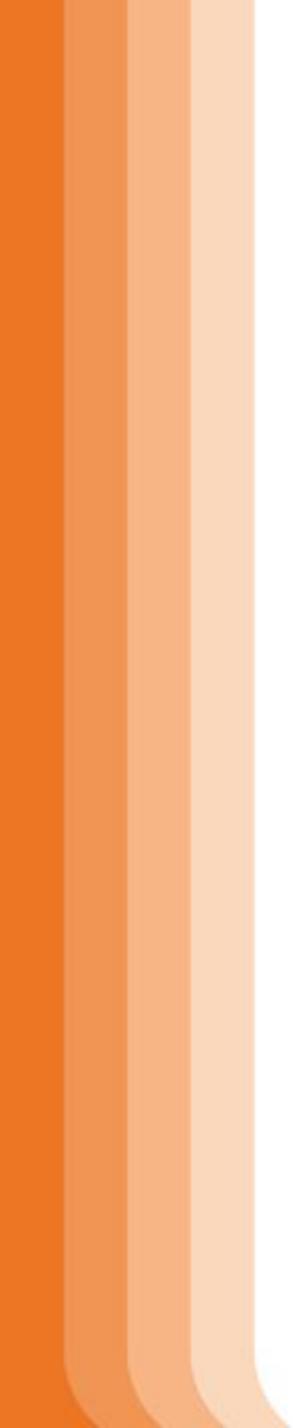


# AllWays on Teams Clinical User Quickstart Guide

June 2020





# Setting up your account

# Introduction

The following user guide has instructions for both the desktop and mobile experience.

**After setting up your account, you should use a tablet or mobile phone to download the app. This will ensure you have all the necessary functionality for virtual visits, including a microphone and camera.**

# Step 1

Go to <http://teams.microsoft.com/>.

**NOTE:** If your practice already has a Teams license, you should open a private browser window to use AllWays on Teams. This will ensure that you are not logged into two different Teams accounts at once. Here are tips for [opening a private window in any browser](#).

# Step 2

Your user administrator will give you your username and temporary password. Your username is an email address.

Enter your username. Enter your temporary password. Click "next."

A screenshot of the Microsoft sign-in interface. At the top left is the Microsoft logo. Below it is the text "Sign in". There is a text input field with the placeholder text "Email, phone, or Skype". Below the input field are three links: "No account? Create one!", "Can't access your account?", and "Sign-in options". At the bottom right is a blue button with the text "Next".

Microsoft

## Sign in

Email, phone, or Skype

[No account? Create one!](#)

[Can't access your account?](#)

[Sign-in options](#)

Next

# Step 3

You will be prompted to update your password. Once you've entered the required information, click "sign in"



@allwaysprovider.org

## Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

Current password

---

New password

---

Confirm password

---

Sign in

# Step 4

You will need to verify your contact information before you log into the service.

Click “Next” to continue.



@allwaysprovider.org

## More information required

Your organization needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)

Next

# Step 5

Follow the steps to authenticate your information and set up self-service options for password reset.

don't lose access to your account!

To make sure you can reset your password, we need to collect some info so we can verify who you are. We won't use this to spam you - just to keep your account more secure. **You'll need to set up at least 2 of the options below.**

 Authentication Phone is set to : [Verify](#)

 Authentication Email is not configured. [Set it up now](#)

