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Setup: Microsoft Teams Prerequisites

Microsoft Teams is a secure video platform used by some Penn Medicine practices for telehealth visits.

To use Teams for your visit, you must have a video and audio-enabled device with a front-facing camera and updated operating system. You will also need to be able to connect to the internet.

To join a Teams meeting without a Microsoft Teams app, please join via desktop. If you would like to join via a mobile device, you need to have the Microsoft Teams app downloaded. Both desktop and mobile do NOT require a Teams account.

We recommend using Edge or Chrome as a browser.

<u>Setup</u>: Joining a Teams Meeting

Before your telemedicine appointment, please review our Quick Start Guide for desktop.

1. **In your email invite, select "Click here to join the meeting".**

   You can also use a dial-in number and conference ID from the email to call in.

2. **When joining a meeting, you have three choices:**

   Continue on a desktop browser: Join a Teams meeting on the web.
   - **Note**: *This choice is appropriate if you do not have a Teams account.*

   Download the Windows app: Download the Teams desktop app.

   Download the Teams app: If you already have the Teams app, go right to your meeting.
   - **Note**: *This choice is appropriate if you're joining from a mobile device (cell phone, tablet, etc.)*

3. **Type your name.**
   - **Note:** If you would like to remain anonymous, you can type "Guest".

4. **Select your audio and video settings.**

5. **Select Join now.**

6. **Depending on meeting settings, you'll get in right away, or go to a lobby where someone in the meeting will admit you.**
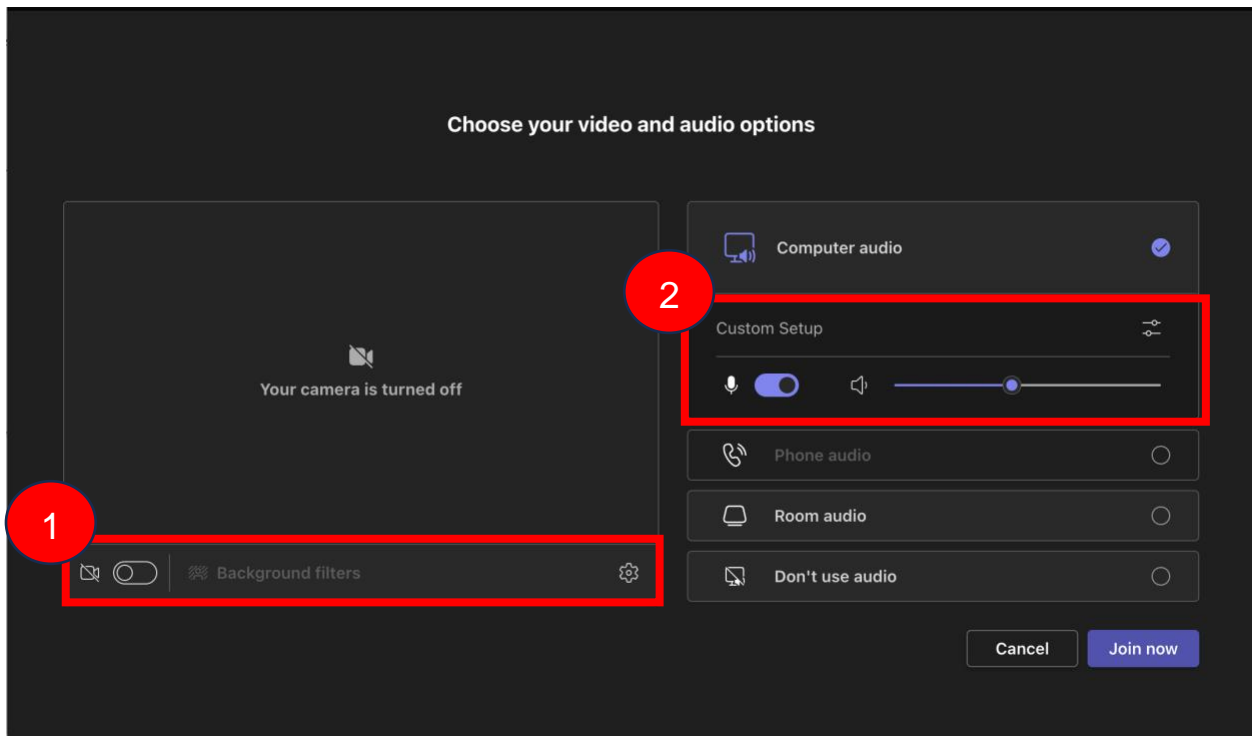
Teams Settings: Audio/Visual Settings

