Virtual Visits: Instructions for Desktop (PC)

STEP 1: Open email/calendar invitation you receive from the clinic. It will look similar to the screenshot below. All email programs and calendars look slightly different.

STEP 2: Click the "Click here to join the meeting" link in email body 5-10 minutes prior to your appointment. Give yourself time to test the meeting connection.

STEP 3: Click on **Continue on this browser** like below.

STEP 4: Click **Allow/Yes** to let Microsoft Teams to use your microphone and camera. This is necessary for your appointment to work. The message will look different depending on the internet browser you use (i.e. Google Chrome, Internet Explorer, etc.)

Select <u>Allow</u> to let Microsoft Teams use your mic and camera for calls and meetings on this browser.

When you do, we'll turn your devices on for a moment to set them up.

teams.microsoft.com wants to   ✕

🎥   Use your camera

Allow   Block

Click <u>Yes</u> so others can see and hear you in the meeting.

Let teams.microsoft.com use your webcam...   Yes   No   ✕
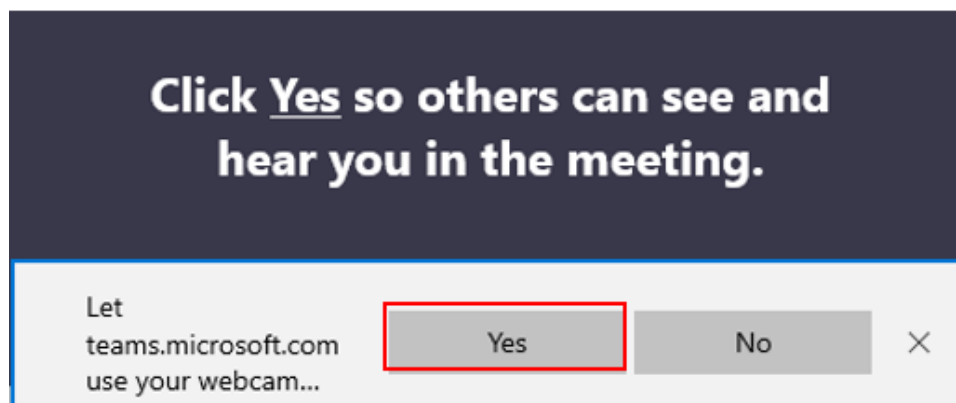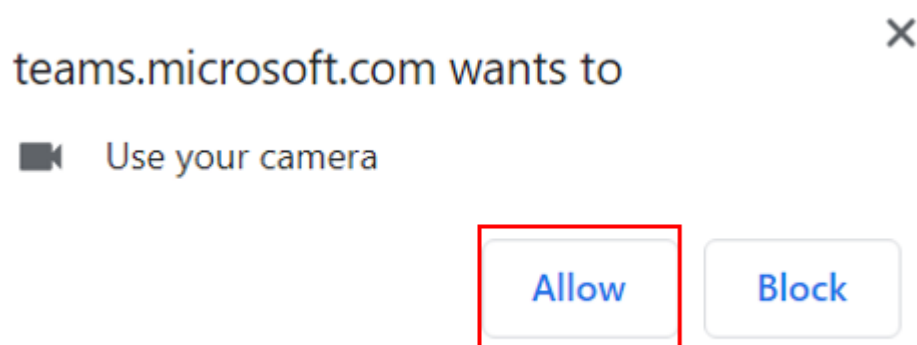
