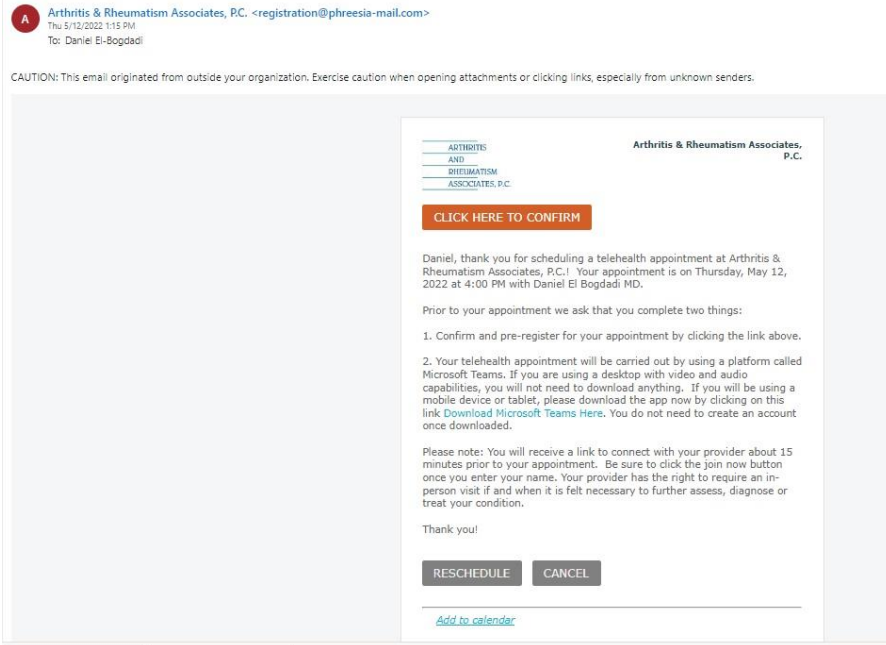
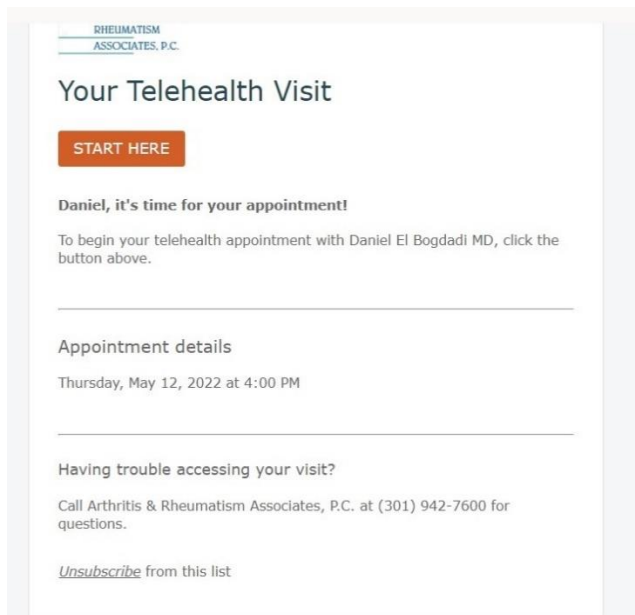


Microsoft Teams Virtual Visit Tips for Patients

1. Please **pre-register** by confirming the registration e-mail (sample below). Make sure you have the **Microsoft Teams** App downloaded before your virtual visit. There is a link provided in the registration email if you do not have it downloaded. The App is not needed on a laptop or desktop. **It is needed** on a phone or tablet.



2. Before using Microsoft Teams for your virtual visit, make sure to **log out** of your personal/work Microsoft Teams account to protect your privacy.
3. Allow Microsoft Teams to **access your camera and microphone** (very important)
4. You will receive an email link for Microsoft Teams **15 minutes prior** to your scheduled visit time. It will look like this:



5. If you are waiting for your doctor to show up in the meeting for longer than 15 minutes , **do not end the meeting** and please call the office at 301-942-7600. You may need a new Microsoft Teams link.