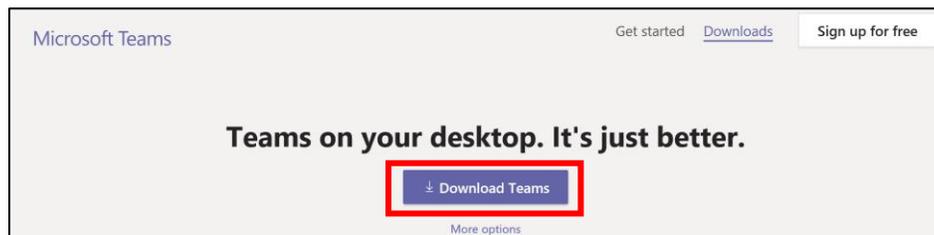


Step 1: Download Microsoft Teams

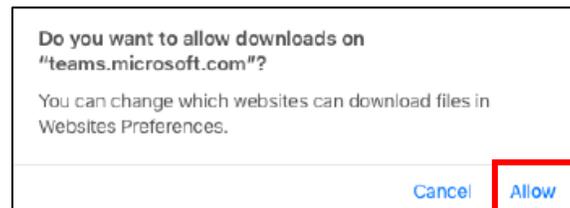
- A. Open your internet browser on your computer and type the following web address into the URL.



- B. Scroll down the page and click **Download Teams**.



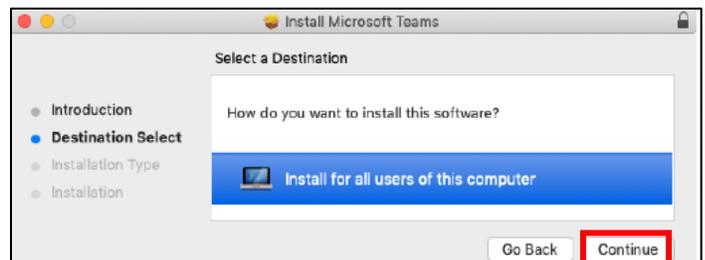
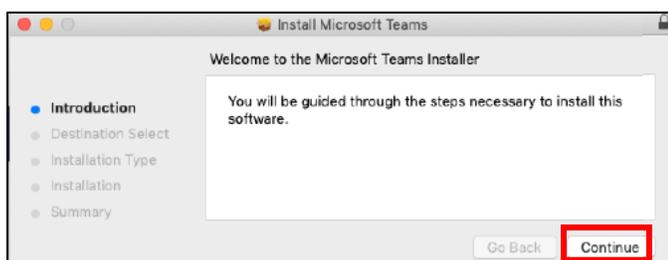
- C. Click **Allow** to the following prompt:



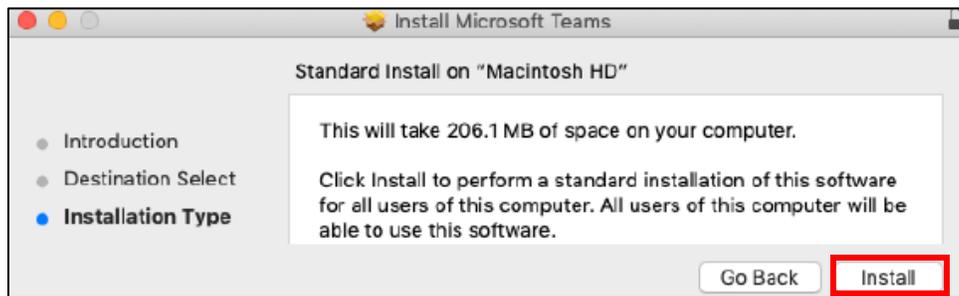
- D. Once the file has finished downloading, click on the .pkg file in the top right hand corner.



- E. Click **Continue** through the following two screens.

