



FOR PATIENTS ACCESSING TELE-HEALTH FROM HOME

IF YOU ARE USING A COMPUTER OR LAPTOP



You will need:

1. Internet Access
2. Web Cam
3. Microphone



IF YOU ARE USING A MOBILE DEVICE

You will need:

1. WiFi or Data (Unlimited Rec.)
2. Microsoft Team App



Excelsior will send you a Teams Meeting invite with your appointment information through the email you provided.

IF YOU ARE USING A COMPUTER:

Open the email from Microsoft Teams prior to your scheduled appointment

- a. Within the email select "Join Microsoft Teams Meeting" link A web browser opens
- b. You will select "join on the web"

The meeting Web browser opens

- a. Click "ALLOW" to allow the browser to access microphone and camera
- b. Select "Join"
- c. You will now be connected for your session

IF YOU ARE USING A PHONE OR TABLET

Open the email from Microsoft Teams prior to your scheduled appointment

- a. Use the Link to join
 - i. Add name and email then click Send Request button
 - ii. Install/Download the app

Open your app store (available on Android and Apple)

- a. Install/Download Microsoft Teams
- b. You will be asked to Sign In or Sign up for Free
 - iii. Sign in with the email you provided
- c. Enter your personal email and the password associated with that email
- d. If you get the prompt for a company name you may just enter your first name
- e. Select "Already have the Teams app? Launch it now"

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