



## How to install Microsoft Teams on your computer:

This guide will walk you through how to join a Microsoft Teams meeting from a computer and begin a video conferencing session with your clinician/provider. Please note that as part of the video conferencing session, you will be asked to complete an additional consent by your clinician/provider.

1. You will receive an email from your clinician/provider invitation to join a Microsoft Teams Meeting
  - A. Clicking "Yes" only responds to the email invitation
  - B. You need to click "Join Microsoft Teams Meeting"**

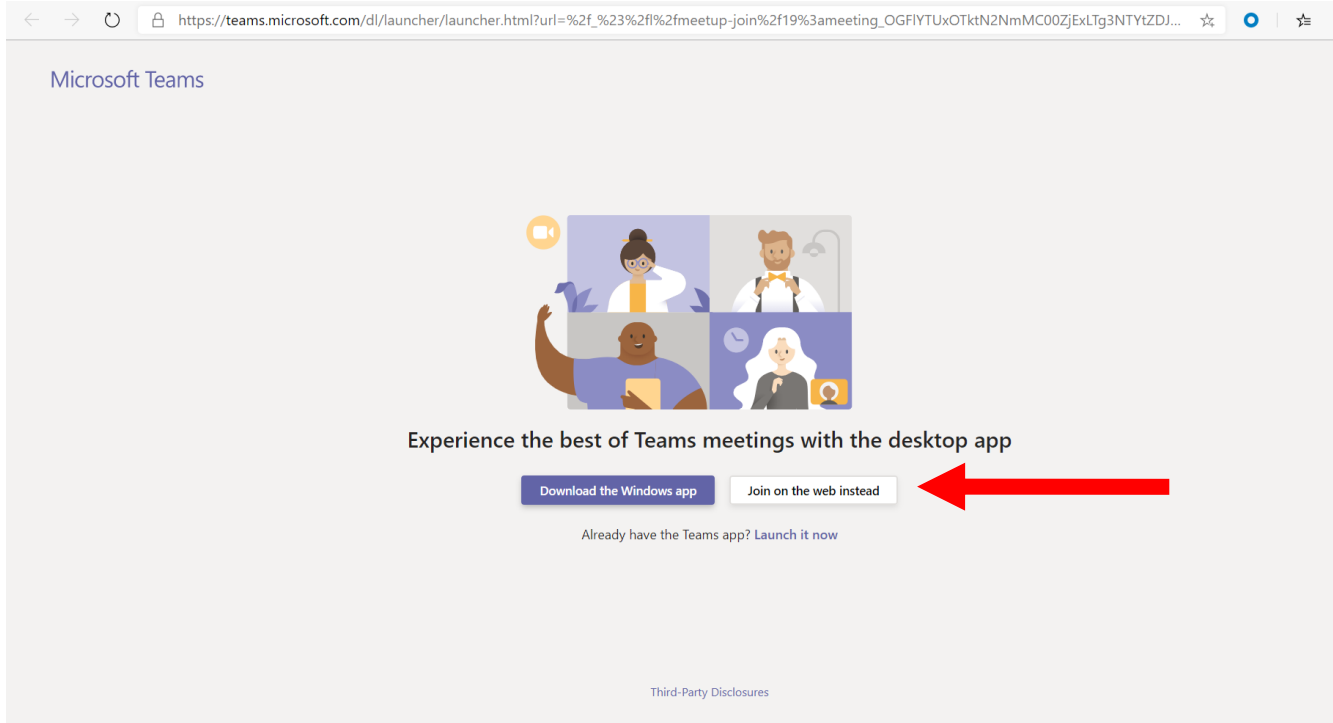
The screenshot shows a Gmail interface. On the left is the navigation sidebar with 'Compose', 'Inbox' (7), 'Starred', 'Snoozed', 'Important', 'Sent', 'Drafts' (5), 'Categories' (Notes, Personal, More), and 'More'. The main area shows an email from 'Schifano, Salvatore' to 'me'. The email subject is 'Test Teams' and includes a calendar event for 'Mar 15 Sun' from 9:30pm to 10pm (MDT) titled 'Test Teams'. Below the event details are buttons for 'Yes', 'Maybe', 'No', and 'More options'. Below the email content, a red arrow points to a blue link that says 'Join Microsoft Teams Meeting'. Below this link are two smaller links: 'Learn more about Teams' and 'Meeting options'. At the bottom of the page, there are social media links for 'Web', 'Facebook', 'Twitter', and 'LinkedIn', and a footer with the 'Mental Health' logo and a 'TOP WORK' badge from 'THE DENVER POST'.



