



HOW TO SET UP MICROSOFT TEAMS

FOR COMPUTER USER

BEFORE

Your Early Intervention provider will send you an email to confirm prior to the visit. Please indicate if you are able to attend, or need to reschedule.

DAY OF MEETING

- Open the email when the meeting is about to begin
- Select **“Join Microsoft Teams Meeting”**
- You will be brought to a new tab on your browser (Edge, Chrome etc.)
- Choose “Join on the web instead”
- **Do Not** “Download the Windows app”
- You will join through the web as a guest
- Allow Microsoft Teams to use your microphone and camera
- Enter your name and click “Join now”
- Make sure camera, microphone and sound are activated (symbols on bottom)



FOR PHONE OR TABLET USER

BEFORE

Your Early Intervention provider will send you an email to confirm prior to the visit. Please indicate if you are able to attend, or need to reschedule.

DAY OF MEETING

- Download **Microsoft Teams** application by using link here
- **You must do this step before proceeding**
- Microsoft Teams works for Apple, and Android devices
- <https://products.office.com/en-us/microsoft-teams/download-app>
- Install the application BUT **Do Not Open**
- Go back and open your initial invitation email
- Click “Open it” and select “always open in Teams”
- Now anytime you get an email invitation it will automatically open in Teams
- Choose “Join as a guest” and type in your name
- Allow Teams to access microphone/record
- Make sure camera, microphone and sound are activated (symbols on bottom)

