

MICROSOFT TEAMS

FairView Counseling and The Play Therapy Center will be using Microsoft Teams for client check in. Microsoft Teams is a HIPAA compliant platform and is free for you to use. Your therapist will send you a meeting request by email, which will allow you to connect with her on your smartphone. **If you do not already have the Teams mobile app, please download it on your smartphone prior to your appointment.**

OPTIONS TO CONNECT

From a Mobile Device

- In your meeting invite, select **“Join Microsoft Teams Meeting”**
- Next, you will be given two options for joining your meeting: **“Join as a guest”** or **“Sign in and join”**
- Choose **“Join as a guest”**
- Type your name and tap **“Join meeting”**
- To turn your video or mic on or off during the meeting, tap on the center of your screen to show the meeting controls. Tap again to hide them.

Phone-in Option

If you are unable to use the Teams app, you can join the meeting by calling in to the Microsoft Teams appointment. In your meeting invite from your email, there is a phone number. Dial the number and follow the instructions to join. You will also need to enter the conference ID. Below is an example of what it will look like. If the number in your invitation is not be local to you, you will need to select “Local Numbers” to find one that is.

Join Microsoft Teams Meeting

+ 1 234-567-8990 United States, Philadelphia (Toll)

Conference ID: 123 456 789#

Local Numbers/Reset PIN/Learn more about Teams/Meeting options

Intakes Only – From a Desktop/Laptop

- Go to the meeting invite and select **“Join Microsoft Teams Meeting”**.
- You will need to pick one of the two choices: **“Download the Windows app”** and **“Join on the web instead”**. To join through a web browser, you will need to use either Microsoft Edge or Google Chrome.
- Your browser may ask if it is okay for Teams to use your mic and camera. Be sure to allow it so you will be seen and heard in your meeting.
- Enter your name and choose your audio and video settings.
- When you are ready, hit **“Join now”**.
- This will bring you into the meeting lobby. We will notify the meeting organizer that you are there, and someone in the meeting can then admit you.