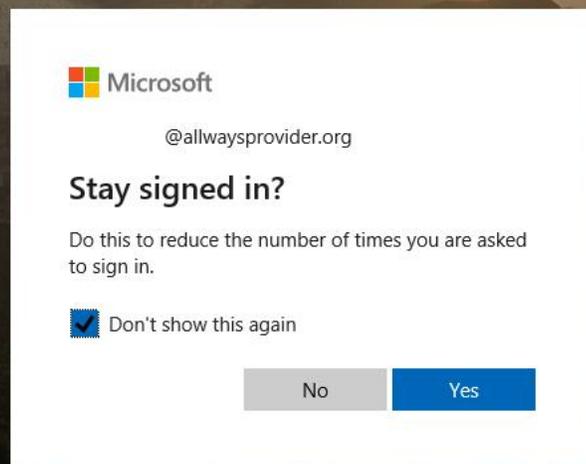
finish

cancel

# Step 6

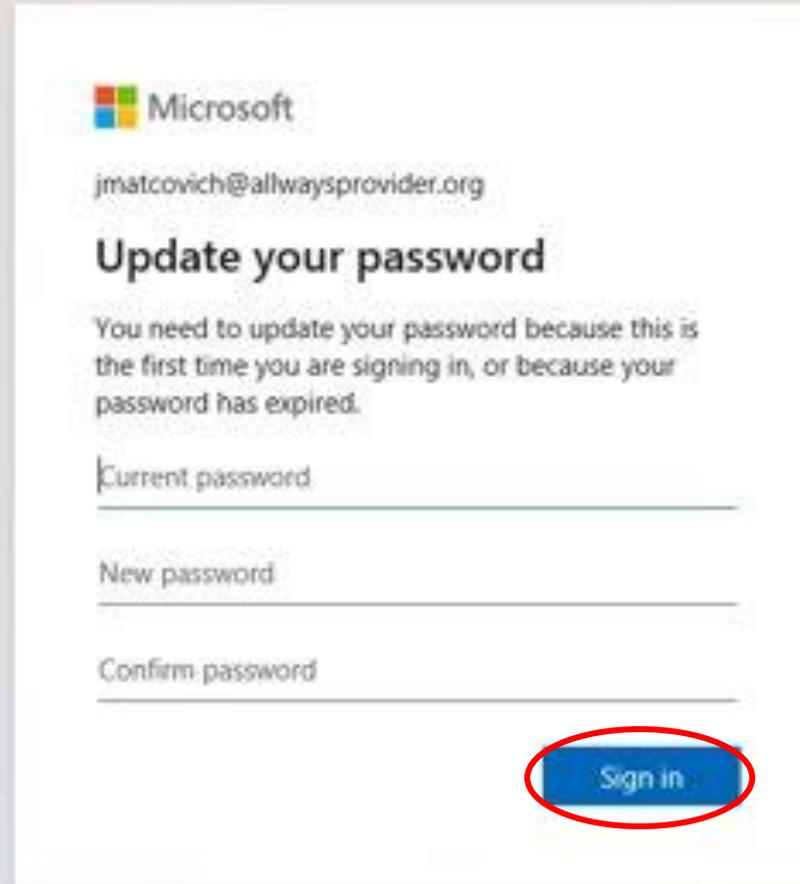
Next you will be asked if you want to stay signed in.

If you are in a private browsing window, this feature will not work.



## Note:

Every 90 days you will be prompted to update your password. A pop up box will appear when you log in. Follow the instructions and click “sign in.”



The screenshot shows a Microsoft login prompt. At the top left is the Microsoft logo. Below it is the email address 'jmatcovich@allwaysprovider.org'. The main heading is 'Update your password'. Below the heading is a message: 'You need to update your password because this is the first time you are signing in, or because your password has expired.' There are three input fields: 'Current password', 'New password', and 'Confirm password'. At the bottom right, there is a blue 'Sign in' button, which is circled in red.

[Terms of use](#) [Privacy & cookies](#)