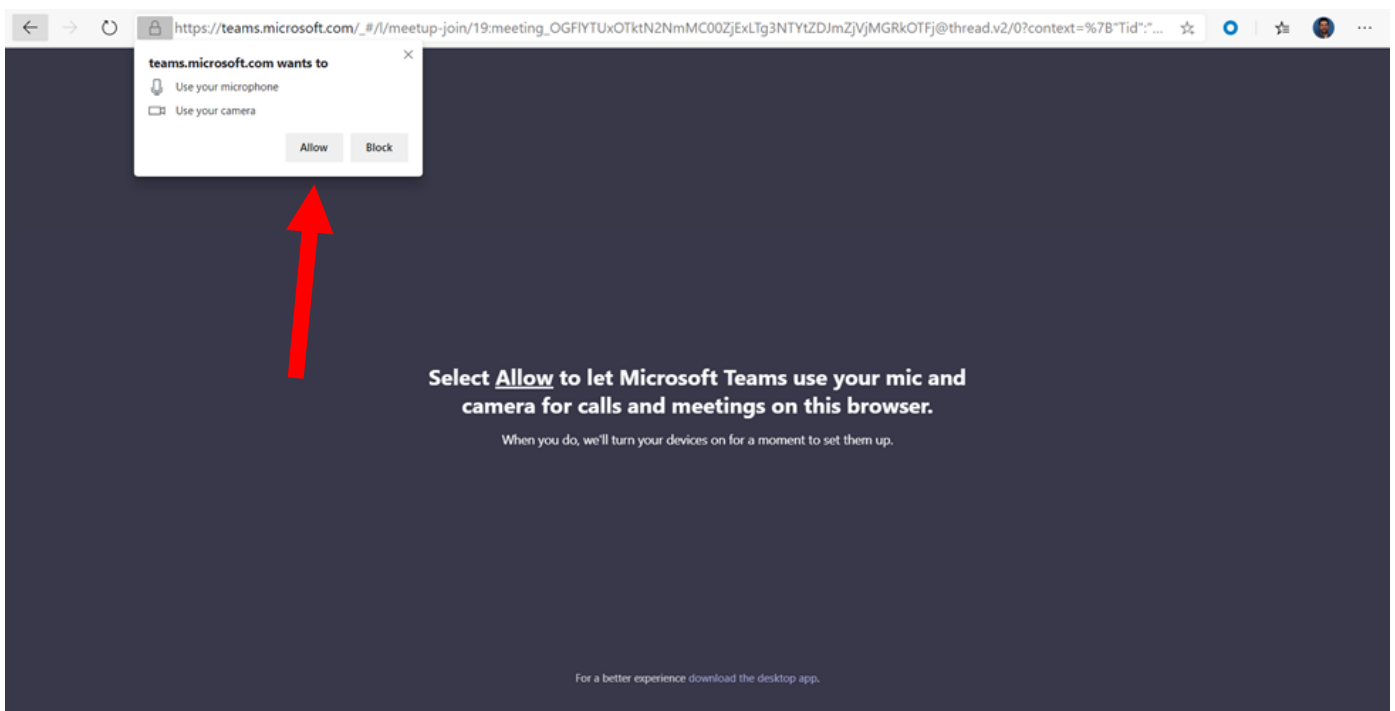
2. You can click on either, download the Windows App or **Join on the Web**

