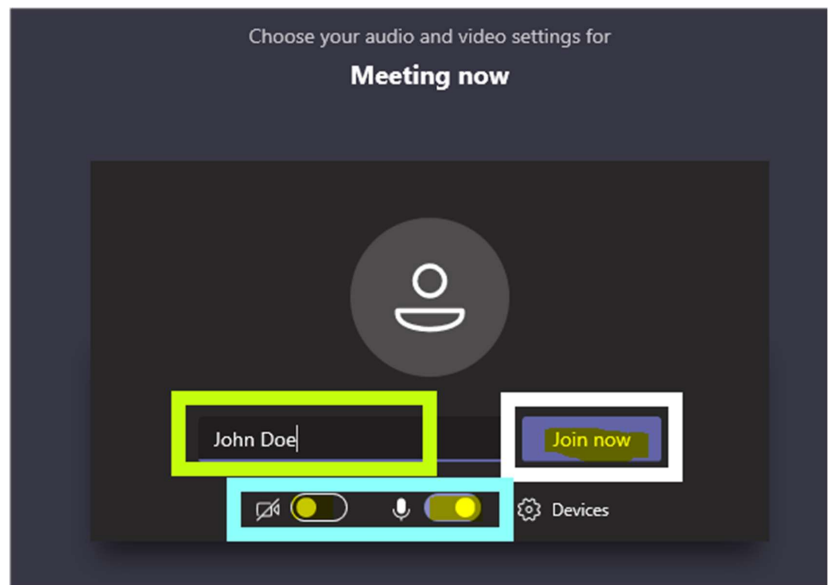
7. <u>If your doctor has already joined the meeting,</u> you will enter the meeting, see, and hear her. If she is not there yet, you will see a message stating that "Someone in the meeting should let you in soon", and she will admit you once she arrives.
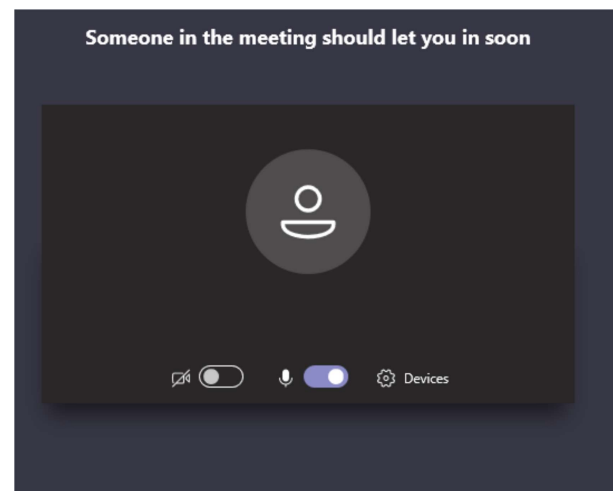
8. <u>Ending the Session:</u> When the session terminates, click the RED hang-up button.