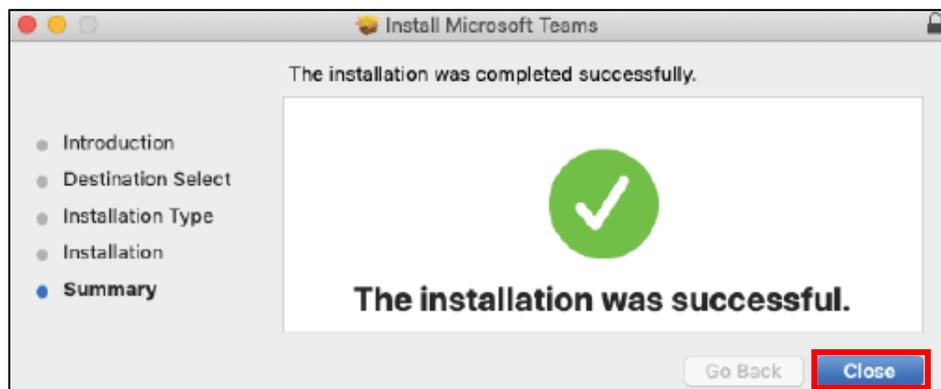


F. Click **Install**.

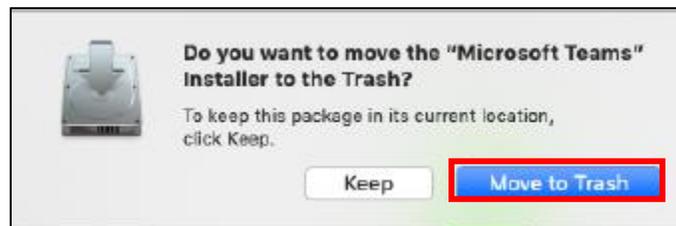


G. If your computer is password protected, you may be asked to enter your username and password.

H. The following prompt displays. Click **Close**.



I. The following prompt displays. Click **Move to Trash**.



[Proceed to Step 2 on the Next Page](#)

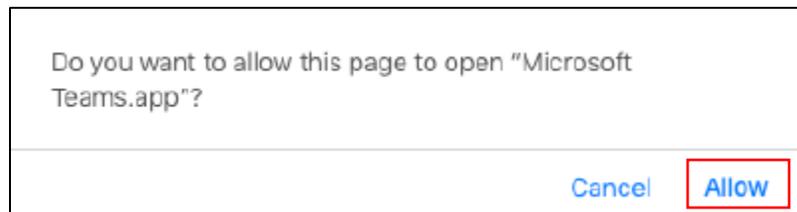
Step 2: Appointment Time

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

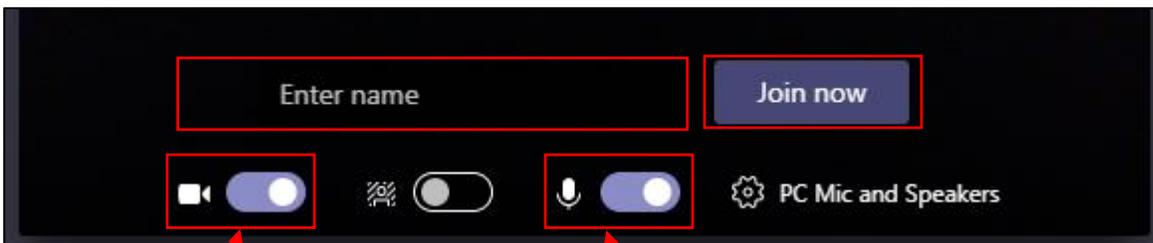
1. Open the email you received from the Humber River Hospital Clinic and click on **Join Microsoft Teams Meeting**.



2. Click on **Allow** to the following prompt.



3. The **Microsoft Teams** application opens.
4. Type **Name** and click **Join now**.



Ensure your **video** and **mic** are set to the **ON** position and click **OK** to prompts requesting access to microphone and camera.

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



6. Once the organizer has “admitted” you, the meeting will begin.