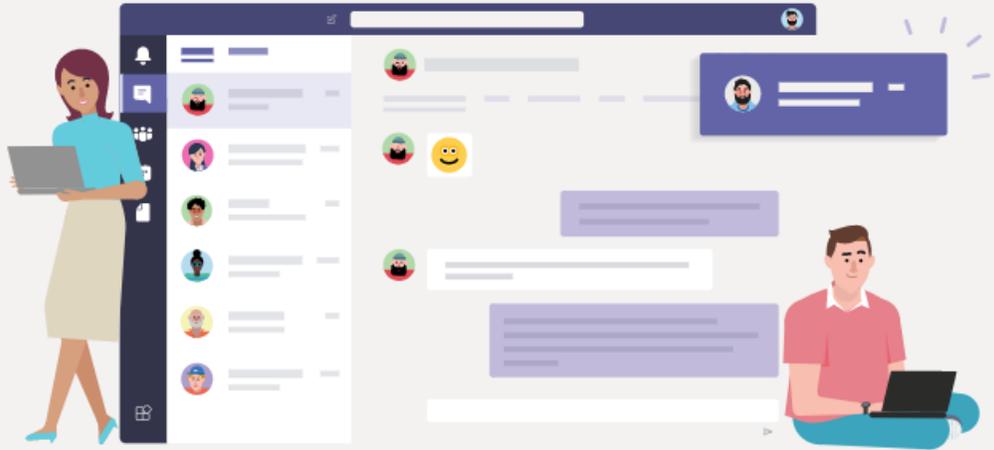
# Step 7

Instructions on using the mobile app are in the following section

However, here are the steps to set up the desktop experience as well.

Click the “Get the Windows app” and install.

Microsoft Teams



Download the Teams desktop app and stay better connected.

[Get the Windows app](#)

[Use the web app instead](#)

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Calendar

Teams



Join a team

Search teams



Join a team with a code

Enter code

Got a code to join a team? Enter it above.

# Step 8

Now your account is set up. You can ignore the prompt to join with a code, and click the "Calendar" icon in the upper left.



Apps



Help



Join or create a team





Calendar

## Calendar

+ New meeting



Today &lt; &gt; March 2020

Work week

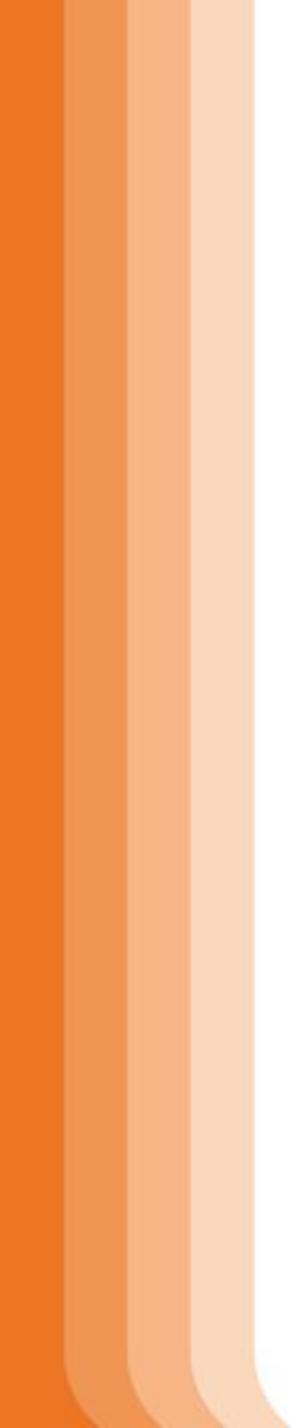
	23 Monday	24 Tuesday	25 Wednesday
10 AM			
11 AM			
12 PM			
1 PM			
2 PM			
3 PM			
4 PM			
5 PM			

## Step 9

This is your calendar. When your appointment manager schedules a virtual visit for you, it will appear here.

Continue to the next section for getting your mobile device set up.

**Note: The only way to access virtual visits as a clinician is via this calendar.**



**Using the mobile app.**

# Step 1

On your device, go to <http://teams.microsoft.com/>

Sign in with the credentials you set up earlier.

## Microsoft Teams



Welcome to Microsoft Teams!  
A happier place for teams to  
work together.

Sign in

Sign up for free

## Step 2

Review the mobile tutorial.

For security purposes, some features and apps may not be available.



