

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:

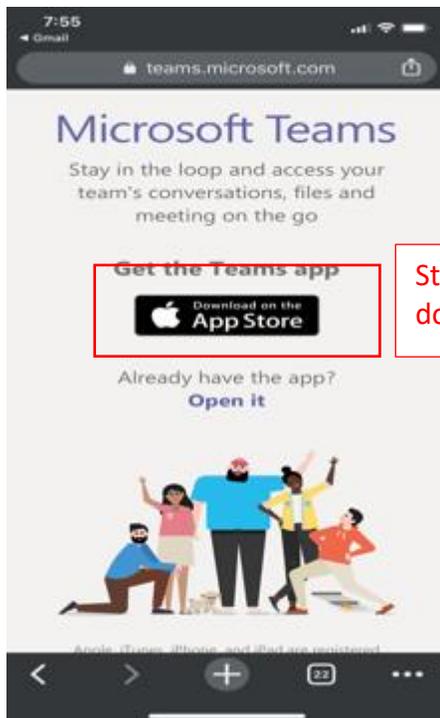
- Ensure that you are in a **private location**. Make sure you have the things you need and are comfortable before the appointment starts (e.g. a glass of water, you have gone to the washroom)
- Make sure you have **enough battery** on your device, so it does not die in the middle of your counselling 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>Teams> And ensure the microphone slider is green and camera access is on

To Download the app and then join the meeting:

[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 the "the App 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



Meeting time!
How would you like to join?

Join as a guest

Step 4: Join the meeting as a guest

Sign in and join



Type your name, then select
Join meeting.

Alicia

Join meeting

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

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