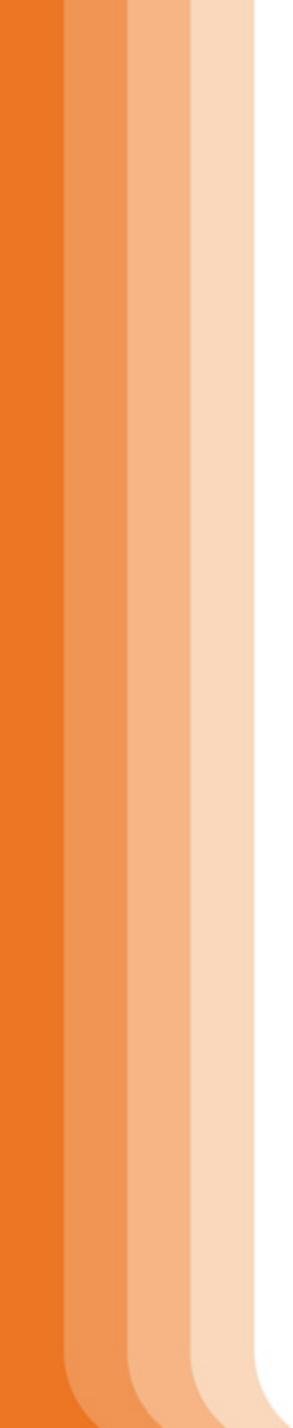


# AllWays on Teams Patient Quickstart Guide

March 2020





## **Virtual visits via desktop**

testing Inbox x

 **John**  
to me ▾

@allwaysprovider.org>

   
go)   



**Mar 26**  
Thu

**testing**  
[View on Google Calendar](#)

When Thu Mar 26, 2020 9:30am – 10am (EDT)  
Who John

**Step 1**

Open the email and click “Join Microsoft Teams Meeting”.

[Join Microsoft Teams Meeting](#)

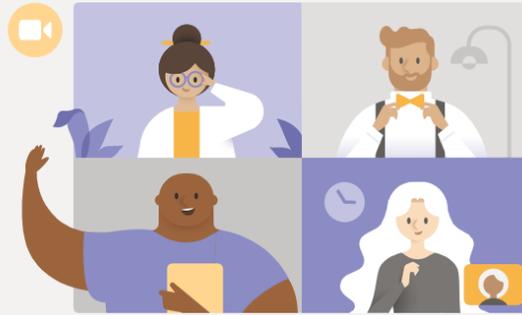
[Learn more about teams](#) | [Meeting options](#)

 [invite.ics](#) [Download](#)

 Reply  Forward

## Step 2

Click “Join on the web instead.”



Experience the best of Teams meetings with the desktop app

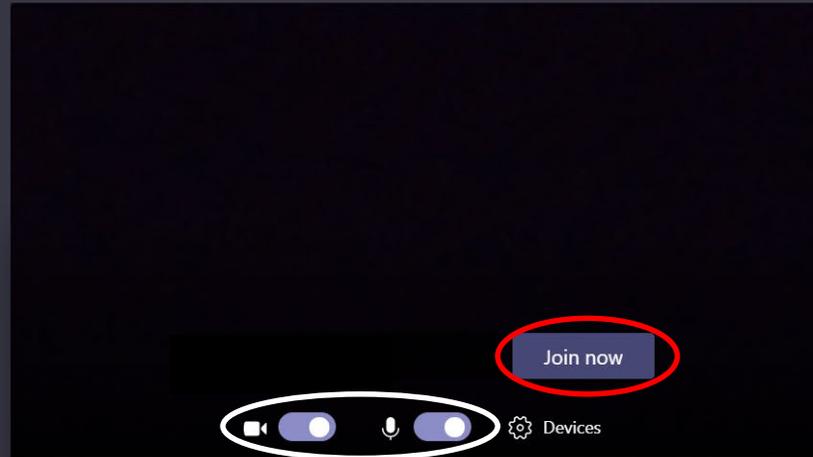
[Download the Windows app](#)

[Join on the web instead](#)

Already have the Teams app? [Launch it now](#)