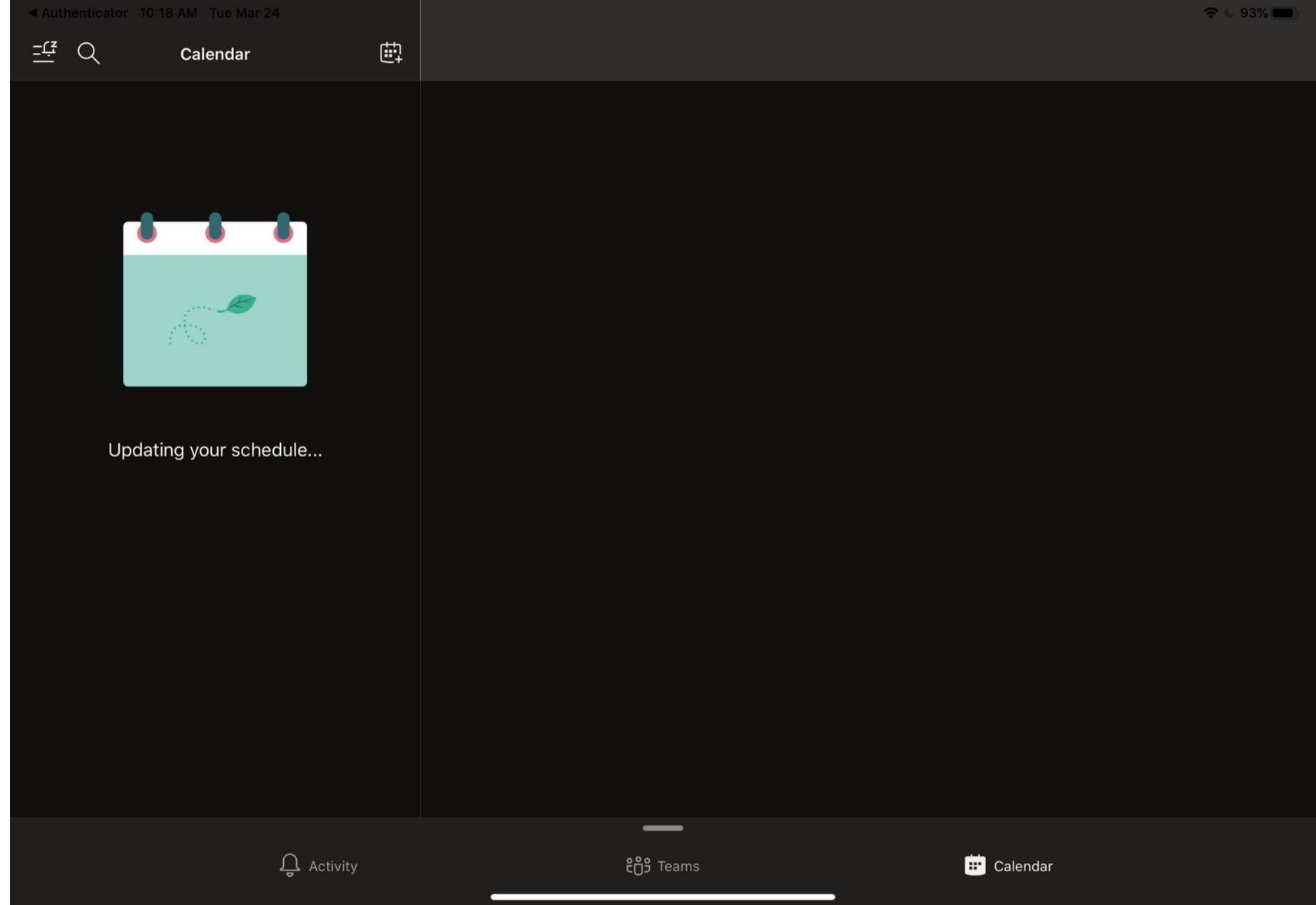
Collaborate with others and share files in channels.