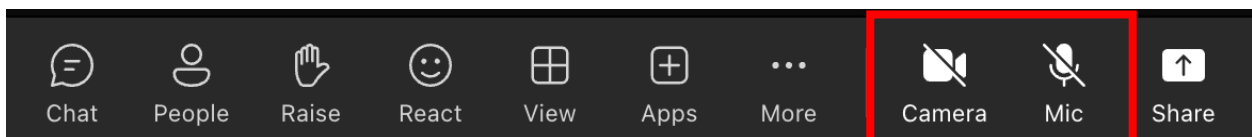1. **Before joining a meeting, you can adjust the following settings:**
   a. **Video (1)**
      i. Select the camera icon to preview your video.
      ii. Preview how you'd like to appear:
         1. Select "Background filters" and choose a custom background or blur.
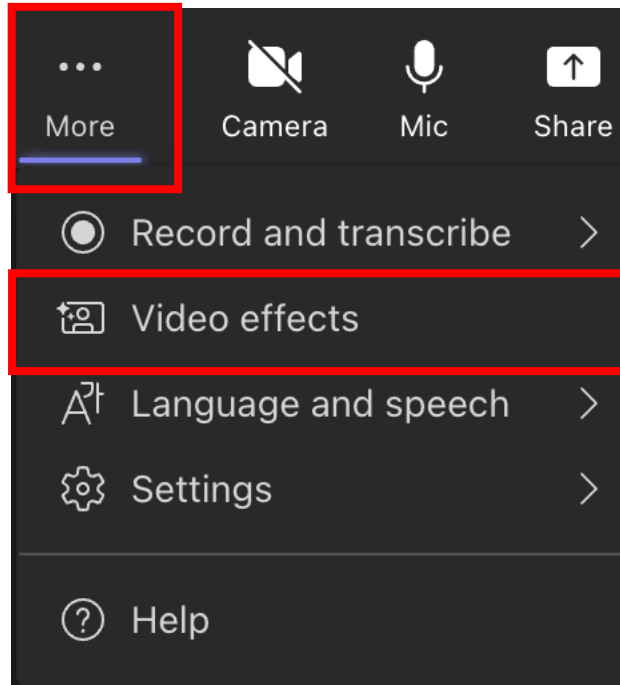   b. **Audio (2)**

