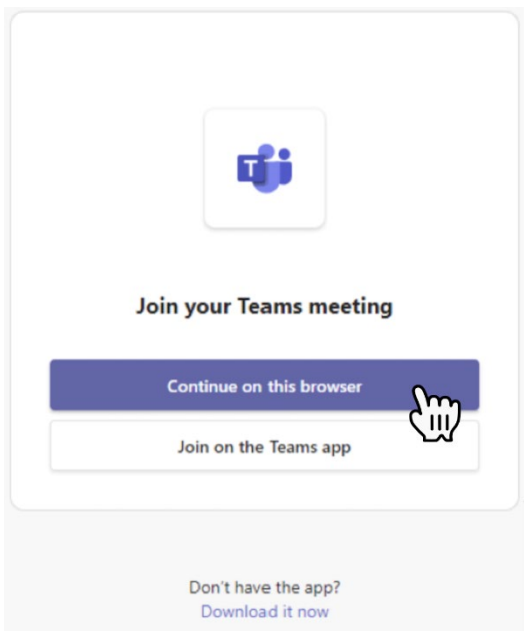


Transitions Counseling - Microsoft Teams Telehealth Guide

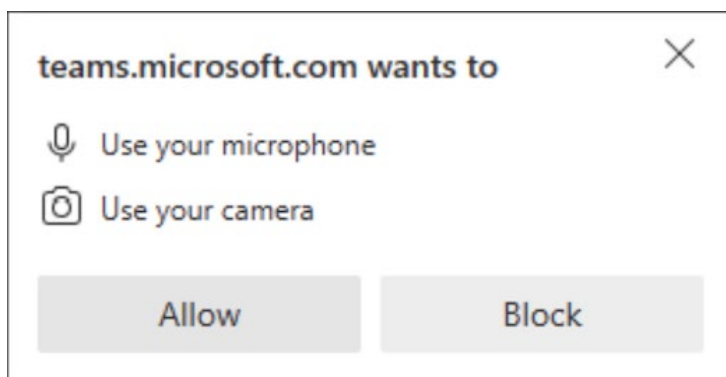
Desktop

How to join your therapy session from your desktop using Teams:

- 24 hours before your session starts you will receive an email and a text/SMS with a link to join the session.
- When you are ready to join the session at the scheduled time, click on the green **Join Meeting** button.
- A page will open where you'll see two choices: **Continue on this browser** and **Join on the Teams app**. You don't need to install the Teams app to join the meeting.



- If you have never joined a Teams meeting from your browser, you'll be asked to allow access to your microphone and camera. Please click **Allow**. You can always turn off your mic and/or video once you join the meeting.



- When you're ready, select **Join now**.

Tip: If this is your first time joining a session, join the session 5 minutes before the meeting start time to test your setup, troubleshoot, or see how Teams works.

- If you enter the meeting lobby, wait for someone in the meeting to admit you.

Tip: If you have a Microsoft Teams account, Teams may ask you to login to your account. We recommend joining the session 5 minutes before to login or reset your password if needed.

Mobile

Even if you don't have a Teams account, you can still join a Teams meeting on the mobile app. Here's how:

- In the meeting invite you received via email or text/SMS. From the email, click **Join Meeting** to join the session. If you are joining from the text/SMS reminder, click the blue hyperlink
- If you don't already have the Teams mobile app, you'll be taken to your app store to download it.

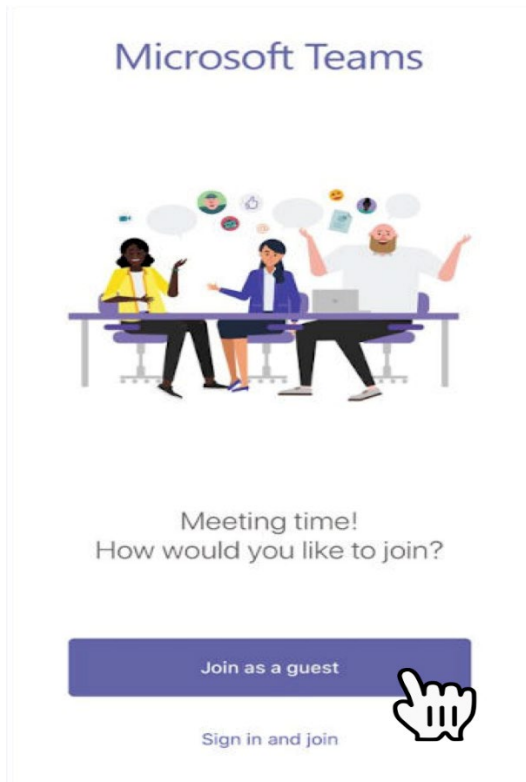
Tip: We highly recommend downloading the Teams app ahead of your session so you can join timely. Click here to download the Teams mobile app. (<http://aka.ms/teamsmobiledownload>)

- Download and open the app.

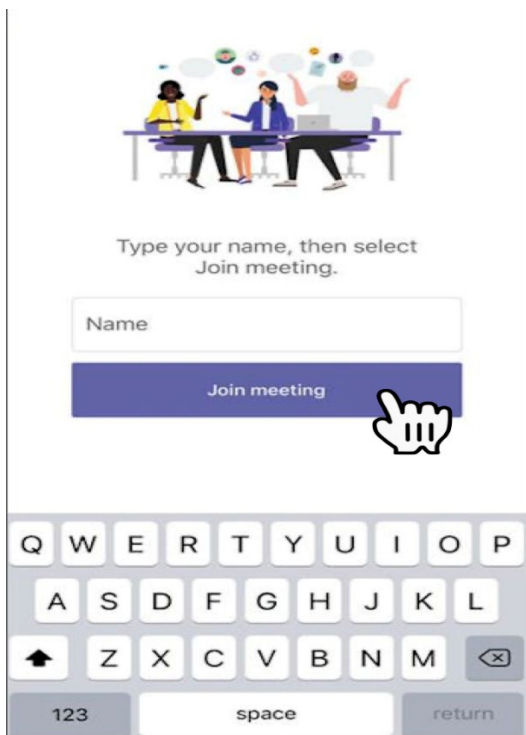
If you have an Android device, open the app right from the app store page.

If you have an iOS device, tap the meeting link again to open the app.

- If you have never joined a Teams meeting from your browser, you'll be asked to allow access to your microphone and camera. Please click **Allow**. You can always turn off your mic and/or video once you join the meeting.
- Next, you'll be given two options for joining your meeting: **Join as a guest** or **Sign in and join**. Choose **Join as a guest**.



- Type your name and tap **Join meeting**.



- Once you're in the meeting, you can turn your video or mic on or off by tapping on the center of your screen to show the meeting controls. Tap again to hide them.