A. If you click on **Join on the Web**, you may be prompted to allow video and microphone

B. (If you would like to Download the Windows App click on Download Windows App. [See instructions 3B on page 4](#))



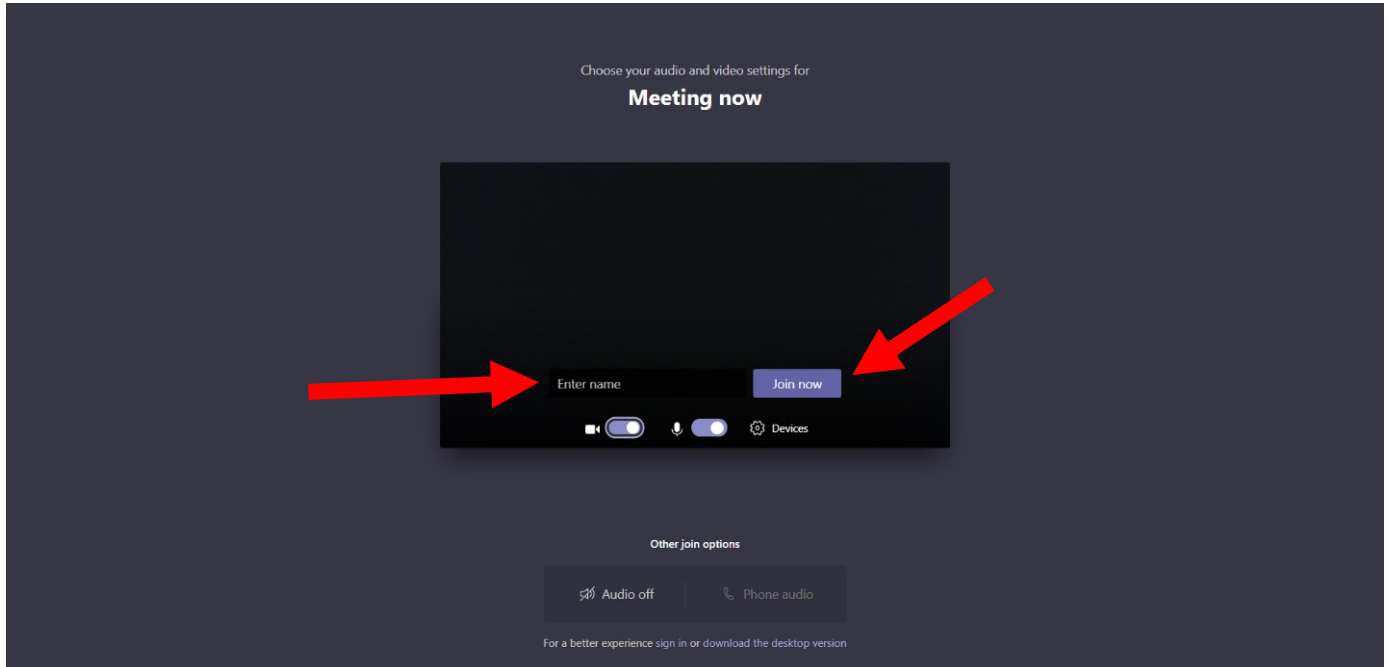
3A. **When you access Teams via the browser** and your browser prompts you, select allow to enable the video and microphone connection



