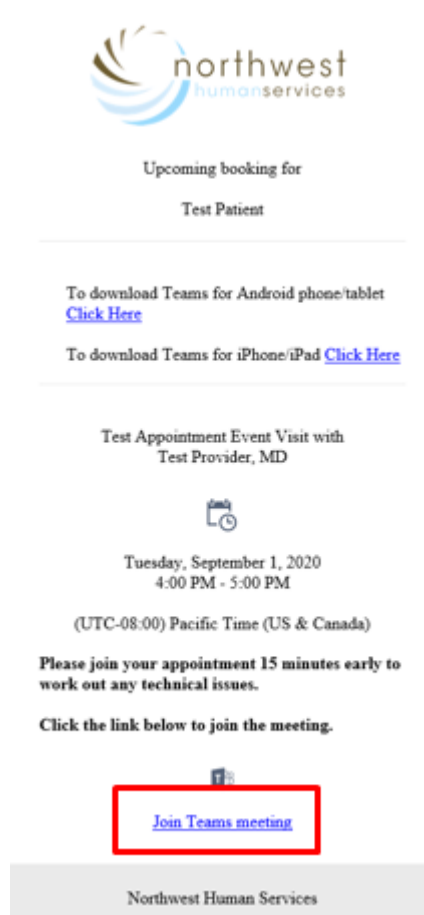




Instructions Personal Computer/Laptop

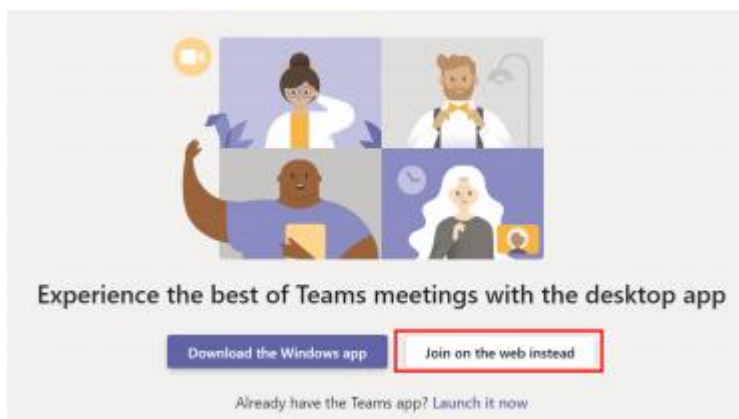
(Camera and microphone needed)

Please follow these instructions when using a personal computer or Laptop.



Step 1) Click “**Join Teams meeting**” from e-mail.

Step 2) Click "Join on the web instead." You do not have to install the app on your personal computer.



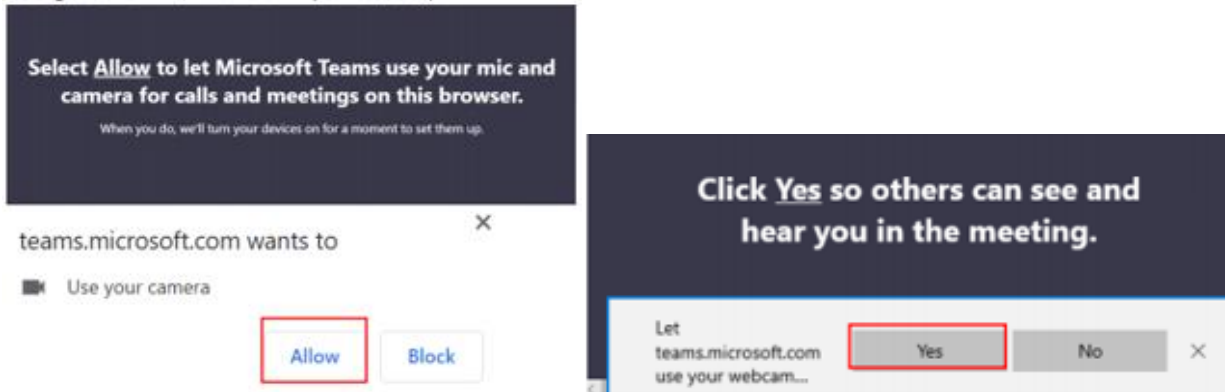


Instructions Personal Computer/Laptop

(Camera and microphone needed)