Next

## Step 3

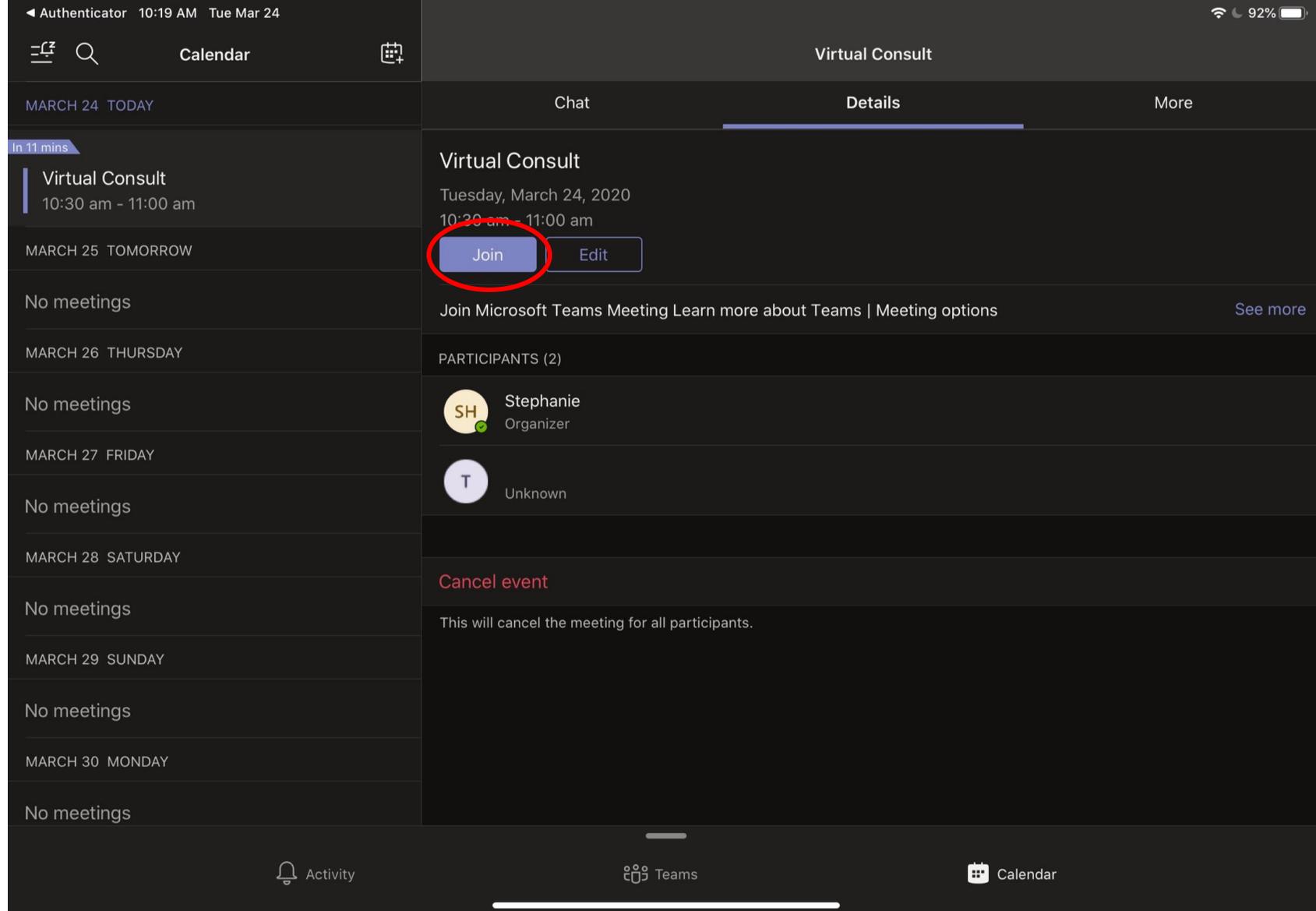
Once you've reviewed the tutorial, the app will automatically load your calendar.



