Virtual Visits: Instructions for iPhone or iPad

STEP 1: Prior to your appointment, **download Microsoft Teams app** from App Store . It is best to do this at least one day before your appointment to allow for troubleshooting.
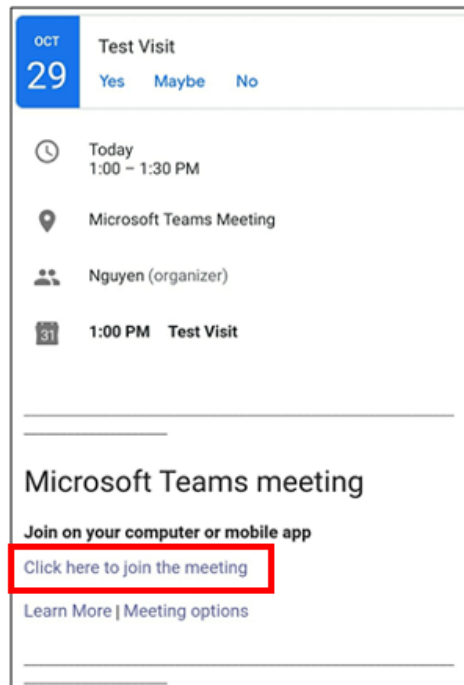
STEP 2: Open App Store and search for "Microsoft Teams"

STEP 3: Download Microsoft Teams by clicking Get**.** Once the Teams application is installed, you can close out App 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.
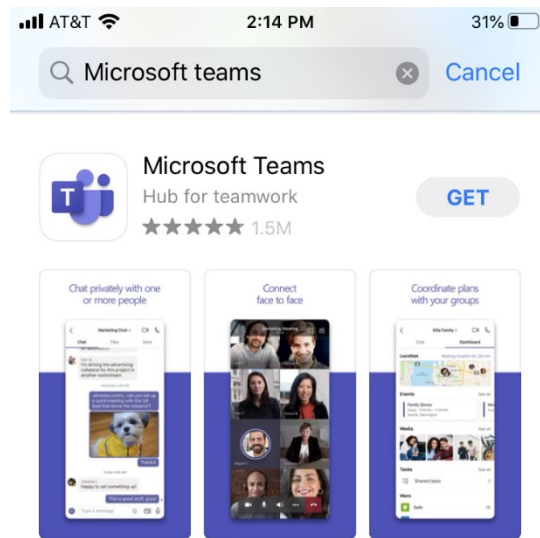
STEP 2: Open calendar appointment invitation in your email or calendar.

STEP 3: Click the "Click her to join the meeting" link.