Choose your audio and video settings for

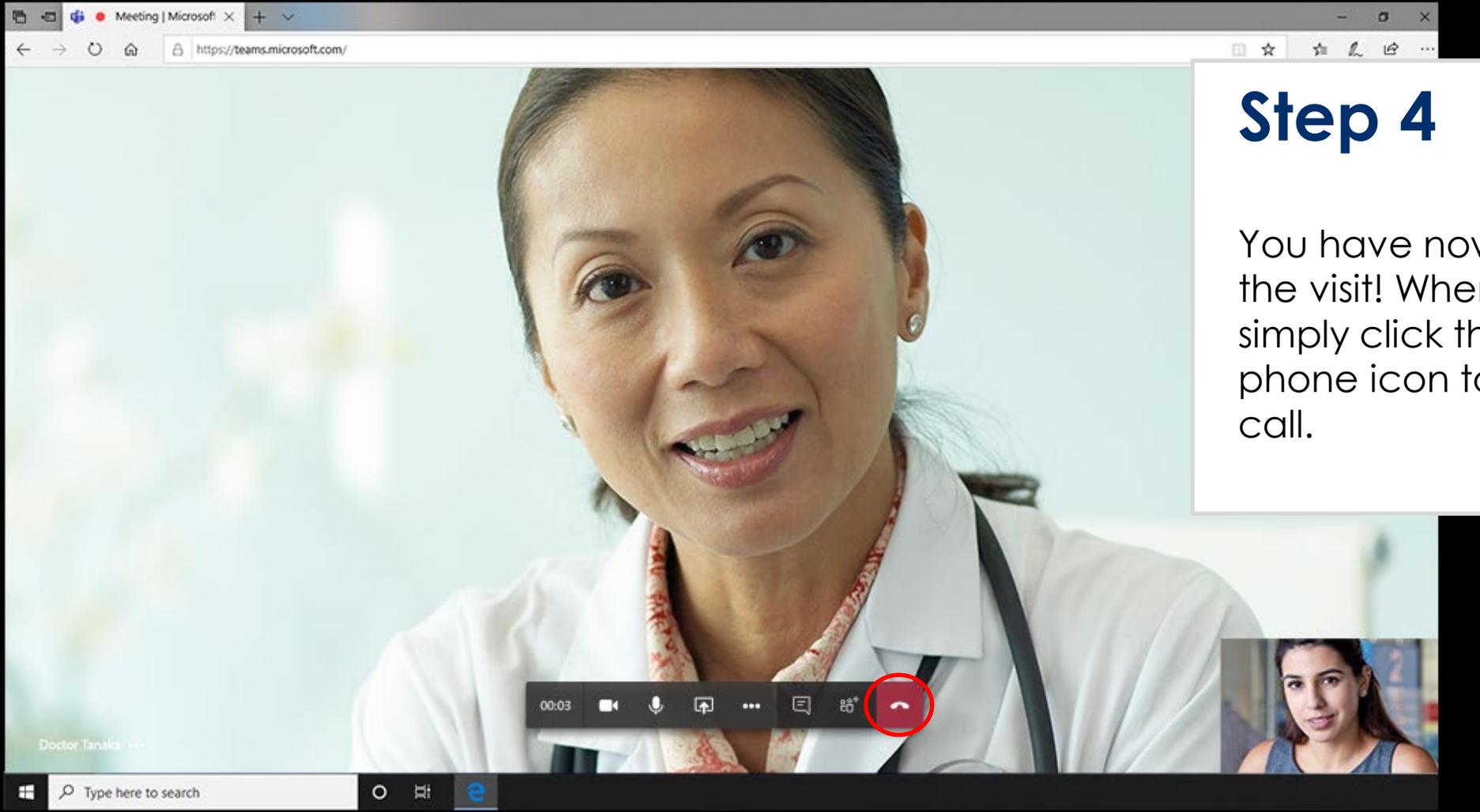
## Meeting now



## Step 3

Make sure the toggles for your camera and microphone are both on. You may have to wait until your provider opens the meeting to join. Click “Join now” to join.