2. **Once in a meeting, you can adjust the same settings via the banner at the top of your screen.**
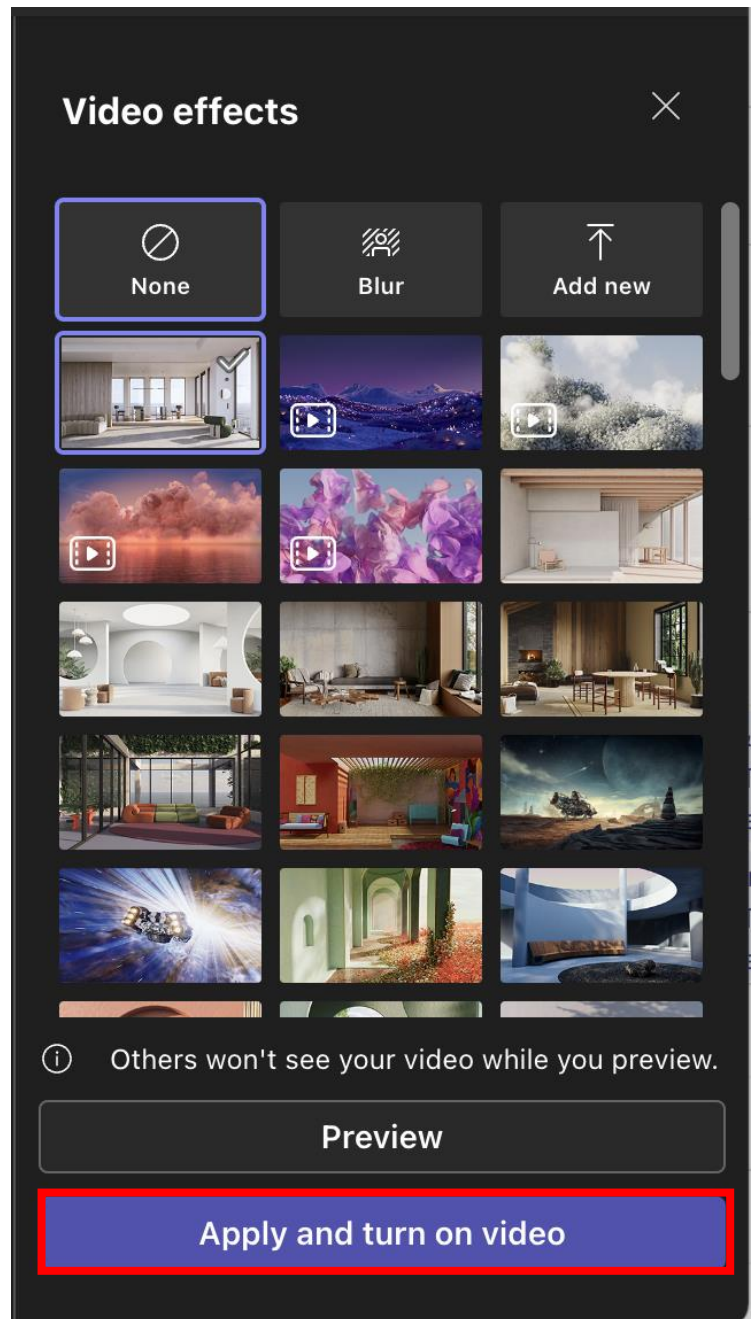
Teams Settings: Virtual Background

1. **Once in a meeting, you have the option to change your virtual background.**

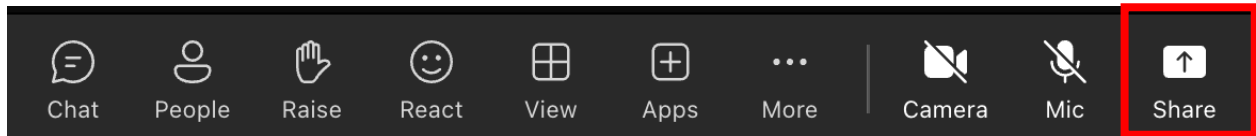2. **You can adjust your video settings (i.e. blur) by clicking "More" and selecting "Video Effects".**