## Step 4

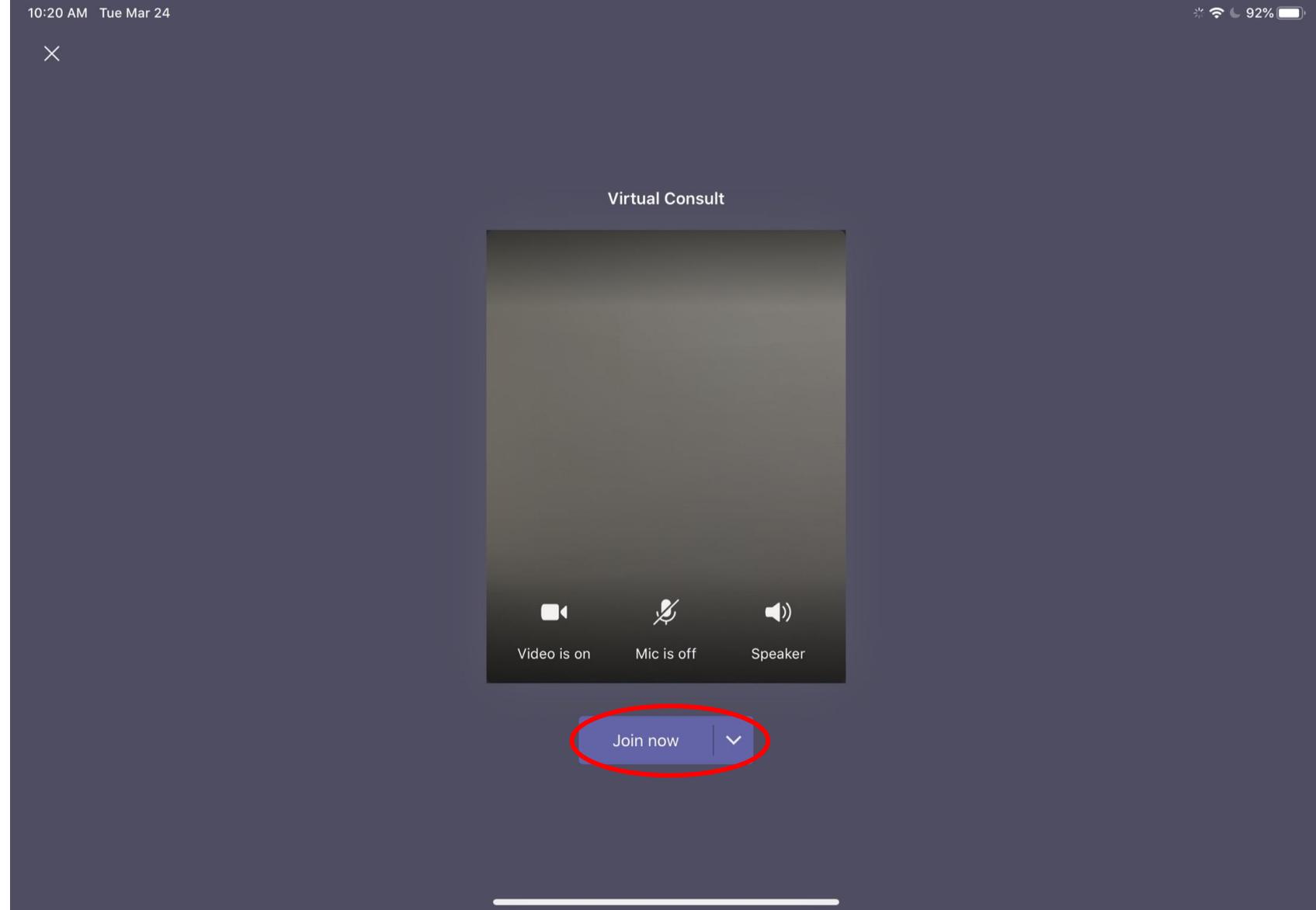
All of your appointments will appear on your calendar.

When it is time to attend the meeting, simply click “Join” at the allotted time.



## Step 5

Once you join, you will be able to preview your audio and video. When you're ready, click "Join now."