**If your browser asks for permission for Teams to use your camera and microphone, click “Allow.”**



## Step 4

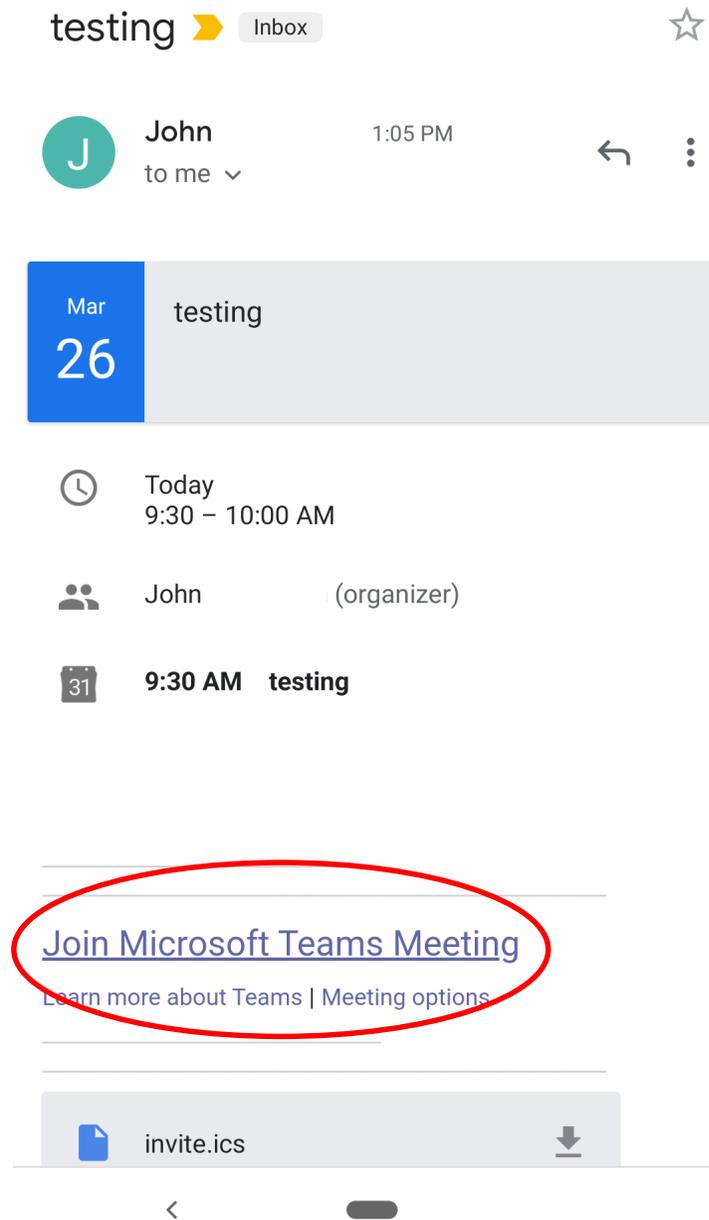
You have now joined the visit! When done, simply click the red phone icon to end the call.



## **Using the mobile app**

# Step 1

Open the email for the meeting and click “Join Microsoft Teams Meeting” to download the app.



# Step 2

Click the Google Play or App Store button and install the app.

## Microsoft Teams

Stay in the loop and access your team's conversations, files and meeting on the go

Get the Teams app



Already have the app?  
**Open it**



Android is a trademark of Google Inc.  
[Third-Party Disclosures](#)



## Microsoft Teams

Stay in the loop and access your team's conversations, files and meeting on the go

Get the Teams app



Already have the app?  
**Open it**



# Step 3

Install the app.

If you already have teams, you will see the cloud icon, otherwise, click the button labeled "Install."

**Microsoft Teams**  
Microsoft Corporation

4.2 ★  
290K reviews

10M+  
Downloads

**E**  
Everyone ⓘ

**Install**

One place for your team's conversations and content

Chat privately with one or more people

Connect face to face

Join meetings view your schedule

**About this app** →

Microsoft Teams is your hub for teamwork in Office 365.

Business #3 Top free

**Ratings and reviews** ⓘ →

**Microsoft Teams**  
Microsoft Corporation

4.8 ★★★★★  
357K Ratings

#3  
Business

4+  
Age

**What's New** [Version History](#)

Version 2.0.4 3d ago

Turn on live captions during a meeting or group call  
View shared content when you join a meeting [more](#)

