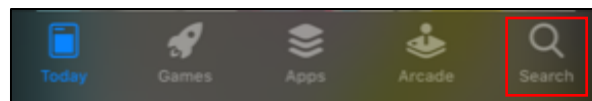## Step 1: Download Microsoft Teams
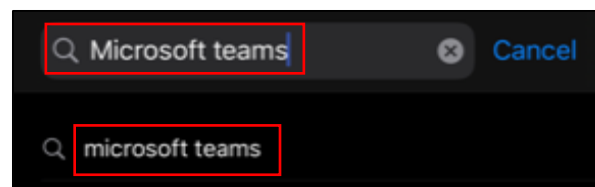
1. Go to the App Store.
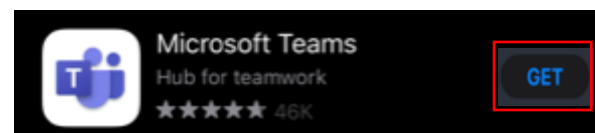

2. In the bottom right hand corner, press **Search**.

3. Type in the Search field, "**Microsoft Teams.**"
4. Press Microsoft teams in the search results below.

5. Click on **Get**.

6. Enter username and password or use any authentication required (FACE ID, Fingerprint).

7. The **Microsoft Teams** application is now installed.
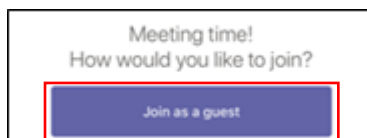   No further action is required. Proceed to Step 2.

Step 2: Appointment Time

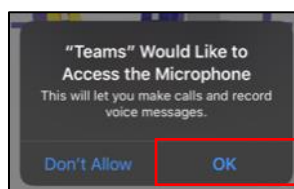**Note:** You will be sent an email with a link to join the Microsoft Teams meeting.

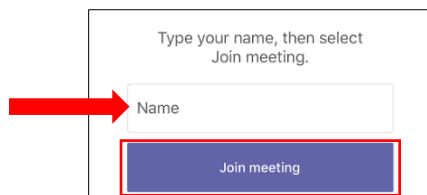1. Open the email you received from the Humber River Hospital Clinic and click on **Join Microsoft Teams Meeting.**

<u>Join Microsoft Teams Meeting</u>

2. The **Microsoft Teams** application will automatically launch.

3. Press **Join as a guest**.

Meeting time!
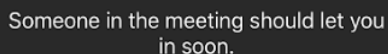How would you like to join?

Join as a guest

4. Press **OK** to enable your Microphone.

"Teams" Would Like to
Access the Microphone
This will let you make calls and record
voice messages.

Don't Allow   OK

5. Type your **Name** and press **Join meeting**.

Type your name, then select
Join meeting.

Name

Join meeting

6. The organizer will allow you into the meeting. You will see the following message display:

Someone in the meeting should let you
in soon.

7. Once the organizer has "admitted" you, the meeting will begin.

8. Press on the video camera icon to enable your video.

9. Press **OK** to enable your Camera.

"Teams" Would Like to
Access the Camera
Please allow Microsoft Teams to
access your camera to add photos to
your messages, and to share video in
your calls and meetings.

Don't Allow   OK