3. **Select the background that you would like to use.**

4. **Select "Apply and turn on video".**

Teams Settings: Sharing Content

1. **You can share content by selecting "Share".**

2. **After selecting "Share", you can select your content.**
   - **Screen** lets you show everything on your screen.
   - **PowerPoint Live** lets you share a PowerPoint presentation.
   - **Microsoft Whiteboard** and **Freehand** by Invision lets you share a whiteboard where participants can sketch together.
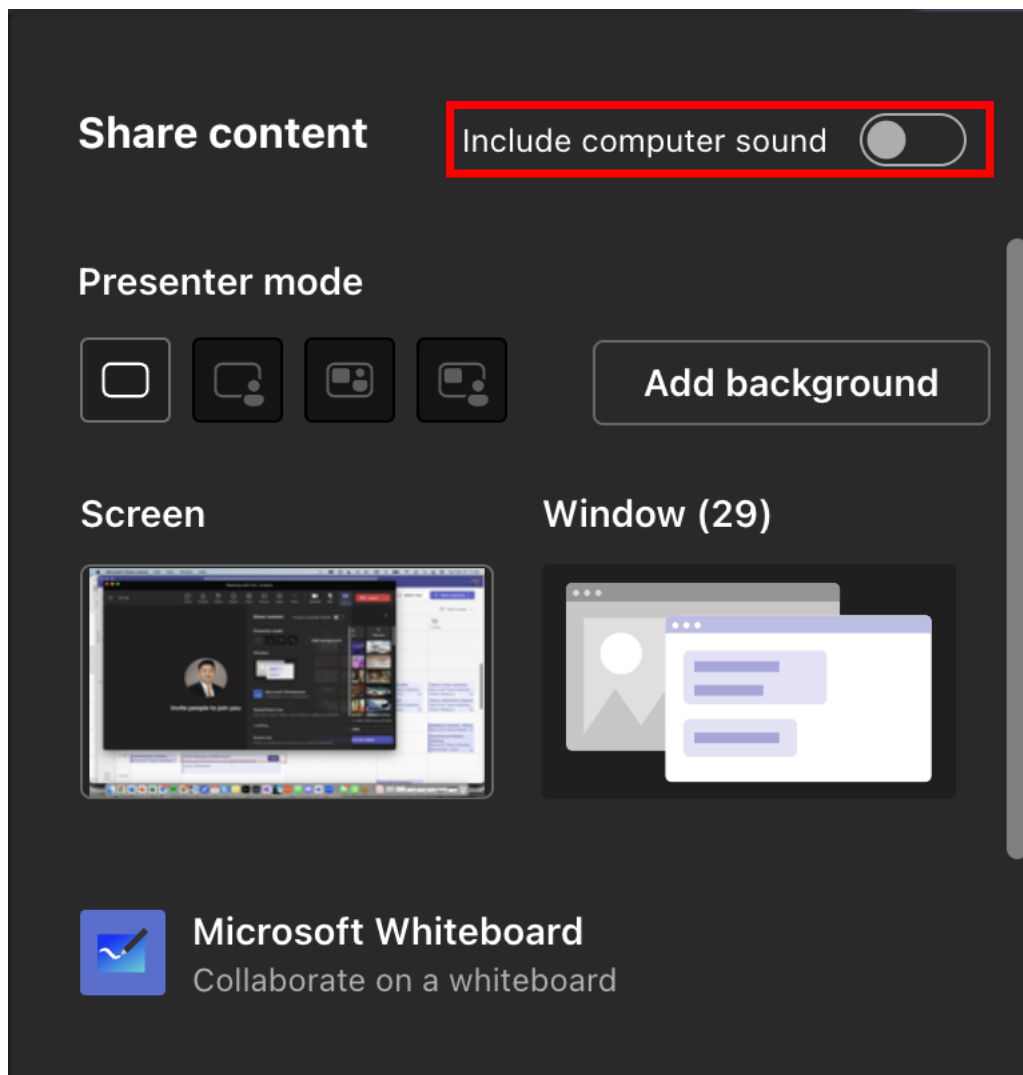   - **Window** lets you share an open window like a specific app you have open.
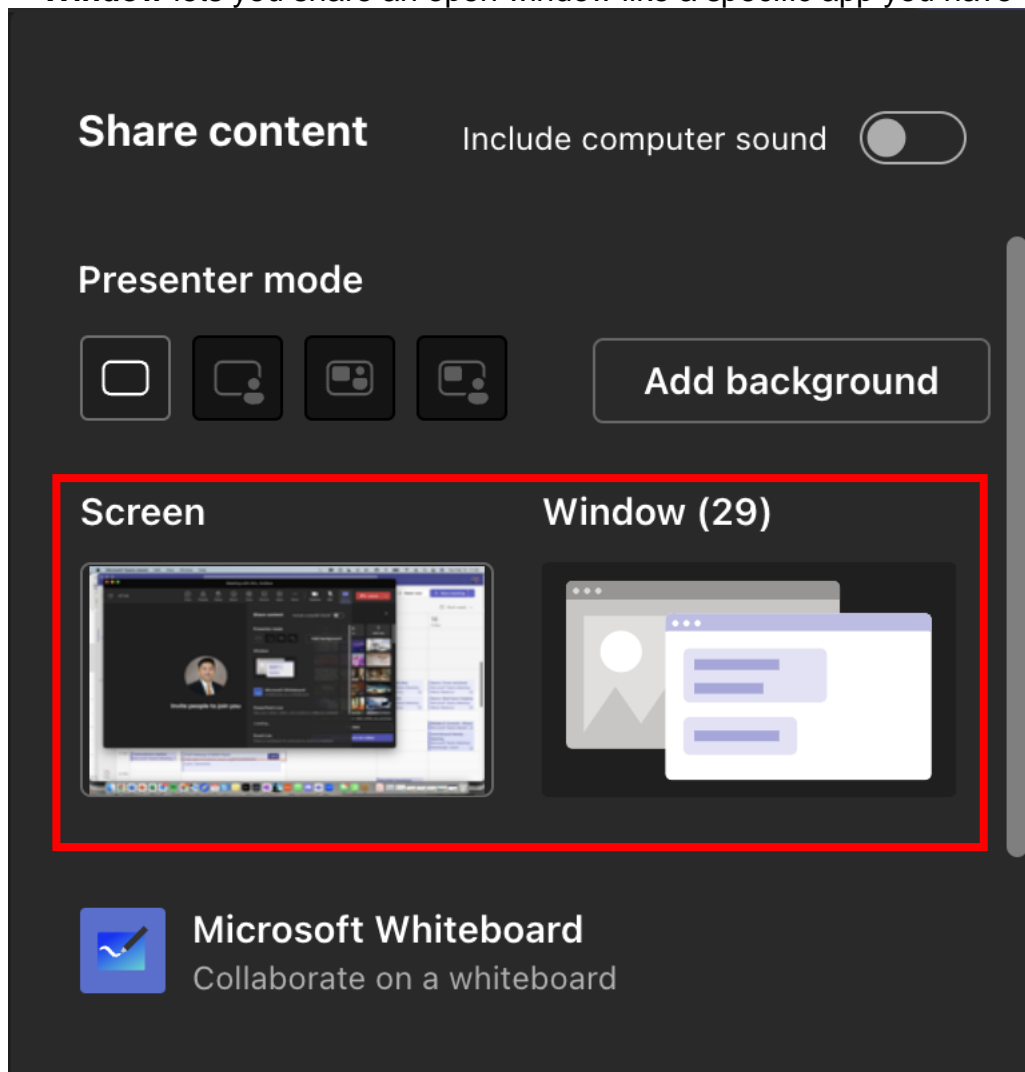
3. After you select what you want to show, a red border surrounds what you're sharing.

