

How to Join Telehealth Session from Your Windows Computer

The instructions below will show you step by step how to access the telehealth session with your therapist.

Please make sure that you are in a location with a good internet/Wi-Fi connection.

1. Open the email sent to you from your therapist. It should look like the sample below.
 - a. Click on JOIN MICROSOFT TEAMS MEETING Link in your email as identified by the red arrow.

Telehealth Appointment Inbox x

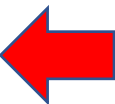
Logan Nordly 11:41 AM (56 minutes ago)
to me ▾

<p>Mar 18 Wed</p>	<p>Telehealth Appointment View on Google Calendar</p> <p>When Wed Mar 18, 2020 1pm – 2pm (CDT) Where Microsoft Teams Meeting Who Logan Nordly*</p> <p><input type="button" value="Yes"/> <input type="button" value="Maybe"/> <input type="button" value="No"/> More options</p>	<p>Agenda Wed Mar 18, 2020</p> <p>10:30am John D. 10:30 1pm Telehealth Appointment <i>No later events</i></p>
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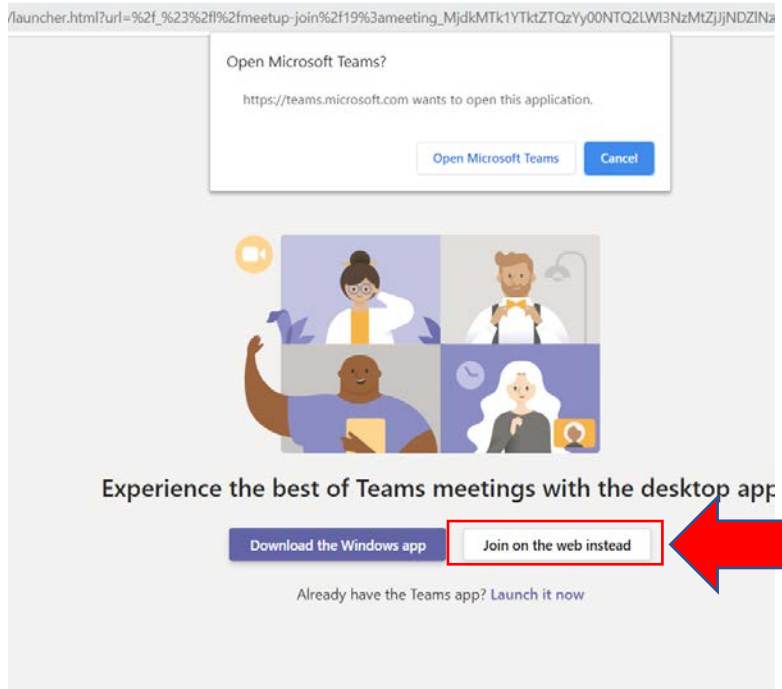
Click on the Link Below

[Join Microsoft Teams Meeting](#)

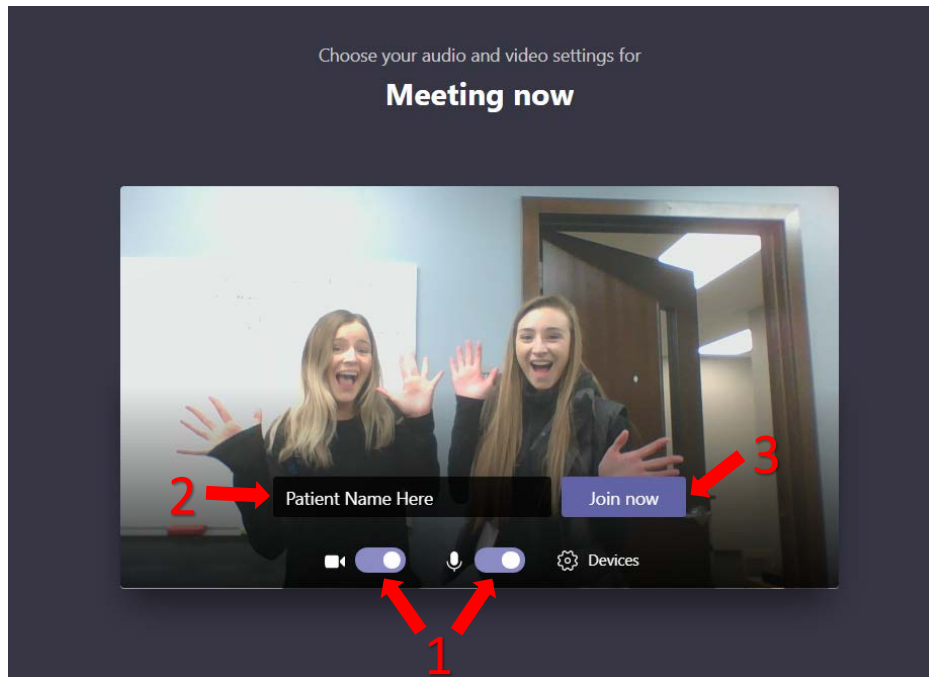
[Learn more about Teams](#) | [Meeting options](#)



