

Have a Virtual Visit with Your Physician – Web Browser

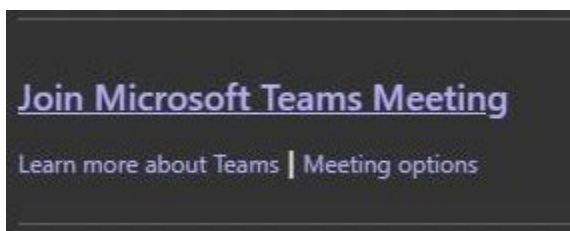
In lieu of in-office visits, we are now offering virtual visits with your physician. This will allow you to continue your regularly scheduled appointments from the comfort of your home. This guide is intended to show you how to access your scheduled appointment.

Important Information

- You **must confirm via phone call with the practice** that you would like to have a virtual visit.
- When you confirm your virtual visit with the office, you **must provide an email address to the practice**. This will be the email address where you will receive your virtual visit email invitation.
- **You can use any device that has a camera for the virtual visit**. Examples include: a computer with webcam, laptop with built-in camera, iPad, iPhone, Android phone or other smartphone.
- You will receive a **virtual visit email invitation** via the provided email address.
 - Depending on which type of device you are using, you will be prompted to download/install Microsoft Teams from the web or app store, etc.
 - You will need to know any of your usernames/passwords required for downloading on your device. (For example, you will need your Apple ID and password if using an Apple device). This information will not be needed if you have enabled fingerprint or Face ID for downloading.
 - **It is VERY IMPORTANT that you ENABLE camera AND microphone access when prompted during the initial download/app install so that the Office will be able to see and hear you during the virtual visit.**
- When it is time for the visit, you may receive a phone call from the practice to complete check-in and/or registration prior to speaking with your physician or provider. If you do not, go ahead and follow the steps below to join the virtual visit via your email link.

How to Join a Virtual Visit from a Web Browser

- When it is time to join the virtual visit, open your **email invitation** on the device you will be using to complete the visit. (**Remember:** Your device must include a camera, and you should make sure audio and video are both enabled).
- Click the link from your email to **Join Microsoft Teams Meeting**.

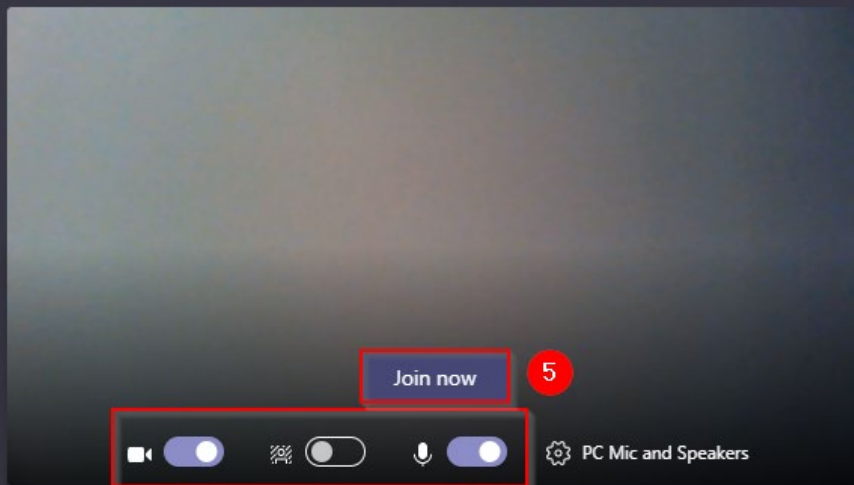


1. The meeting title will appear at the top of the screen.
2. Ensure **camera is toggled “on”** so the Provider will be able to see you.
3. **Optionally** toggle “on” to **blur the background** behind you once you join the meeting.
4. Ensure **microphone is toggled “on”** so the Provider will be able to hear you.
5. Click **Join now**.

