Prepare for your
VIRTUAL APPOINTMENT
Your way

Computer Requirements
Camera and Microphone needed to access appointment
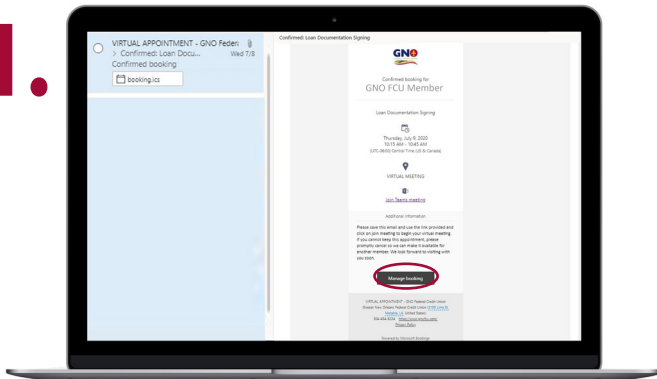& have a valid ID available

Mobile Device (Phone or Tablet) Requirements
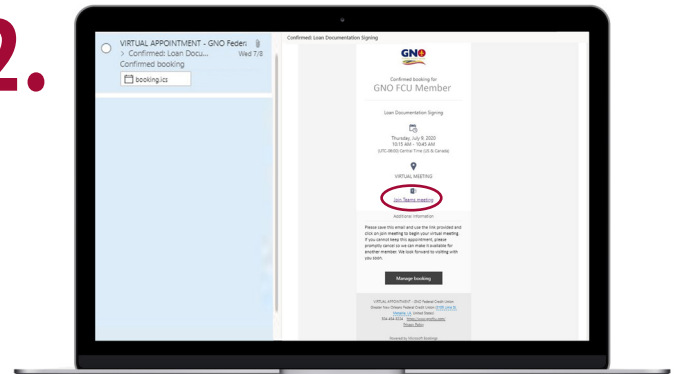Download Free "Microsoft Teams" App to access appointment
& have a valid ID available

Accessing your virtual appointment from a computer
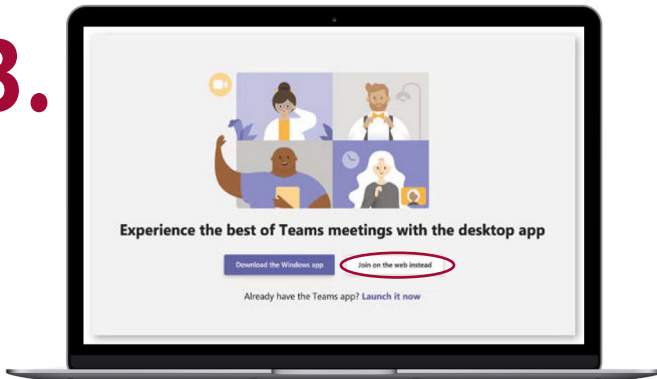
1.

We will email you an invite for your virtual appointment. The email will contain a link to the appointment. If you are unable to attend, you can click on the "**Manage booking**" button to reschedule.
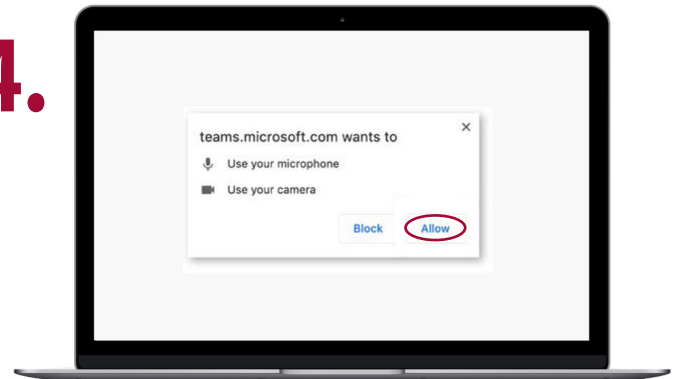
2.

