

Video Conferencing using Microsoft Teams

Note: Try out the technology in advance of your appointment to ensure that it will work on your device, and to become familiar with the application (see steps or instructions if you need help). Here are some things to remember:

- Ensure that you are in a **private location**. Make sure you have the things you need and are comfortable before the appointment starts (e.g. a glass of water, you have gone to the washroom)
- Make sure you have **enough battery** on your device, so it does not die in the middle of your counselling session
- **Remember to join the meeting as a guest**. Please do NOT try to create (sign up) a Microsoft teams account because when you try to sign up for a free account, it will take you to Skype.
- **Make sure you are using Chrome** as your browser. Teams does not work on Safari and works best on Chrome
- If you have downloaded the app and are **having trouble with audio/video**, please go to Settings> Apps and Notifications>Teams>Permissions and allow teams to access your Camera and Phone

To join via a weblink- No downloading of app needed, [click here](#) and follow the steps

To Download the app and then join, [click here](#) and follow the steps

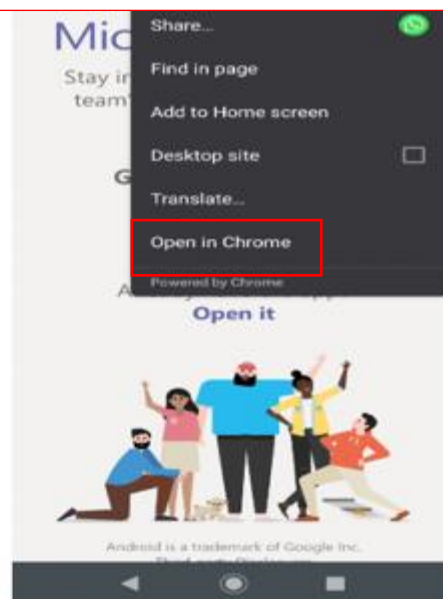
Join via a weblink- No downloading of app needed

[Join Microsoft Teams Meeting](#)

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

Step 1: You will receive an email/text message invite with the link below.
Click on the "Join Microsoft Teams" Meeting"

Step 2: Click on this menu Icon and choose Desktop Site



Video Conferencing using Microsoft Teams

3:28



Join conversation
teams.microsoft.com



Experience the best of Teams meetings with the desktop app

Join on the web instead

Already have the Teams app? Launch it

Step 3: Click on the "Join on the web instead" button



Video Conferencing using Microsoft Teams

3:25



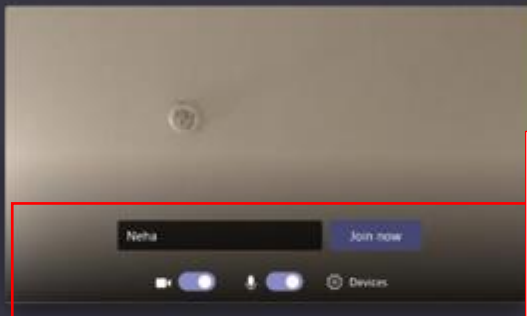
Meeting | Microsoft Teams

teams.microsoft.com



Choose your audio and video settings for

Meeting now



Step 4: Enter your name, set up video and audio and hit the Join now button.

Hit the Devices icon if you need to change your camera, speaker and audio settings

Other join options

Audio off

Phone audio

For a better experience sign in or download the desktop version



Video Conferencing using Microsoft Teams

3:25



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Close

Someone in the meeting should let you in soon



Step 5: If the host has not stated the meeting yet, you will be led to wait in the lobby and the host will admit you into the meeting once it has started

If the meeting has already been started by the host, you will be taken straight into the meeting

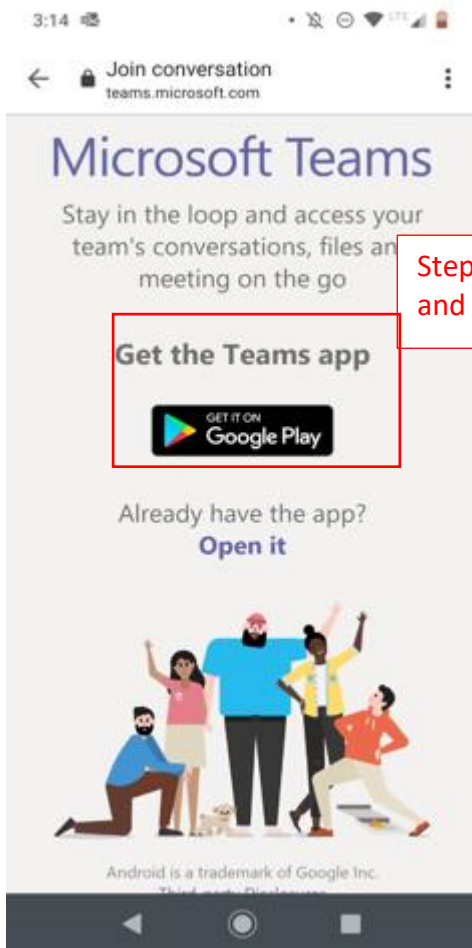
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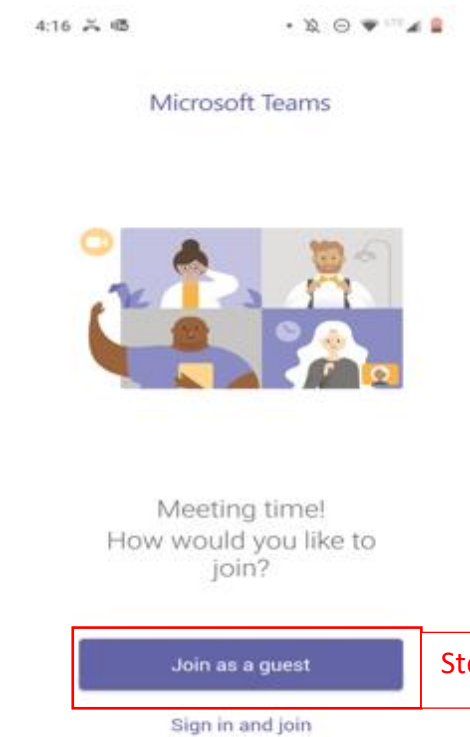
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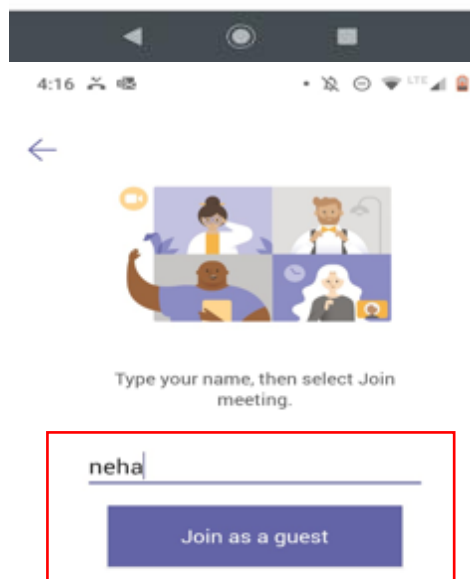
Step 2: Click on the "the Google play store" and download and install Teams

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Step 3: Once the Installation is complete, open the app. You will automatically be taken to your meeting



Step 4: Join the meeting as a guest



Step 5: Enter your name and then hit the. "Join as a guest" button

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