

# Mary Washington Healthcare Video Visits Through Microsoft Teams

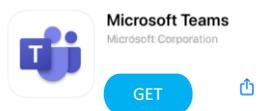
## Microsoft Teams for Video Visit

### Tips using a smartphone or tablet (please make sure you have the latest software update)

A laptop can be used, but only if you are sure it has a functioning webcam. (See page 2 of this document.)

### Setting up Teams

1. Click on the link in the email under either Apple or Android (it will take you directly to the screen to download Teams from)
2. Install Teams. It is not necessary to sign up for Teams. Simply install the app. You will attend the meeting as a "guest."



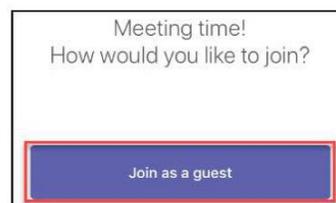
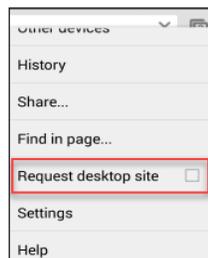
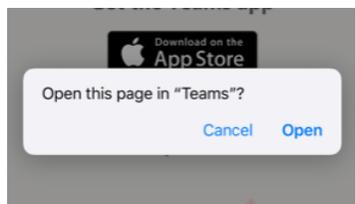
### Joining the meeting (connect your device to Wi-Fi)

1. Go to your email and click the "Join Microsoft Teams Meeting" link in the meeting invite.

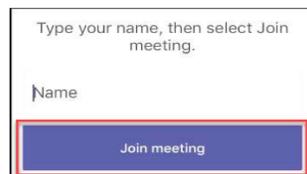


### Join Teams meeting

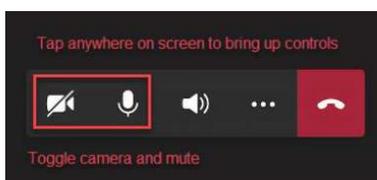
2. If Teams does not automatically launch click open. If using Android and the screen goes blank, go to page menu and request desktop site and when it loads, select "Join as a guest."



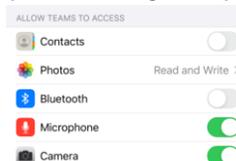
3. Select "Yes" to any security alerts you get to enable use of microphone and camera. Enter your name and select Join meeting.



4. Congratulations! You are now in the meeting. Please tap on the camera icon to turn it on (removes the slash through it). To mute tap the microphone icon, and it will put a slash through it. The audio level can be adjusted by the speaker icon. If the controls disappear, just tap anywhere on the screen to bring up the controls again.



You may need to adjust your settings on your phone to enable the camera and microphone.



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# Mary Washington Healthcare Video Visits Through Microsoft Teams

## Microsoft Teams for Video Visits

### Tips using a camera-enabled laptop

If a smartphone or tablet can't be used to join the meeting.

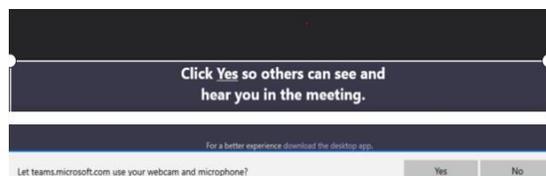
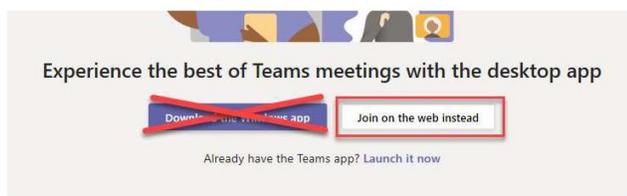
You do not need to install Microsoft Teams to join a meeting. Teams meetings will run in your web browser if you are using Chrome or Edge.

1. Go to your email and click the "Join Microsoft Teams Meeting" link in the meeting invite.

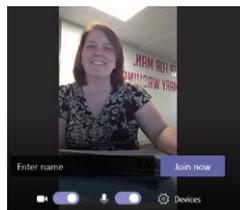
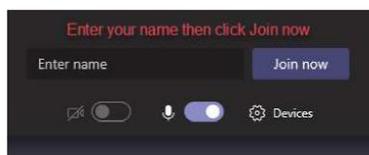


[Join Teams meeting](#)

2. The link will open a browser window. Chrome or Edge must be used. Click "Join on the web instead." The browser window will likely ask for permission to use your microphone and camera. Click Yes to allow.



3. At the prompt, enter your name, turn on your camera by clicking on the camera icon (you should be able to see yourself) and click Join now.



4. Congratulations! You are now in the meeting.

### Potential issues with laptops and PCs

Due to the great number of different devices with different configurations, your laptop or PC may not be configured to work properly with Teams. If this is the case, you may need to fall back to using a smartphone or tablet.



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ATENCIÓN: Si habla español, tiene a su disposición servicios de asistencia lingüística sin costo alguno. Llame al 540.741.2655.

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540.741.2655 번으로 전화해 주십시오.