**Preview**

One place for your team's conversations and content

Chat privately or more people

Marketing Northwind Traders

Conversation Files More

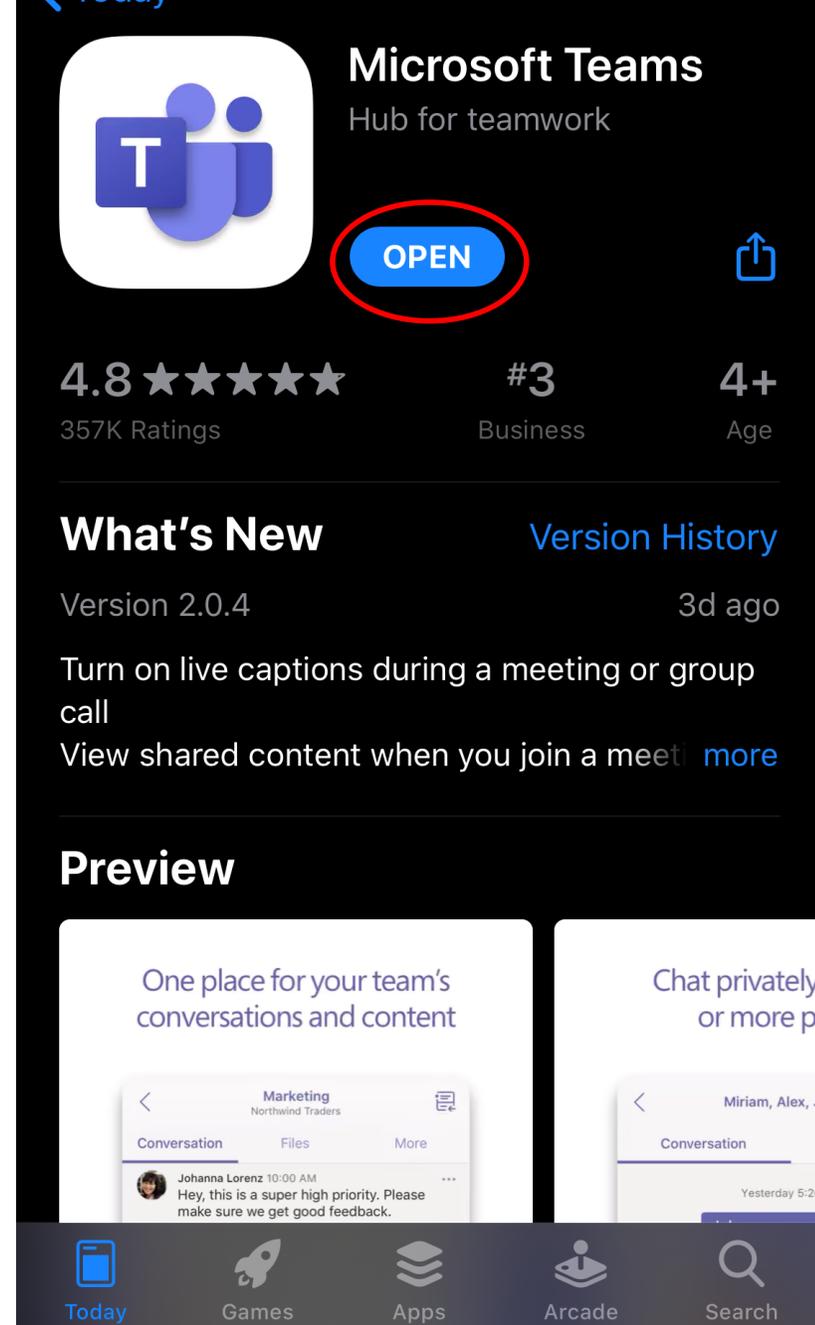
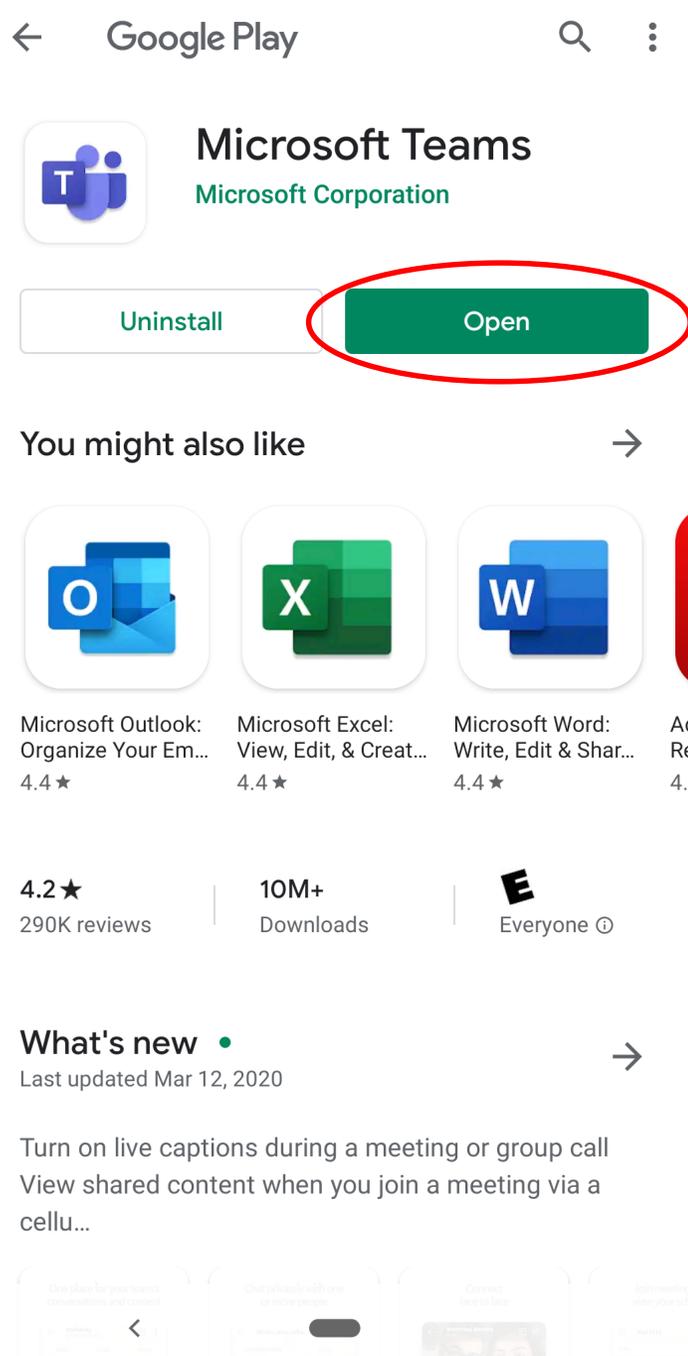
Johanna Lorenz 10:00 AM  
Hey, this is a super high priority. Please make sure we get good feedback.