On the designated day and time of your appointment, open the email or calendar event and click on "**Join Teams meeting**".
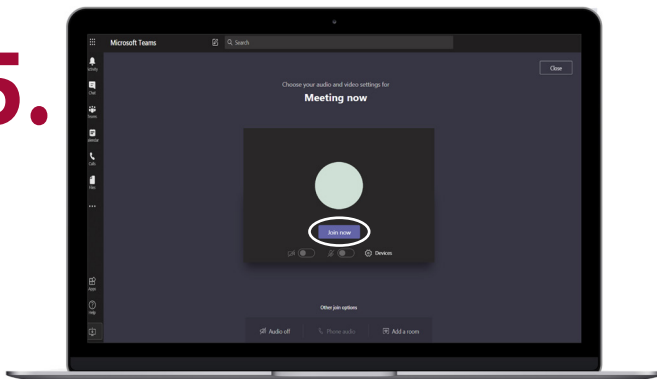
3.

Once your internet browser opens, click on "**Join on the web instead**" to launch your virtual appointment.
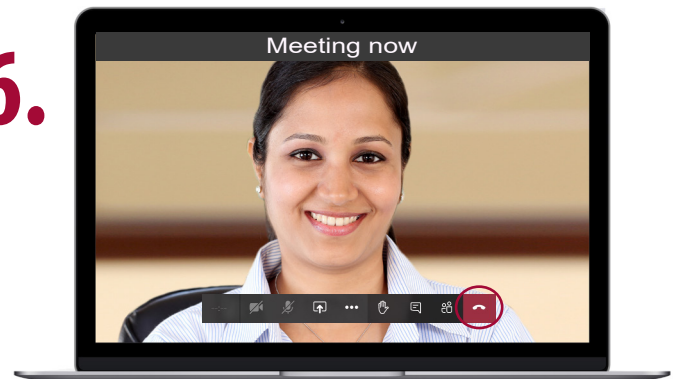
4.

"**Allow**" Microsoft Teams to access your camera and microphone.

5.

To begin your virtual appointment, click "**Join now**".
If you join your virtual appointment early, you will see a message alerting you that you will be let into the meeting soon.
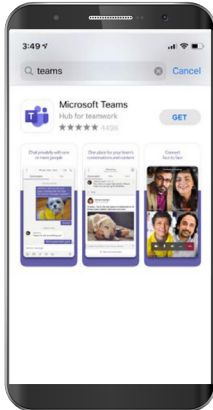
6.

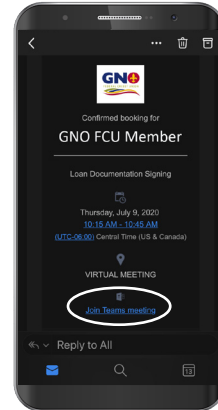Click on the red "**hang-up icon**" when your appointment is over.

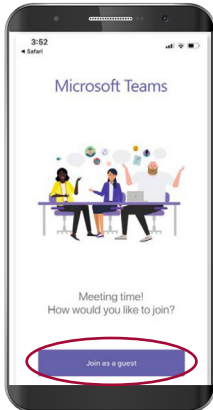# *Accessing your virtual appointment from a mobile device*

1.

Download the "**Microsoft Teams**" app. on your mobile device.
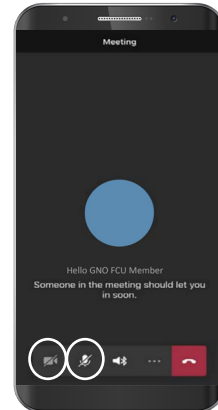
2.

On the designated day and time of your appointment, open the email or calendar event and click on "**Join Teams meeting**".

3.

Once your app opens, click on "**Join as a guest**" to launch your virtual appointment.
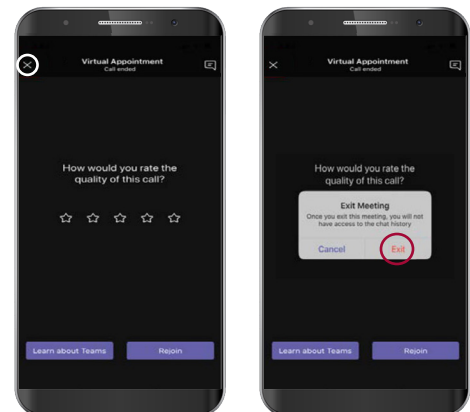
4.

If you join your virtual appointment early, you will see a message "**Someone in the meeting should let you in soon**". Make sure to activate "**camera**" and "**mic**".

5.

When you're finished with your appointment, click on the red "**hang-up icon**".

6.

When you end the call, it will look like this. Click the "**X**" in the upper-left corner, and you'll be taken to an additional screen, click "**Exit**" to fully end your appointment.