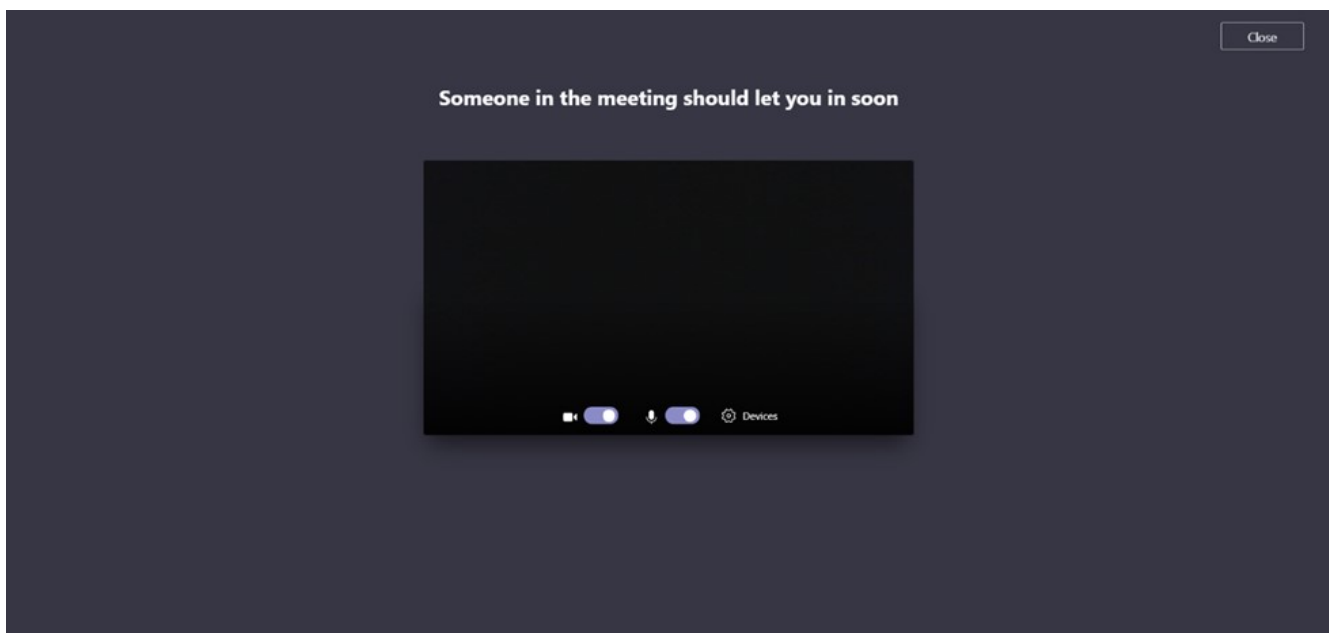


4. Enter your name

- A. Ensure the video and microphone buttons are set switched to on
  - i. To the right and purple means 'On'
- B. Click Join Now



