Instructions for Installing Teams on a Personal Computer

(Camera and microphone needed)

1. Click "Join on the web instead." You do not have to install the app on your personal computer.

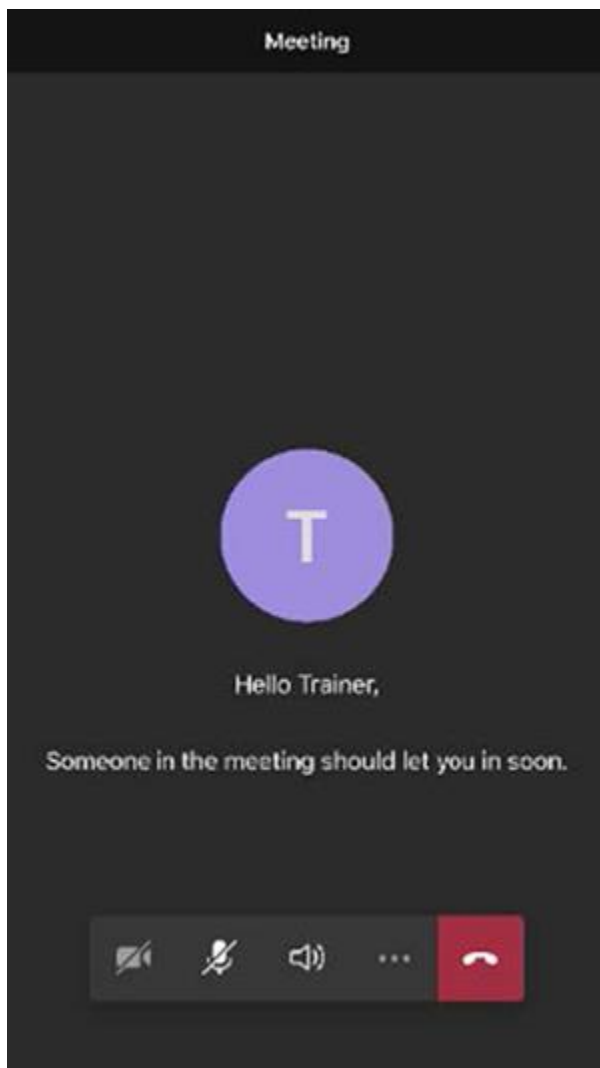2. Then, click "Yes" so others can see and hear you in the meeting.

3. When you see the meeting screen, **enter your name.**

4. Make sure the **microphone is on.**
5. Make sure **video is on.**
6. Make sure **audio is on.**
7. Then click **"Join Now."** At this point, you are ready for the nurse or provider to join.

If you join the meeting before the provider, you will see the following message:

Please wait until your nurse or provider joins your meeting.

If the provider joins the meeting/visit first, you will see a live feed of the provider.
If video does not appear, click the "video" icon. Make sure video and audio are turned on.