


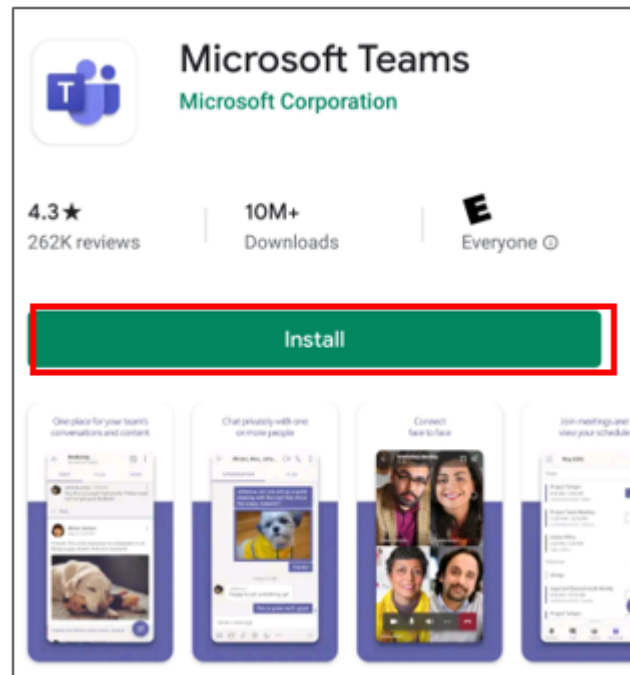
Virtual Visits: Instructions for Android

STEP 1: Prior to your appointment, **download free Microsoft Teams app** from App Store/Play Store . It is best to do this at least one day before your appointment to allow for troubleshooting.

STEP 2: **Open App Store/Play Store**  and search for “Microsoft Teams”

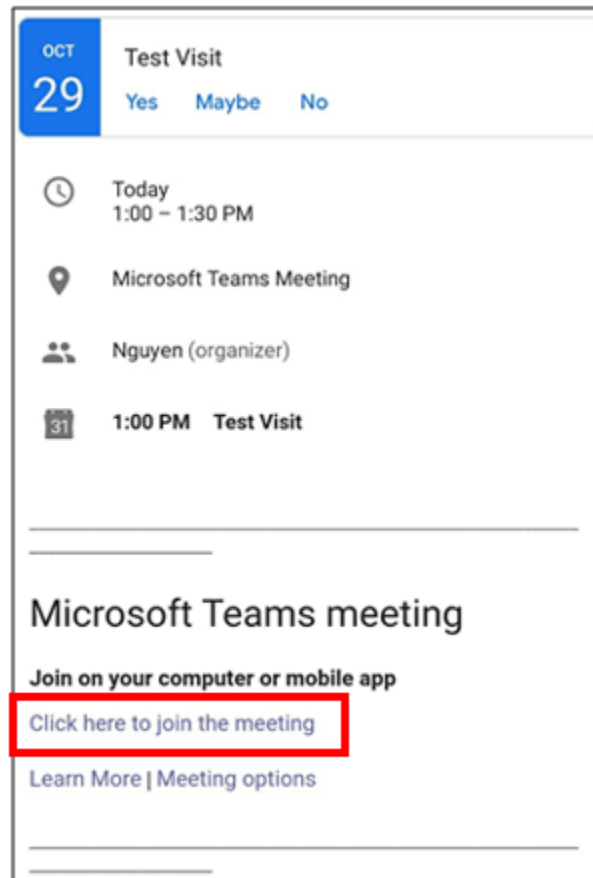
STEP 3: **Download Microsoft Teams** by clicking **Install**. Once the Teams application is installed, you can close out App Store/Play Store.

Note: You **do not need** to click Open button or setup an account. The Microsoft Teams app just needs to be on your phone.

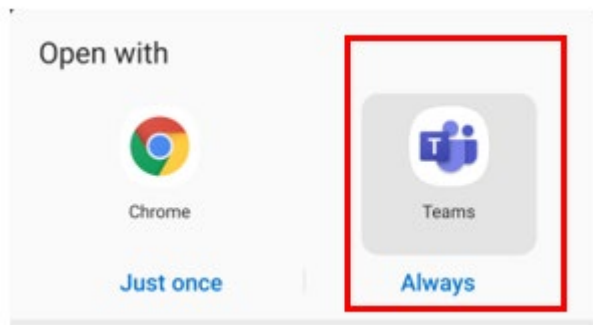


STEP 4: **Open calendar appointment invitation** from your email or calendar.

STEP 5: Click the “Click here to join the meeting”

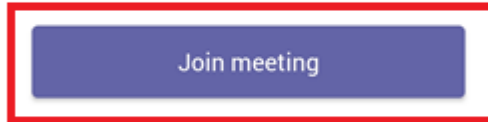


STEP 6: When asked what to Open with - Select Teams



STEP 7: Click Join meeting

Meeting time!
How would you like to join?

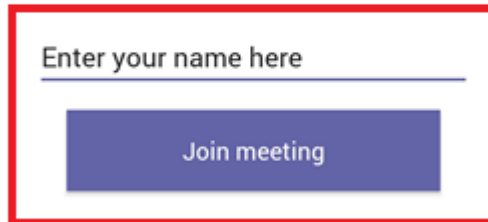


Sign in and join



STEP 8: Enter Name (First and Last) and click Join Meeting.