STEP 4: Click **Join as Guest**

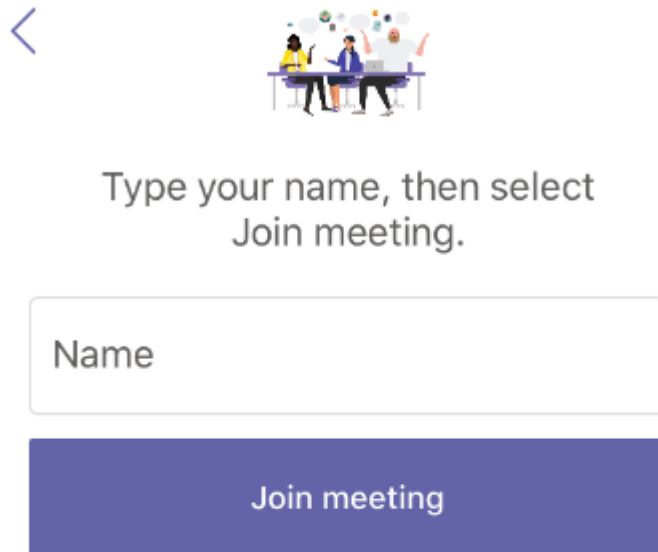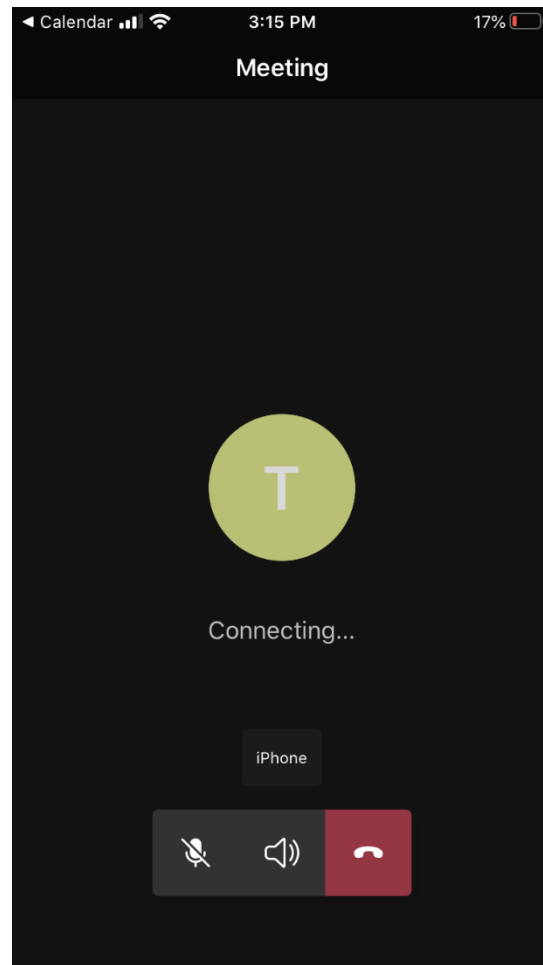**STEP 5:** If you are asked for access to your microphone or camera, click **OK.**
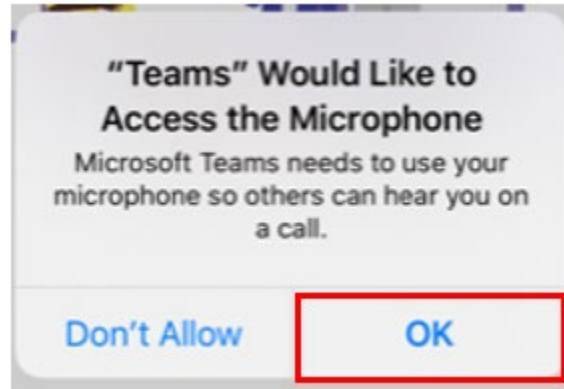
STEP 6: Enter Name (First and Last) and **click Join Meeting.**


Q W E R T Y U I O P

STEP 7: After you Click Join Meeting from the previous step. It will start connecting you to your meeting.

STEP 8: You **may** see the following screen until the visit has started.

STEP 9: 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**.
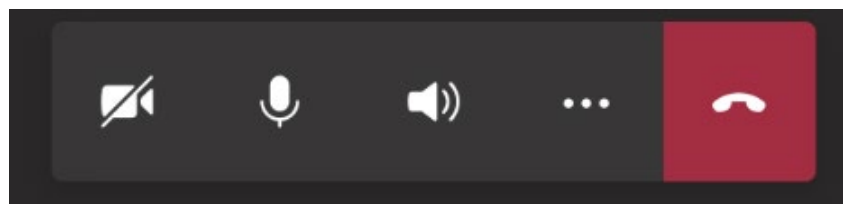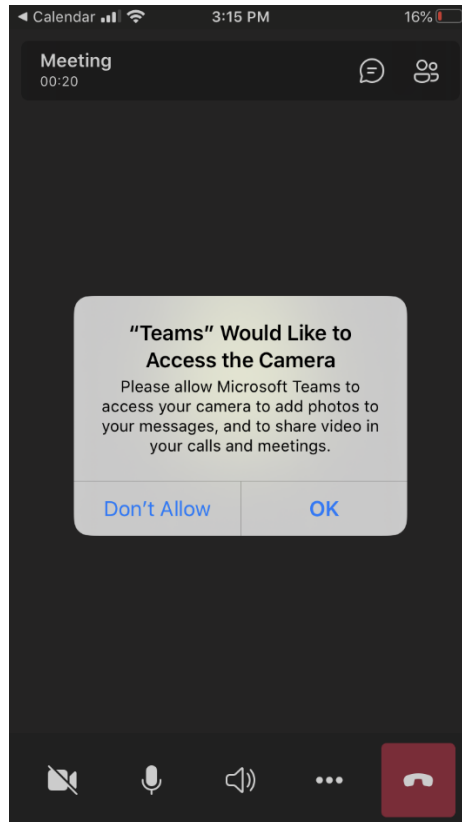
Control Bar Key for iPhone or iPad

- **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.