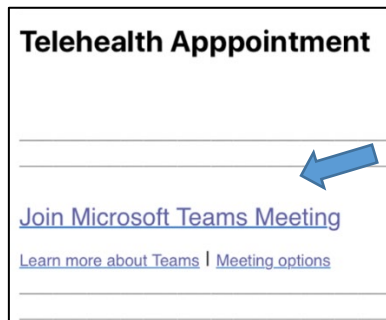


Client Instructions for joining “Microsoft Teams” as a guest for WIC Nutrition Education through Telehealth

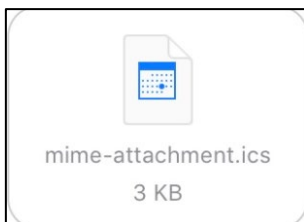
The Microsoft Teams App allows guest users (non-OSDH staff) to participate in a WIC Telehealth appointment. A scheduled meeting is required for guests to attend WIC Telehealth appointments. This invitation will be sent to your email.

Before your scheduled appointment it is important to download the Microsoft Teams App.

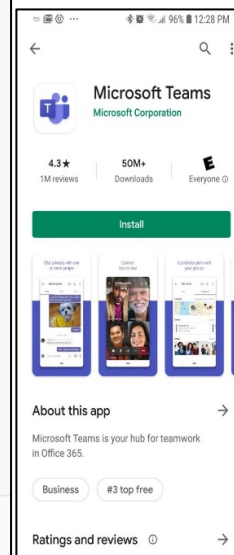
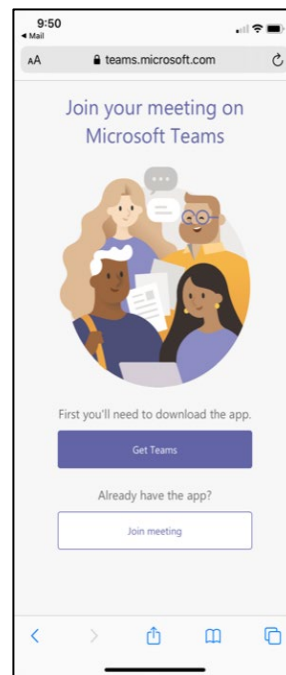
Step 1: A few minutes before your scheduled appointment time, from your email, open the Telehealth meeting invitation. Click on **“Join Microsoft Teams Meeting”**.



**TIP: It is helpful to click on “mime-attachment” in the email meeting invite to add this meeting to your mobile device calendar.*



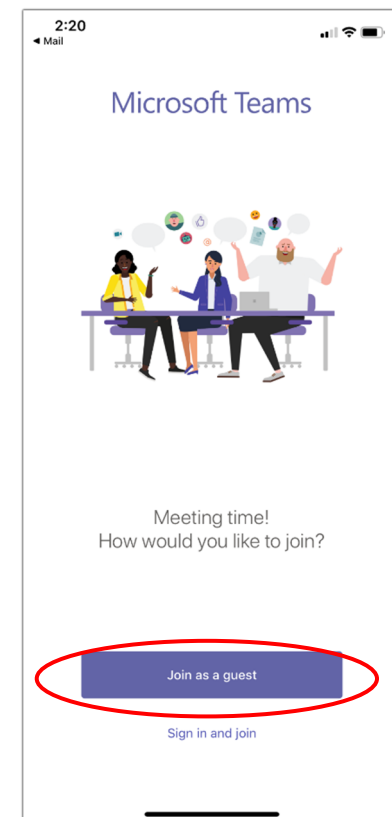
Step 2: If you have not yet downloaded the **Microsoft Teams** Web App, you will be prompted to install it. Follow the directions to install the App.



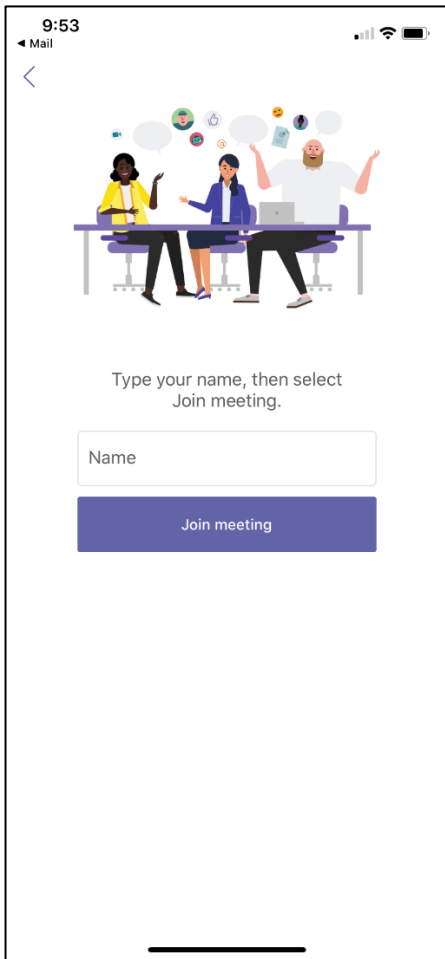
iOS

Android

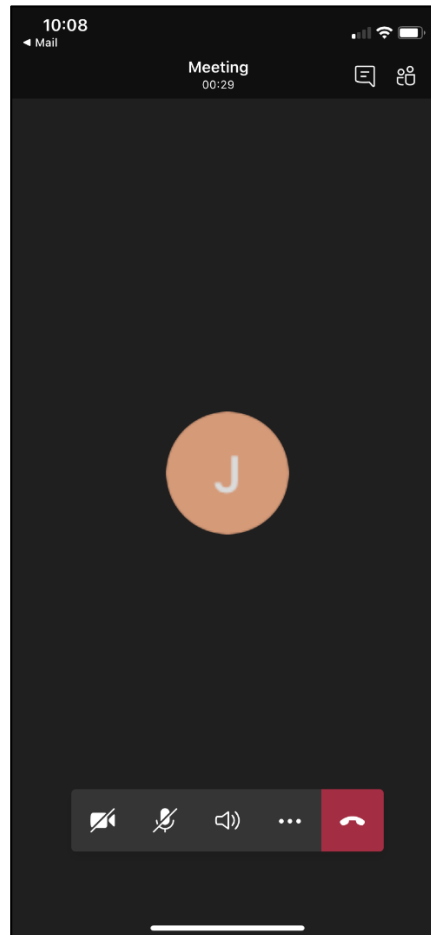
Step 3: Click on **“Join as Guest”**



Step 4: Enter your name, then click “Join meeting”.



Step 5: You will be taken to your WIC Telehealth appointment. Click on the “Video” button. When ready to begin, remember to unmute your microphone.



Important Reminders:

- **Before** your scheduled appointment remember to download the **Microsoft Teams Web App**
- Make sure you have a WIFI connection available for your appointment
- Plan to join your scheduled appointment a few minutes prior to your scheduled meeting
- Make sure to find a quiet, private area for your appointment, since health information may be discussed