Type your name, then select Join meeting.



STEP 9: If you get the following message, click Allow

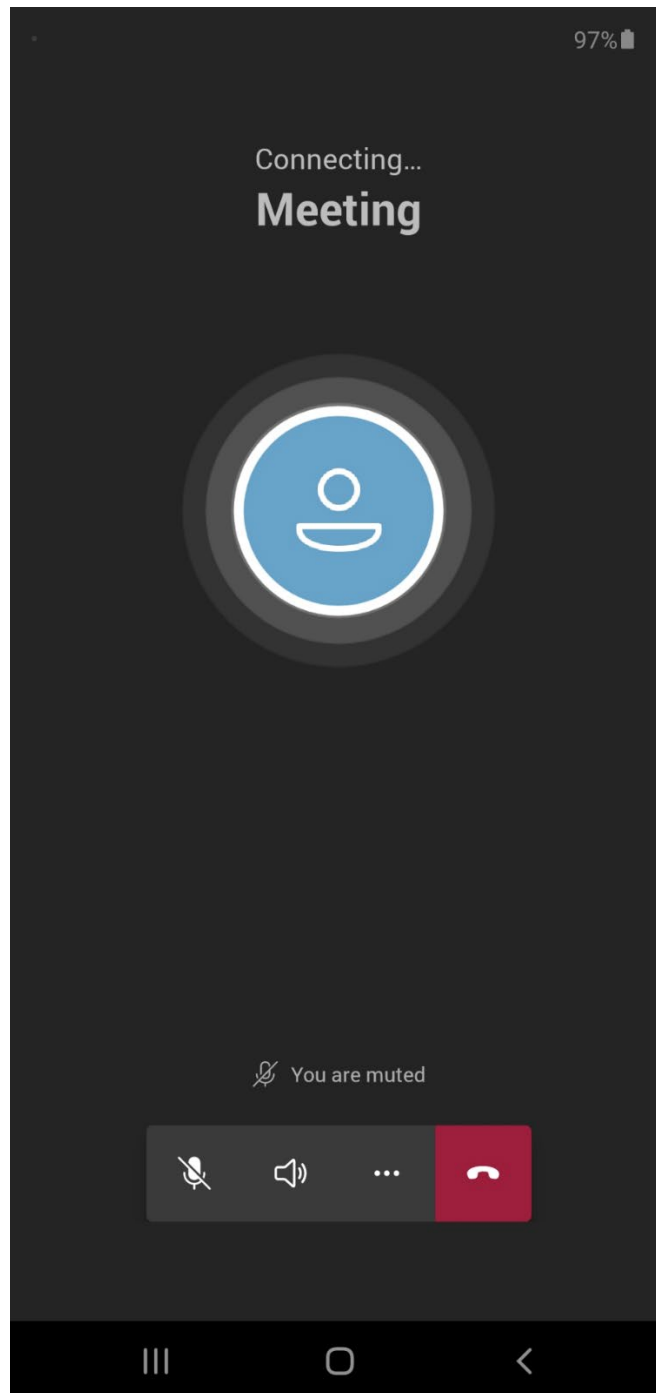


Allow **Teams** to record audio?

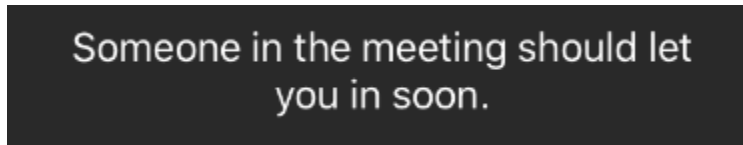
Allow

Deny

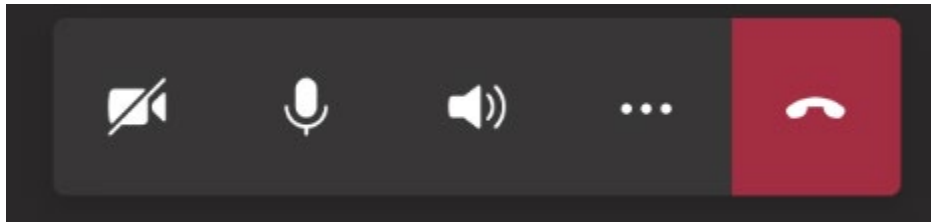
STEP 10: After you Click Join Meeting from the previous step. It will start connecting you to your meeting.



STEP 10: You **may** see the following screen until the visit has started.



STEP 11: Verify your camera and microphone settings are working. If you see a slash on camera and/or microphone you want to turn them on. Click camera and/or microphone icon to share your video and audio with the provider. If you are prompted to allow access to camera and/or microphone, click **OK**.



Control Bar Key for Android Phone or Tablet

- **Camera button:** turns on and off webcam
- **Microphone button:** turns on and off microphone
- **Speaker button:** allows you to switch to speaker phone or mute.
- **3 dots button:** gives you options to share photos.
- **Red box with phone:** ends the visit (don't click until visit is over)

Please set up your device before your appointment to allow time for troubleshooting.