Meeting participants won't see any notifications that might come in.

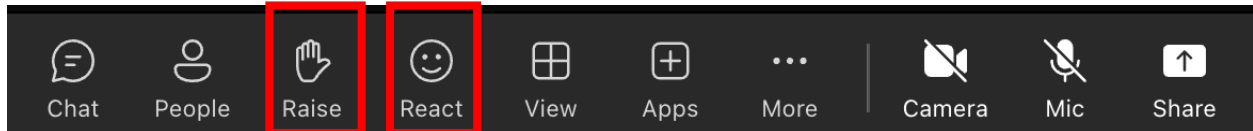**4. Select "Stop sharing" to stop showing your screen.**

Note: You can choose to include computer sound.

Teams Settings: Raise Your Hand and Show Reactions

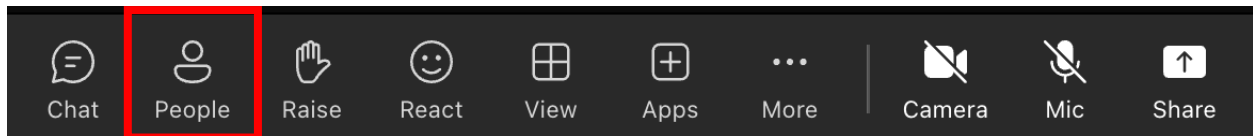1. **Under Reactions, choose how to engage in a meeting:**

   a. Select Raise hand to let others know you'd like to speak up without interrupting the conversation.

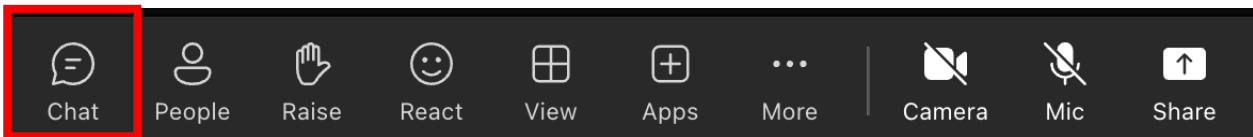   b. Choose a reaction like Applause or Heart to show how you feel.

Teams Settings: Other

1. To view other people in the meeting select "People".

2. To view the two-way chat for the meeting, select "Chat".

Note: Your chat will be visible to all participants, unless noted otherwise. Chat will only be available during the meeting and will be locked afterwards. As a participant, you must preserve the privacy of other patients in group settings. Chat transcripts and any other information about patients cannot be copied or used beyond the purpose of the meeting.