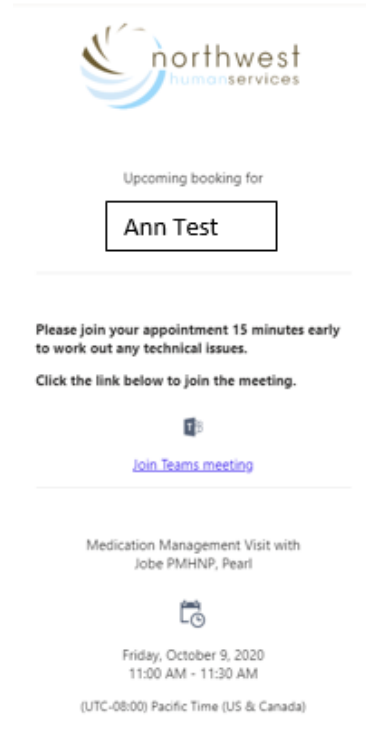




## Instructions Personal Computer/Laptop

*(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)** Cancel the pop up asking, **“to open Microsoft Teams”**. **(If prompted)**

**This site is trying to open Microsoft Teams.**

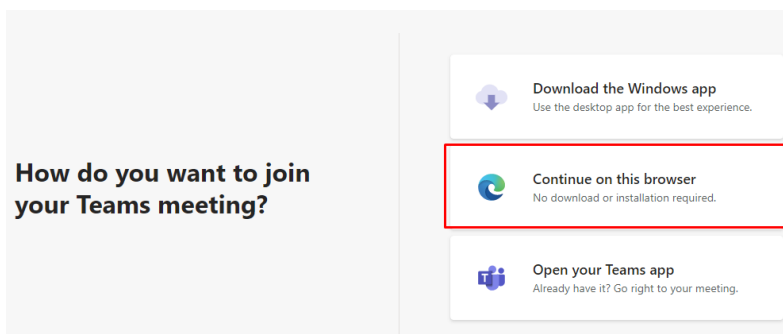
https://teams.microsoft.com wants to open this application.

Always allow teams.microsoft.com to open links of this type in the associated app

Open

Cancel

**Step 3)** Click "Continue on the browser." You do not have to install the app on your personal computer.



Please set up your device before your appointment to allow time for troubleshooting. (updated 1/2021)

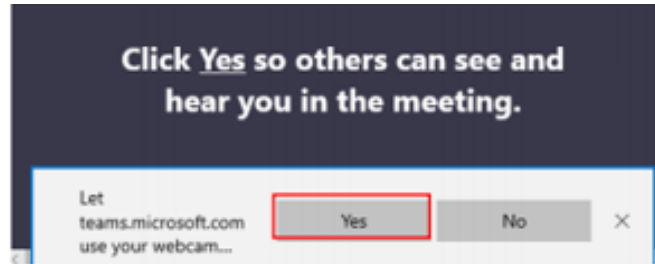
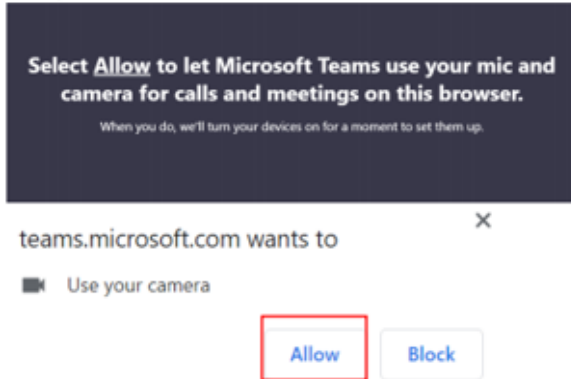


## Instructions Personal Computer/Laptop

*(Camera and microphone needed)*

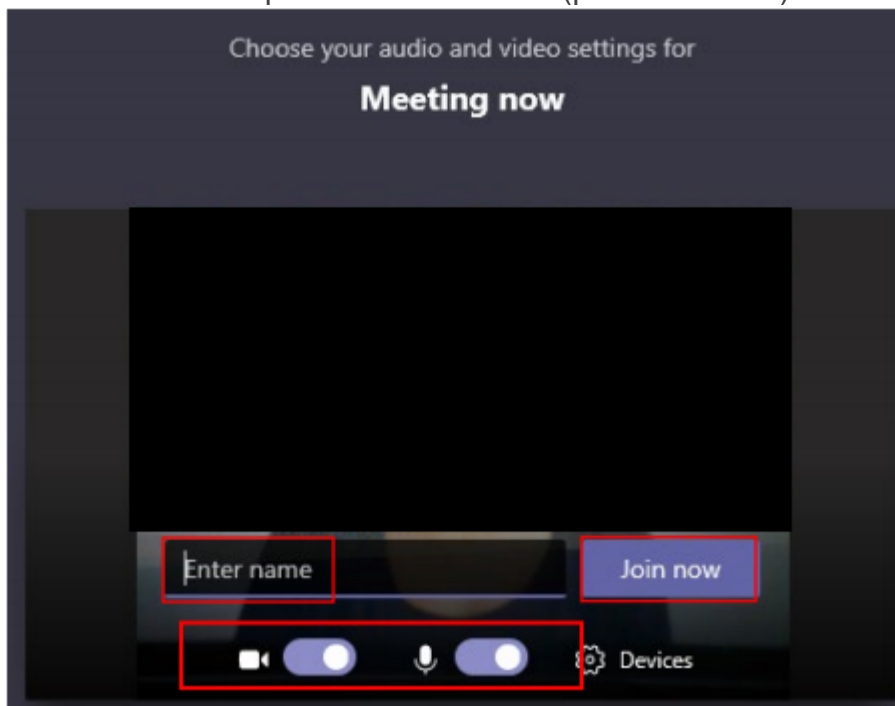
**Step 3)** Click Allow/Yes to let Microsoft Teams use your microphone and camera.

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 are turned on (pictured below)



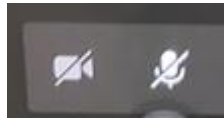
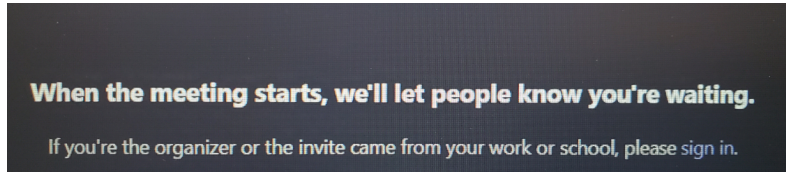
**Step 5)** Click “Join Now”.



## Instructions Personal Computer/Laptop

*(Camera and microphone needed)*

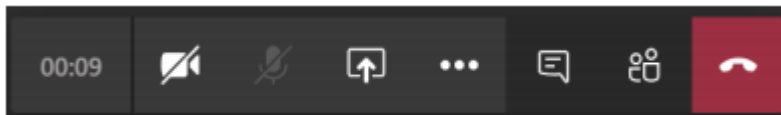
**Step 6) Joining the meeting before the provider the following message appears:**



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
- ... allows you to see device settings during your visit
- 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.