



Instructions for Joining Teams on a Personal Computer/Laptop

(Camera and microphone needed)

- 1)** You will receive an email with a link to join the meeting/visit when it has been scheduled and another e-mail an hour before the appointment

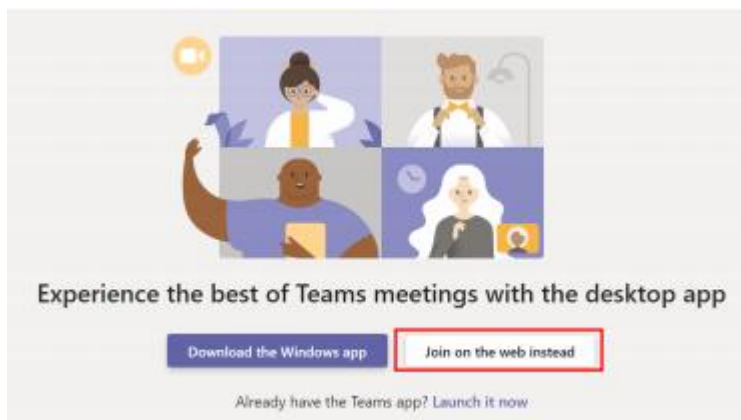
(If you do not receive an e-mail please contact 503-378-7526, to verify we have the correct e-mail address)

- 2)** Use Teams from the web on a personal computer or Laptop
- 3)** Click the "Join Teams meeting" link in the email.



[Join Teams meeting](#)

- 4)** Click "Join on the web instead." You do not have to install the app on your personal computer.

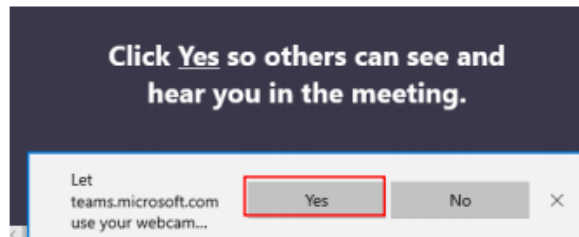
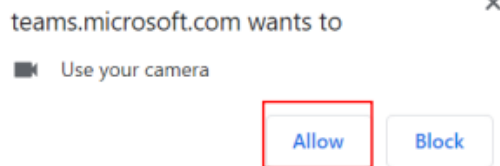
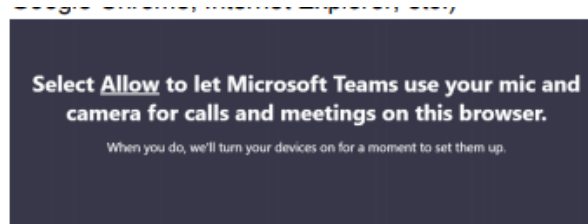


- 5)** Click Allow/Yes to let Microsoft Teams use your microphone and camera. This is necessary for your appointment to work. The message may look different depending on the internet browser for use (i.e. Google Chrome, Internet Explorer or Microsoft Edge)

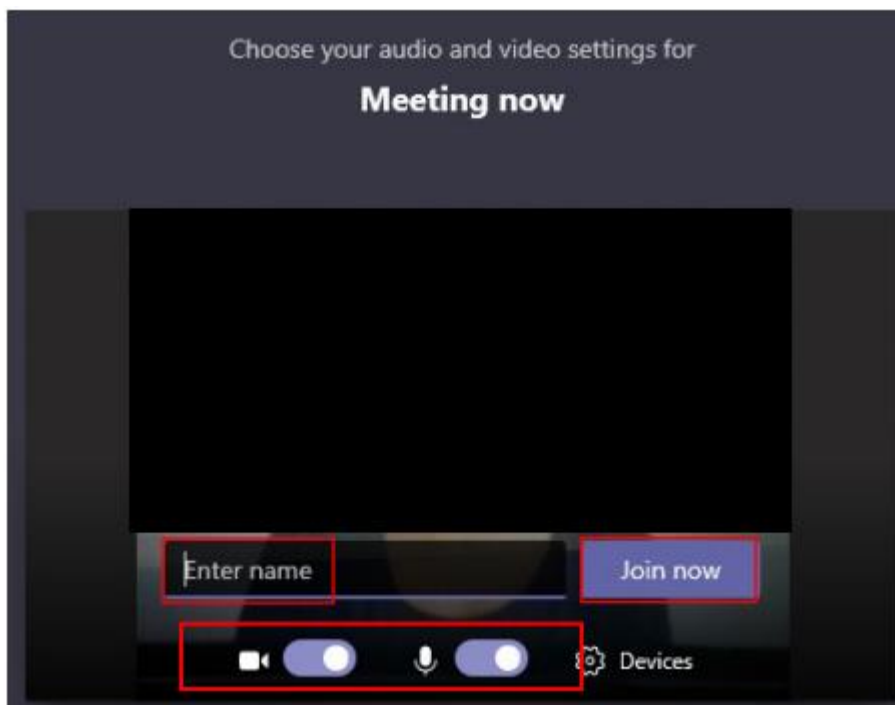


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- 6)** Meeting screen will open; enter your name (First & Last). Make sure the camera & microphone is toggled on (pictured below)





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7) Then Click "**Join Now**". At this point, you are ready for the Provider to join.

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

If you join the meeting before the provider, you will see the following message:

Someone in the meeting should let you in soon

Please wait until your Provider joins your meeting.

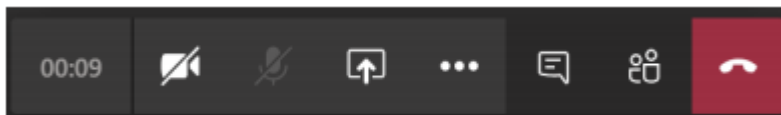
Note: If the provider joins the meeting/visit first, you will see a live feed of the provider.

To see your toolbar: move the cursor over your picture and it will appear.

If video does not appear, click the "video" icon.

Make sure video and audio is turned on prior to joining the visit.

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 from there.
- 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.