Yesterday 5:20

Today Games Apps Arcade Search

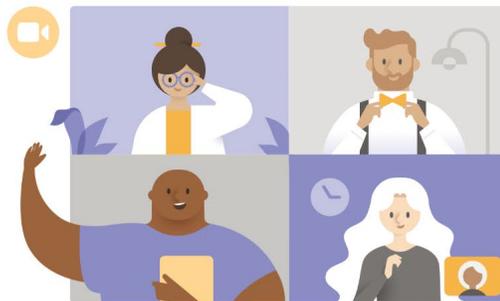
# Step 4

Open the app.

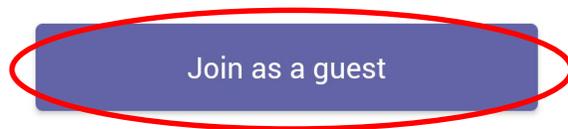


# Step 5

Click "Join as a guest."



Meeting time!  
How would you like to join?

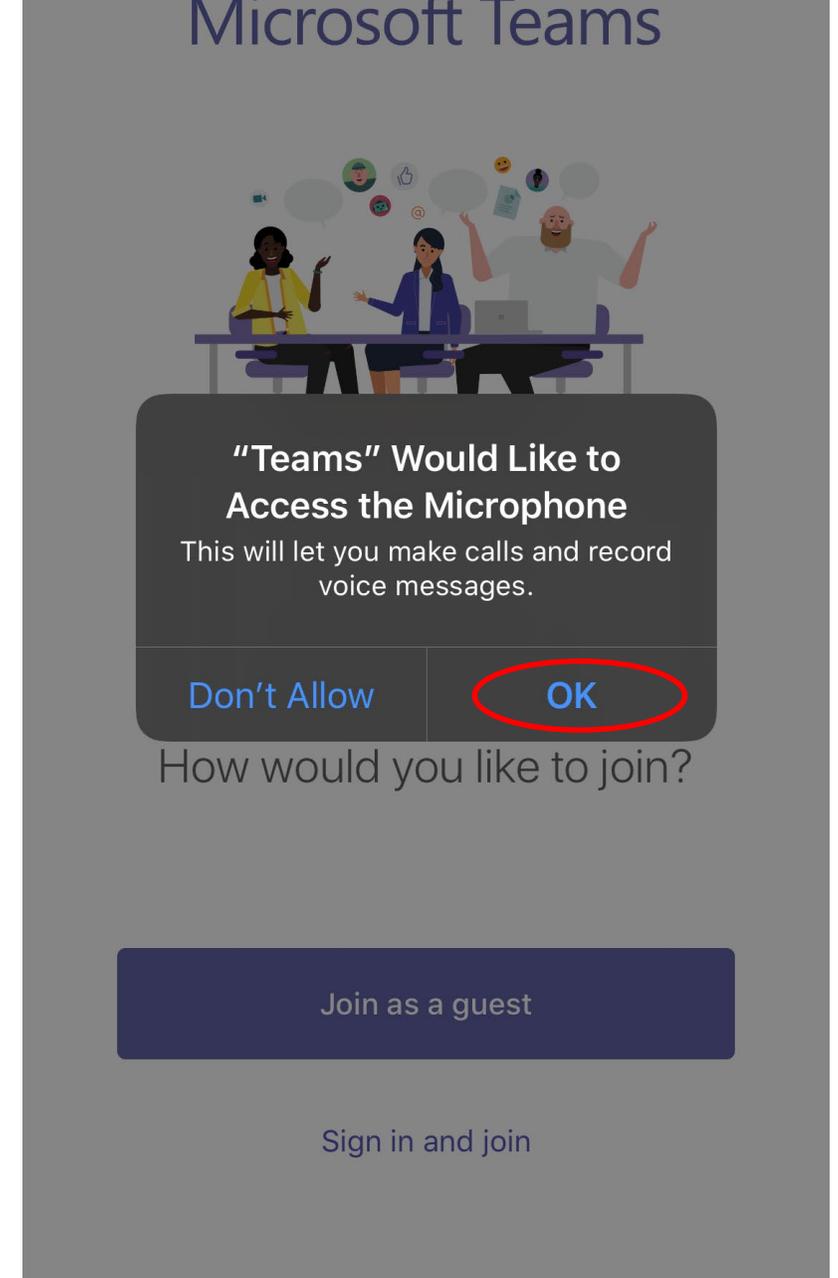
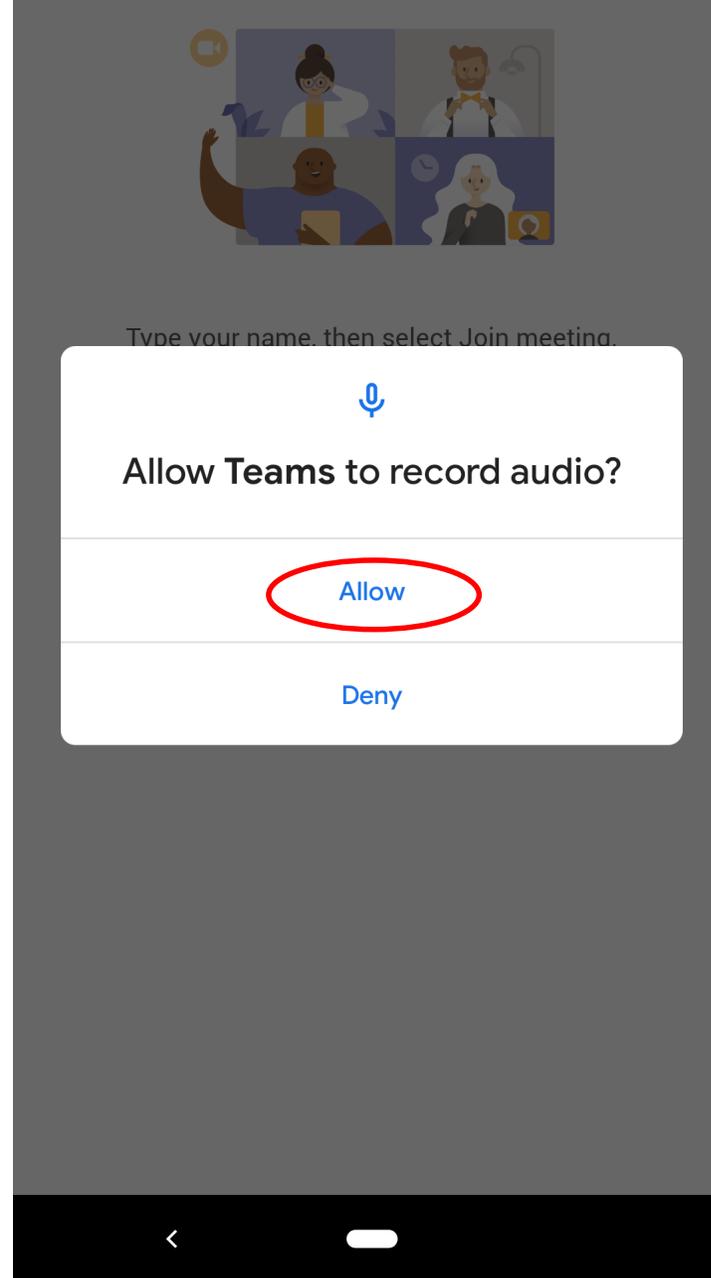