5. When you get to this screen, please wait while your clinician joins your session!

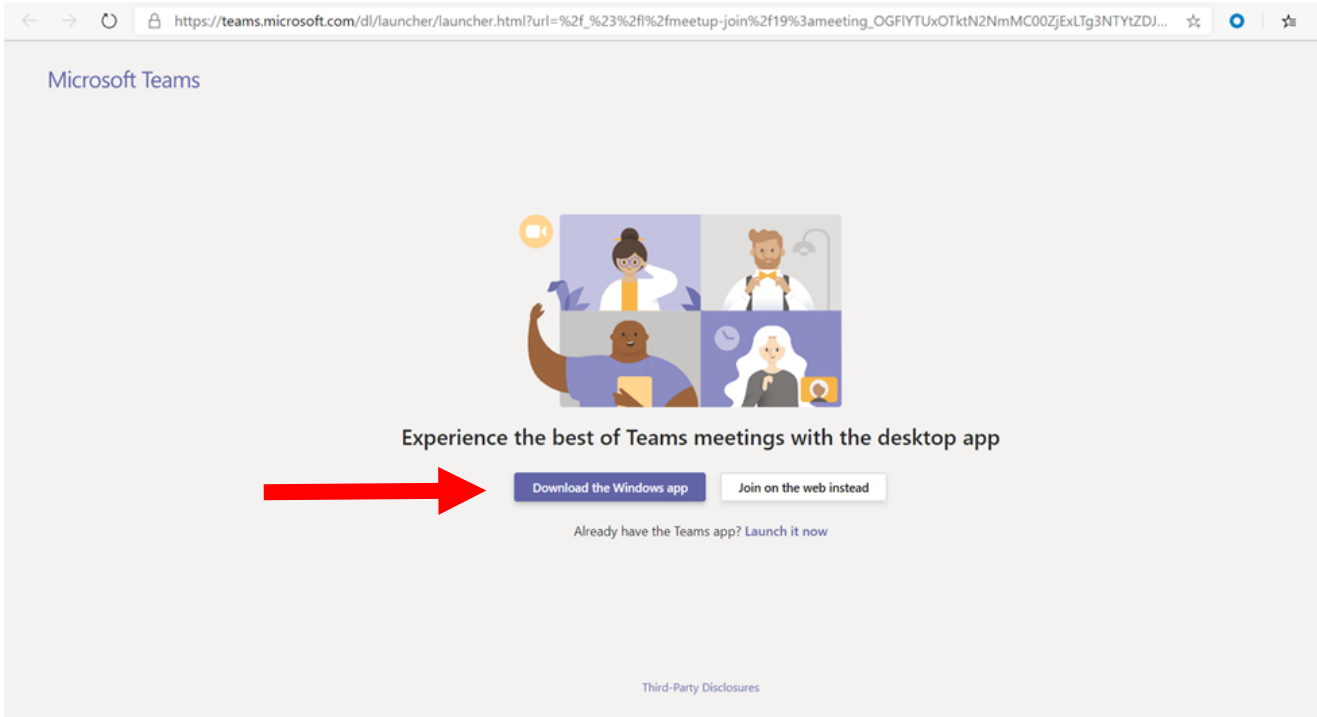




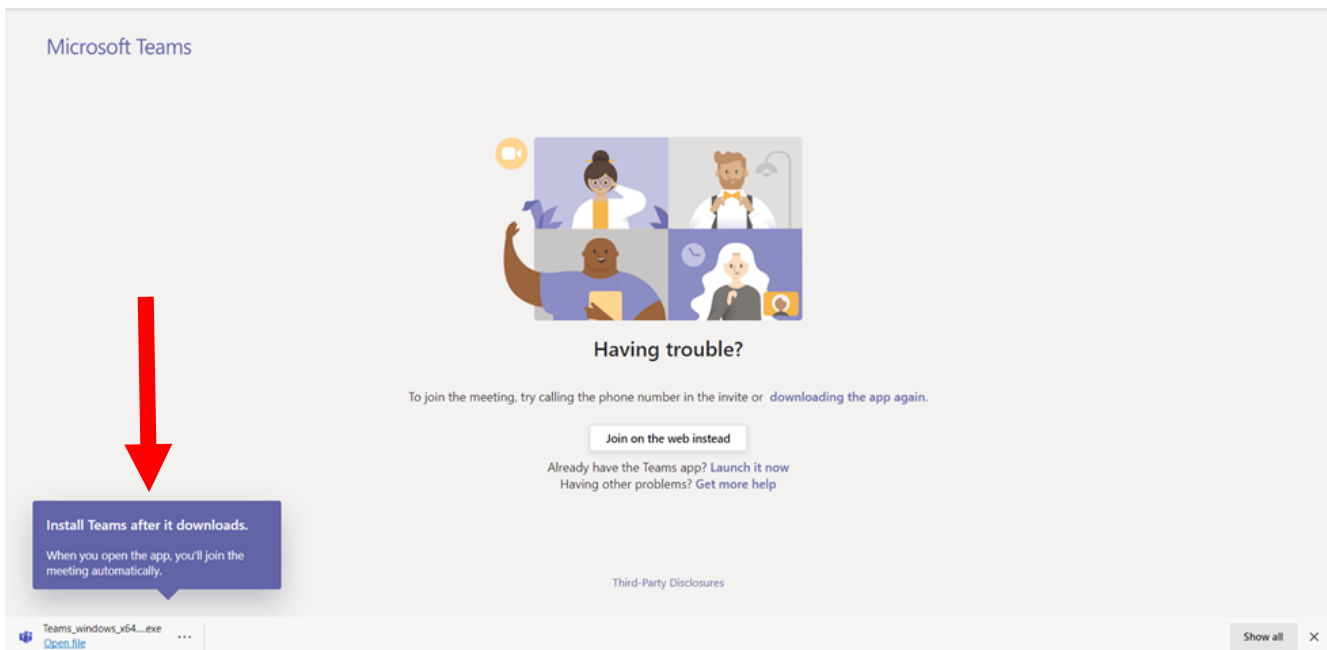
2. You can click on either, **Download the Windows App** or Join on the Web