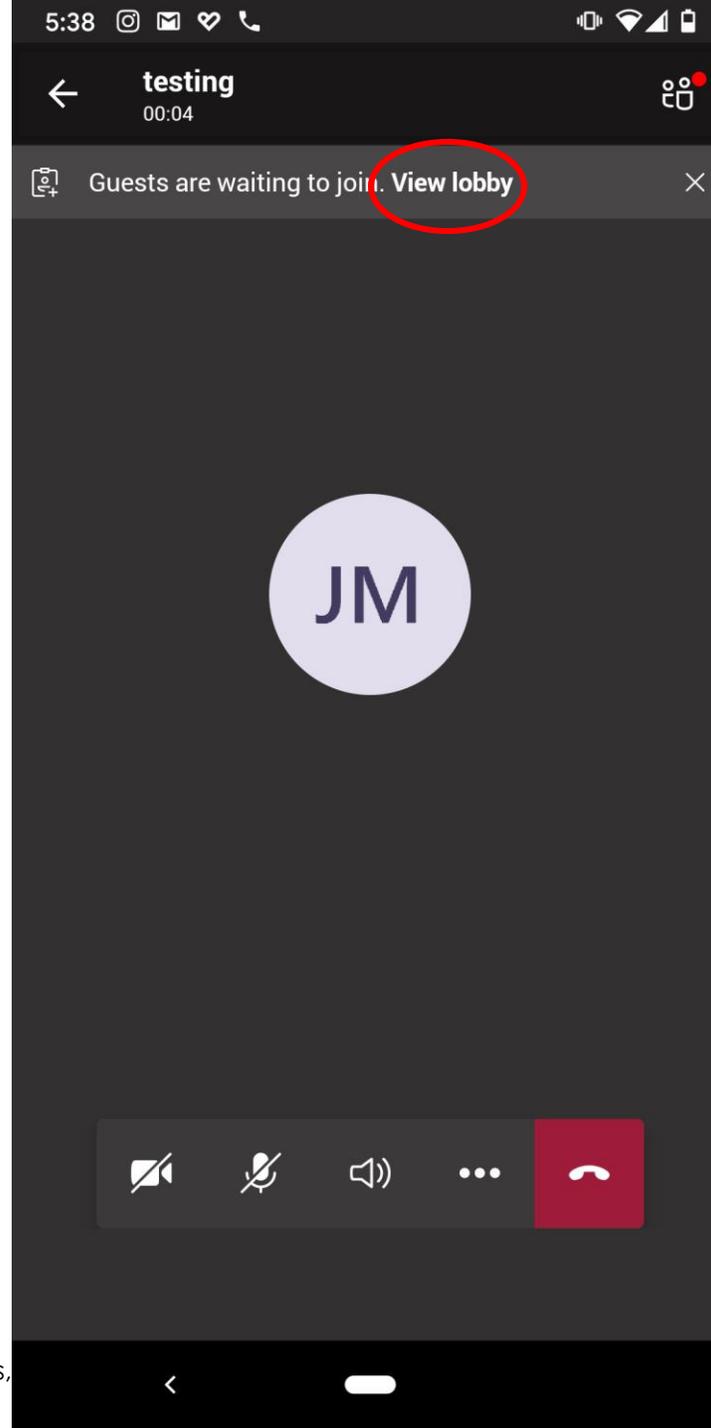


## Step 6

You're now in the video visit!

For security purposes, patients will wait in the lobby until you admit them.