STEP 5: Enter your **Name** (First and Last) and click **Join Now.** Make sure the camera and microphone toggled on (pictured below).
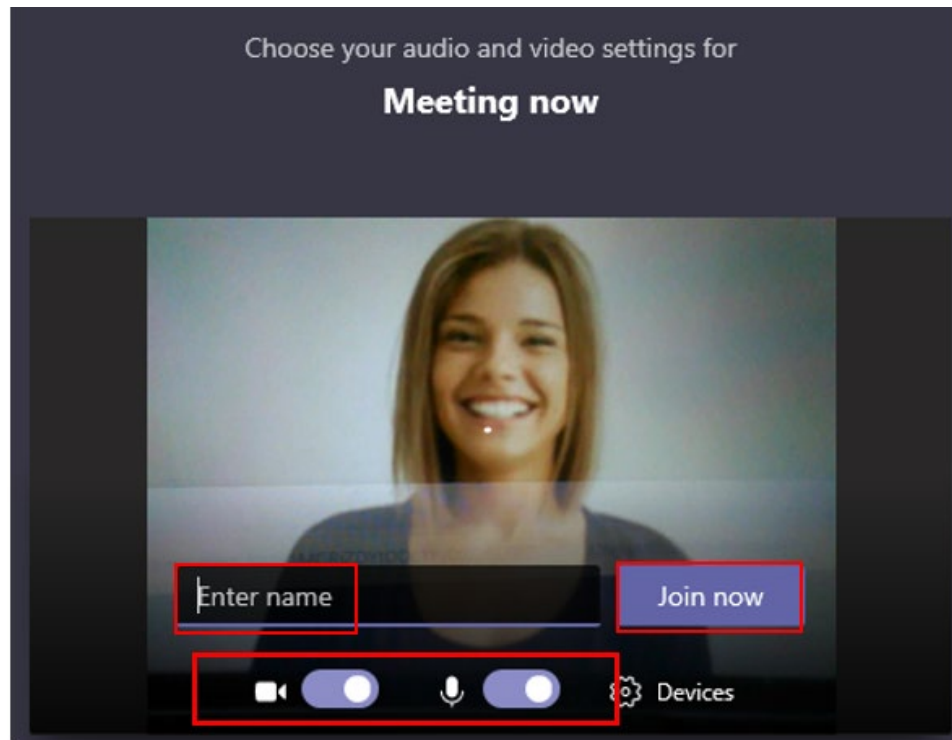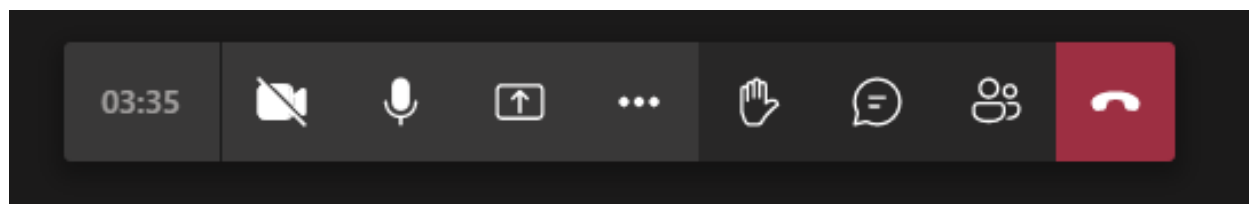

Note: If your camera is working and turned on you should see your cameras view at this time.

STEP 6: When you are in the virtual visit, you will see following message "Waiting for others to join…".
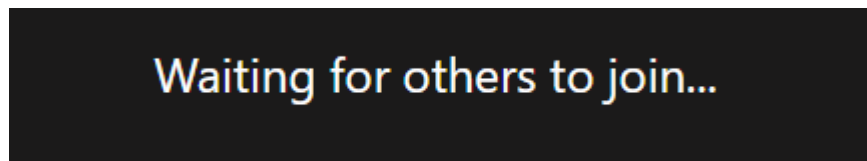
STEP 7: Please wait and the MA or provider will be with you shortly.

Computer/Laptop Control Bar Key

- **Camera button:** turns on and off webcam
- **Microphone button:** turns on and off microphone
- **Square button with up arrow:** allows you to share your screen

- **Dialog icon/chat bubble:** allows you to type questions to the provider
- **Raise hand:** During a meeting, you can raise a virtual hand to let people know you want to contribute without interrupting the conversation.
- **Show conversation:** This opens a chat conversation on the right-hand side.
- **Show participants:** Press this button to see a list of all users that are on the current call.
- **Red box with phone:** Use this button to end the call (don't click until visit is over)