A. If you click on **Download the Windows App**, the install will begin

B. (If you would like to use the browser, click on Join on the Web. [See instructions 3A on page 2](#))

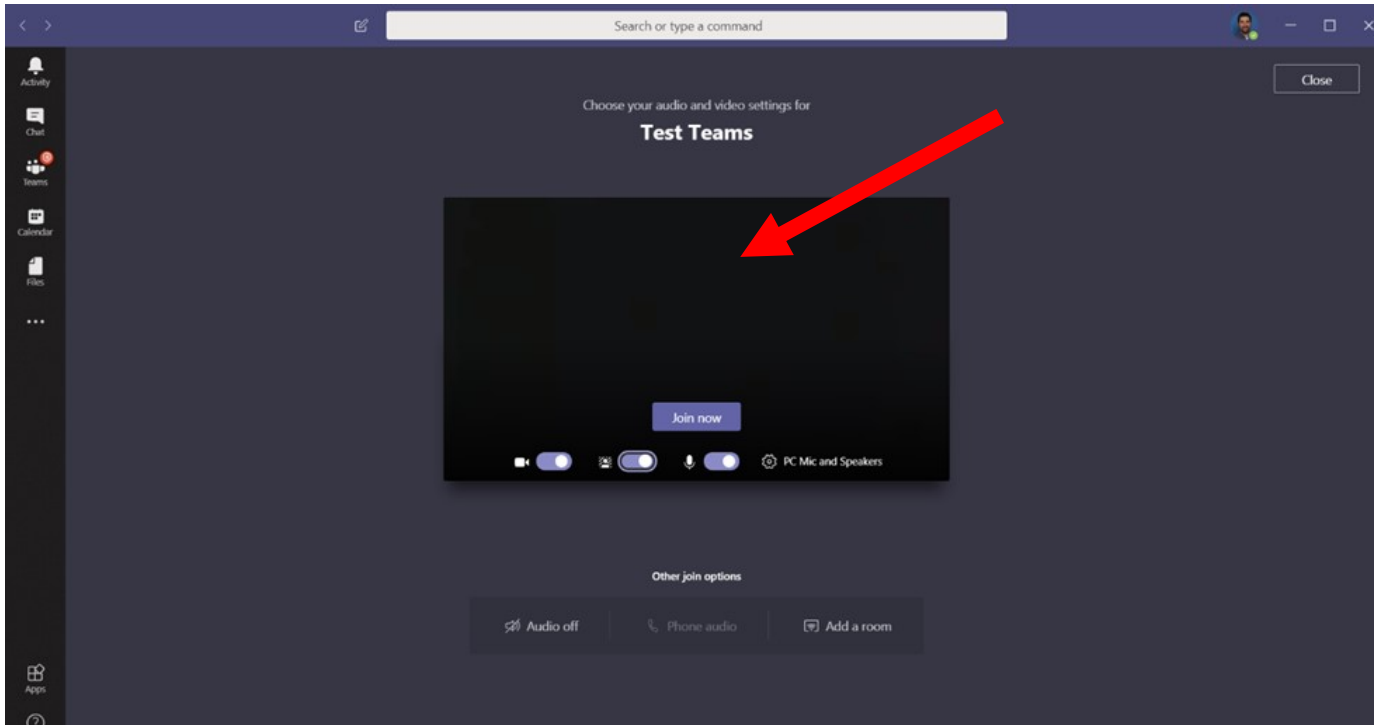


3B. **When you access Teams via the Windows App**, Click on “Open File” to continue with the Windows App install





4. Enter your name (if prompted)
  - A. Ensure the video and microphone buttons are set to turned on
  - B. Click Join Now



5. When you get to this screen, please wait while your clinician joins your session!