Choose your audio and video settings for


Virtual Office Visit


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Other join options

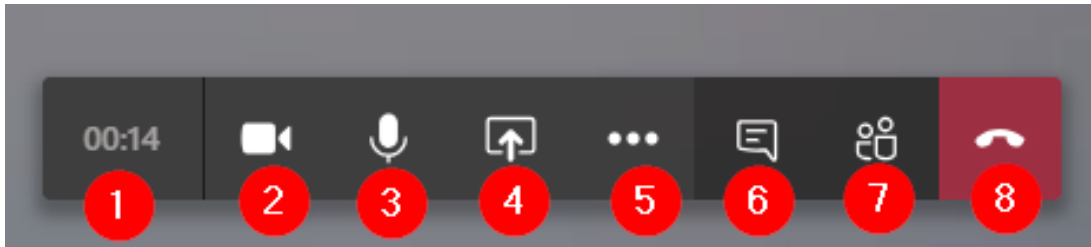
 Audio off

 Phone audio

 Add a room

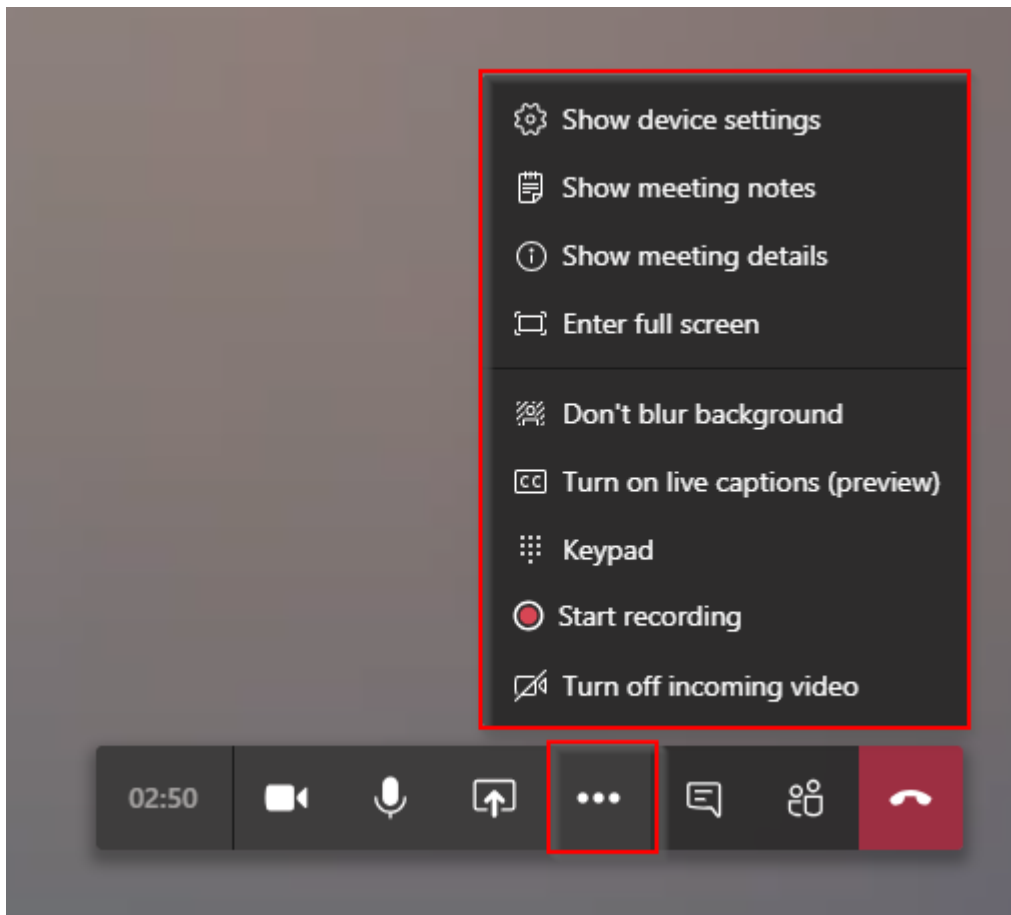
Options Once You Have Started Your Visit

- After you join, you will be able to see yourself and anyone else who has joined with a camera enabled.
- Hover your mouse over the screen to see the call toolbar:



1. Shows elapsed time of the call
2. Turns camera on or off
3. Mutes or unmutes microphone
4. Allows you to share your screen
5. Gives you a menu of more actions (see below)
6. Shows or hides the meeting chat window
7. Shows or hides a list of participants on the call
8. Hangs up from the call

- The More actions button (#5 above) will display the following menu of additional options:



Disclaimer: DO NOT record the virtual visit. This is not allowed without explicit permission.