Sign in and join



## Step 6

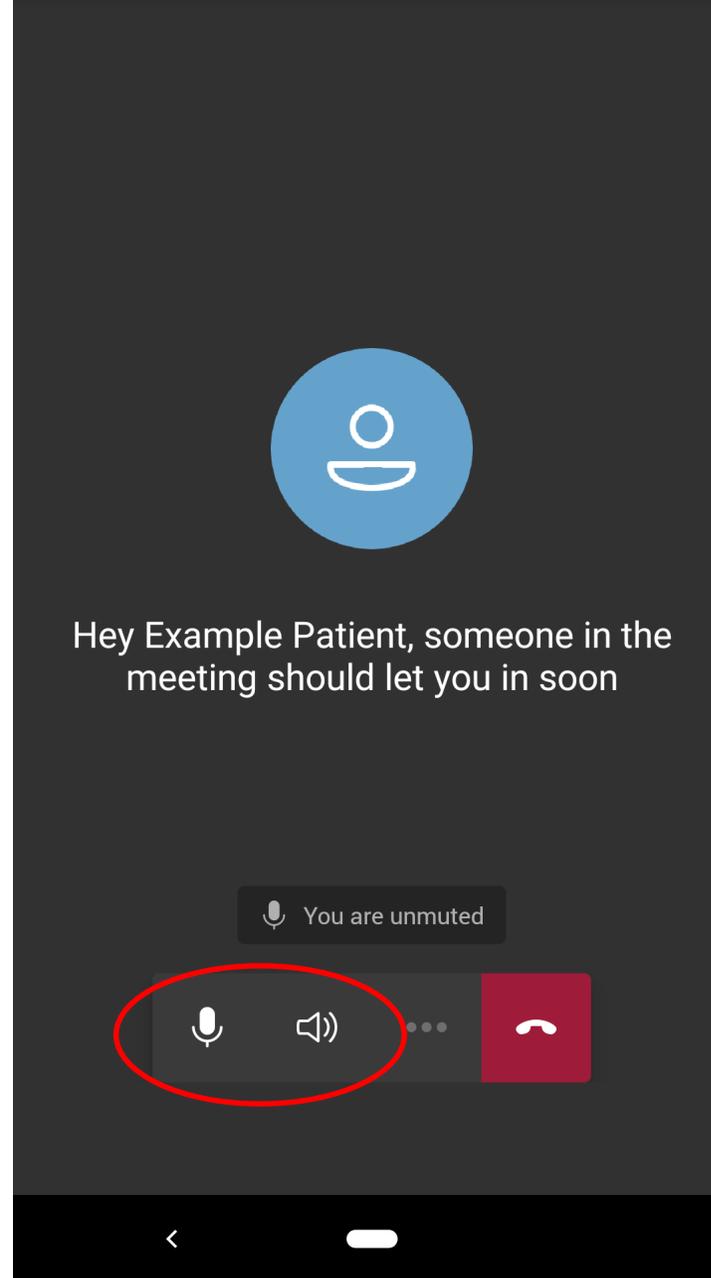
Make sure you allow the app to record audio. Your session will not be recorded, this will simply allow the app to use your microphone.



## Step 7

Now you're in! As soon as your provider starts the meeting, you can begin the visit.

Make sure that the microphone and sound symbol do not have slashes through them, because that will prevent you from hearing, and your provider from hearing you.



## Step 8

When the call is over, press the red phone icon to end the visit.

**NOTE:** Make sure that there are no slashes through the camera or microphone icons. In this screenshot, the camera and microphone are both off so the provider cannot see or hear their patient.