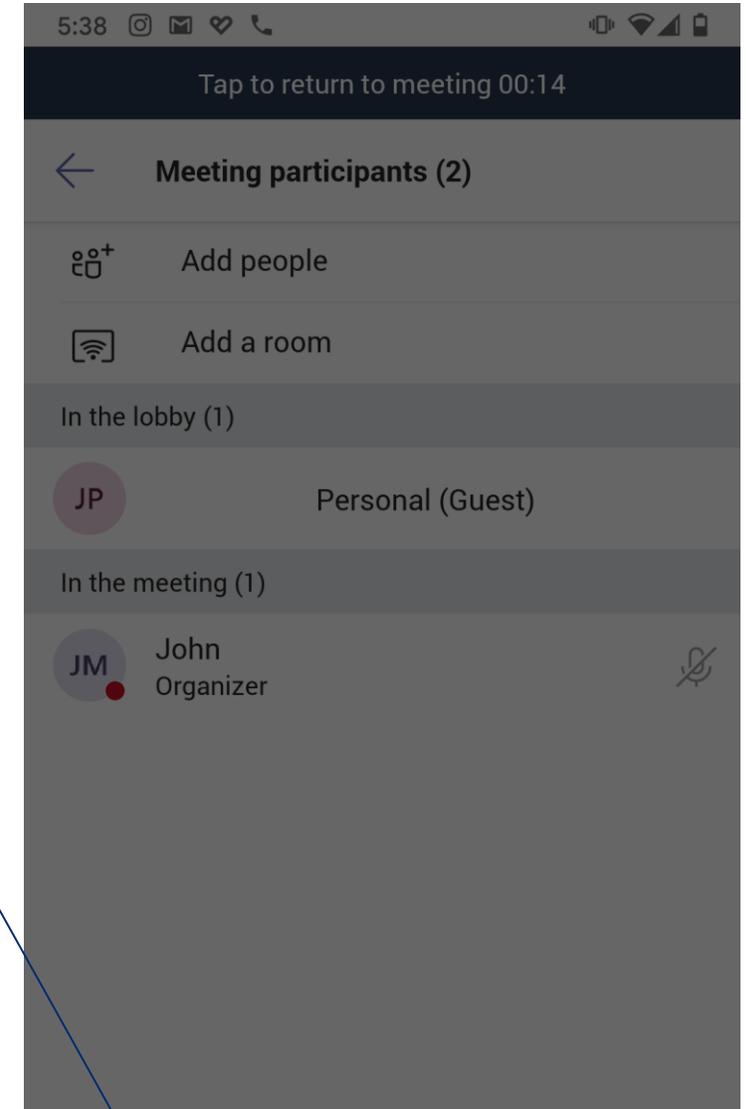
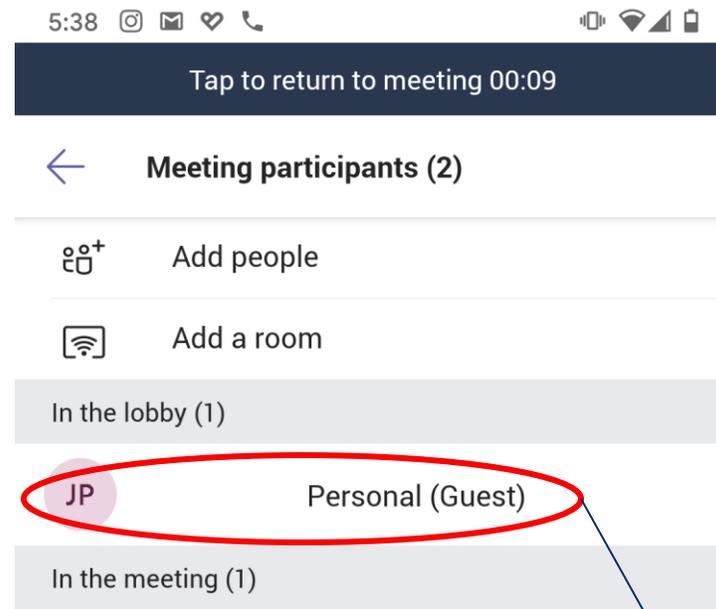
**Click “View lobby” to admit them to the visit.**



# Step 7

Click on the patient's name, then select "Admit."

**Click the back arrow on the top left to return to the meeting view.**



## Step 8

Once your patient joins, you will be able to conduct your virtual visit. When you're done, click the red phone icon to end the visit.

**NOTE:** Please fill out your EMRs as you would for a regular, in-person visit. AllWays on Teams does not integrate with EMRs at this time.