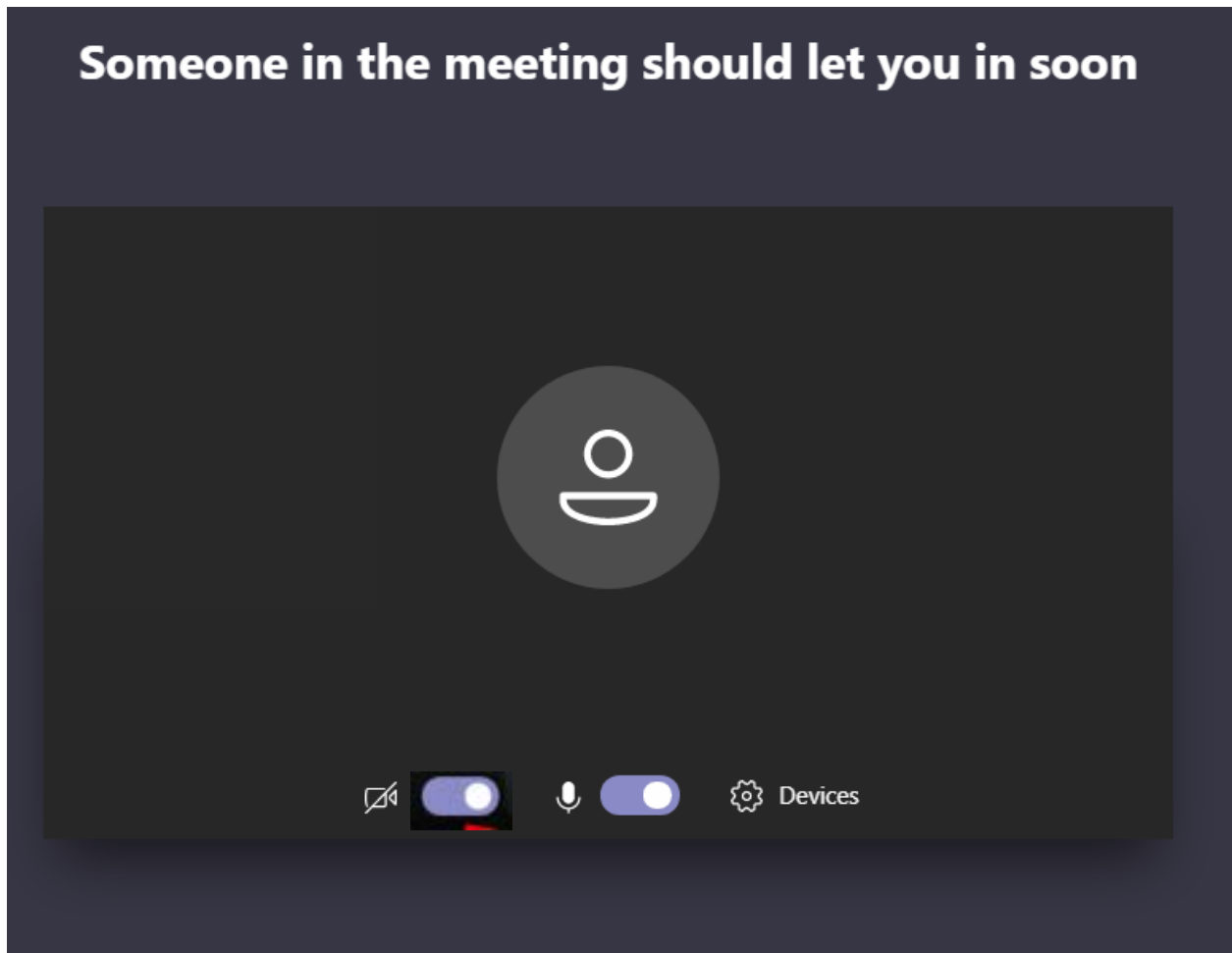
2. Click on JOIN ON THE WEB INSTEAD as identified by the red arrow.
 - a. If you see the popup shown below click cancel.



3. Make sure that your camera and microphone are on and working.
 - a. Both the camera and microphone slides should be PURPLE, identified by the number one in the picture below.
 - b. Enter the patients name in the Patient Name Here field, identified by the number two in the picture below.
 - c. Click on JOIN NOW, identified by the number three in the picture below.



4. You will wait in the “virtual lobby” until the therapist lets you into the telehealth session.



5. When the session is finished you can click on the red phone icon to end your session.