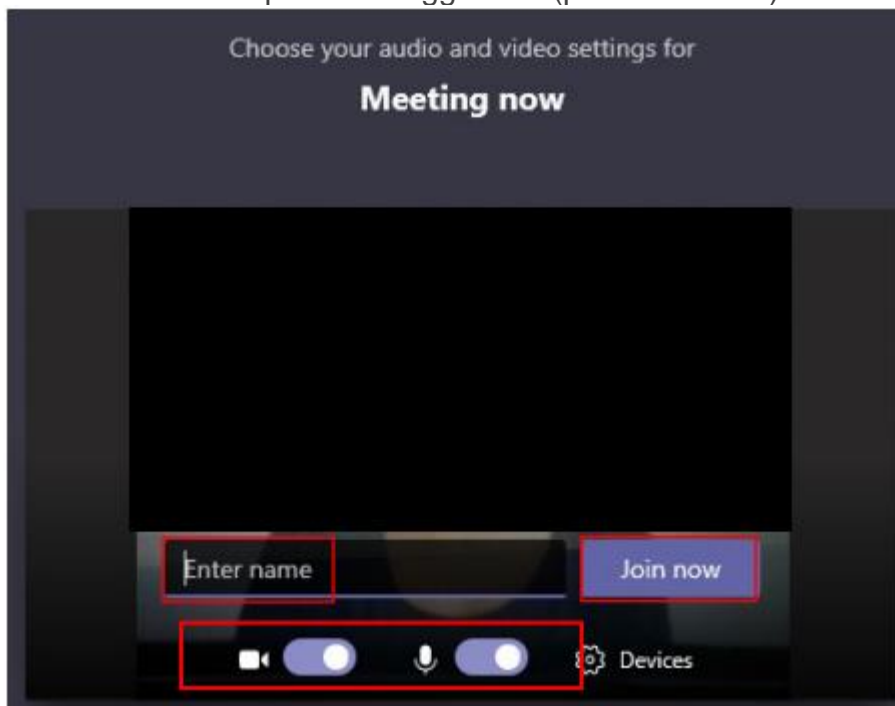
Step 3) Click Allow/Yes to let Microsoft Teams use your microphone and camera.

The message may look different depending on the internet browser for use (i.e. Google Chrome, Internet Explorer or Microsoft Edge)



Step 4) Meeting screen will open; enter name.

Make sure the camera & microphone is toggled on (pictured below)



Step 5) Click “Join Now”.

Step 6) Joining the meeting before the provider the following message appears:

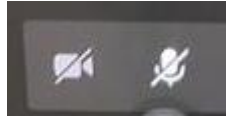


Instructions Personal Computer/Laptop

(Camera and microphone needed)

When the meeting starts, we'll let people know you're waiting.

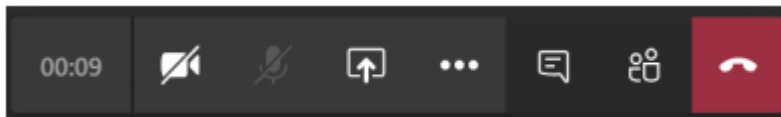
If you're the organizer or the invite came from your work or school, please sign in.



If video/Audio is not working (as pictured) , click the "video" or "microphone" icon.

To see the toolbar move cursor over picture to appear.

Computer/Laptop Control Bar Key



- Camera button turns on and off webcam
- Microphone button turns on and off microphone
- Dialog icon/chat bubble allows you to type questions to the Provider or the Provider can send you information here.
- Red box with phone ends the visit (don't click until visit is over)

Please call 503-378-7526 if you need help connecting or do not receive an e-mail.