How to Join a Microsoft Teams Virtual Appointment from a Computer (Windows or Mac)

If this is your first time joining a virtual appointment via Microsoft Teams, follow these steps to join from a computer.

It is recommended that you test joining your appointment as soon as you receive the email invite so you can be sure everything is working properly.
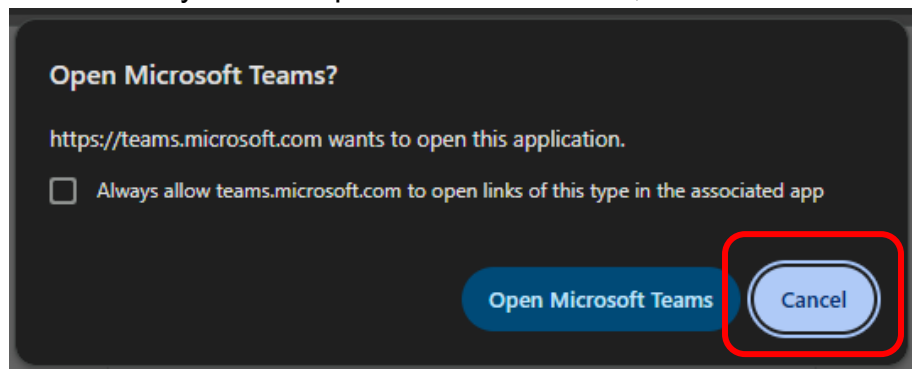
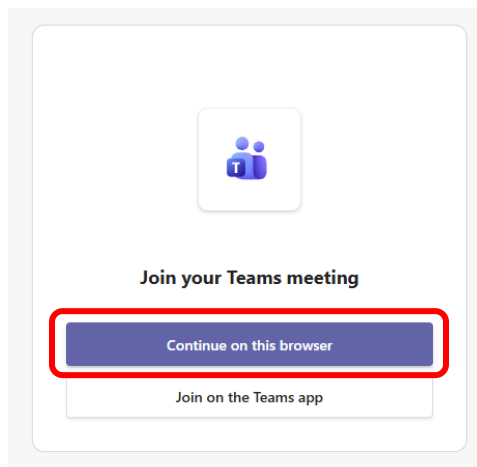**Step-by-Step Instructions**

Open the Email Invitation
- Find the email with your appointment details.
- Click the link that says "Join your appointment" or "Join Microsoft Teams Meeting".

Choose How to Join
- <u>If you have Microsoft Teams account</u>, the application will try to open automatically. Do not open Microsoft Teams, click cancel.
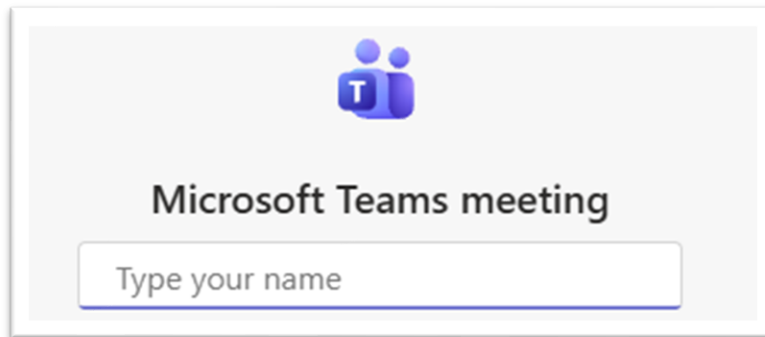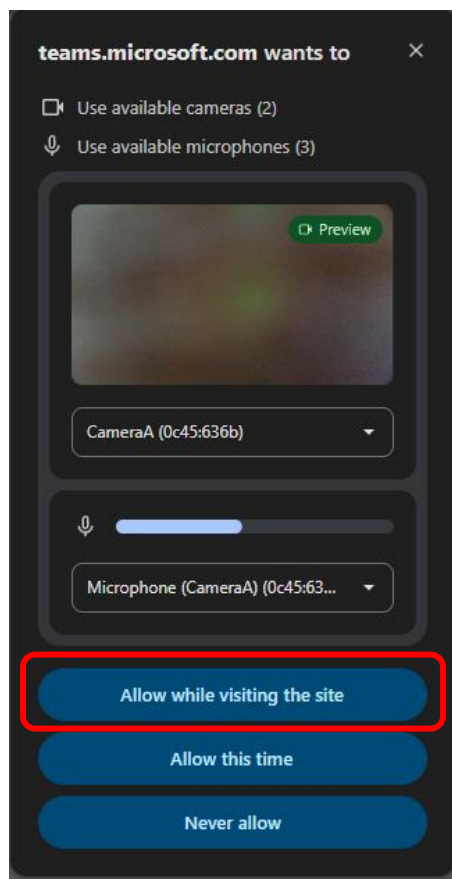

- Click "Continue on the browser"

Enter Your Name
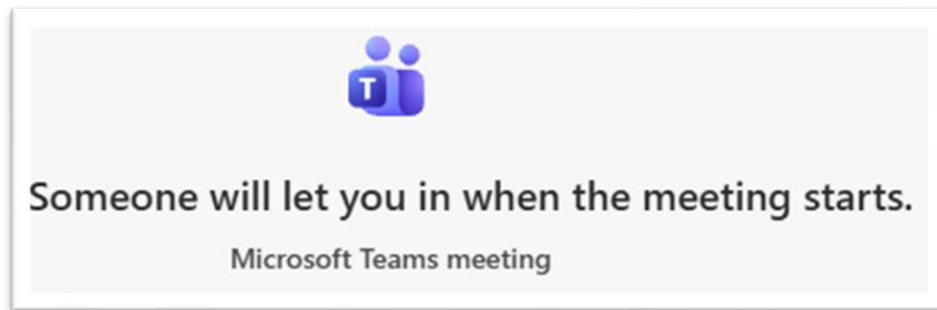- Type your name when prompted. This is how you will appear in the meeting.

Allow Permissions
- Allow access to your camera and microphone when prompted.

Join the Meeting

- Click "Join Now" and wait for the host to admit you. You will see:

Tips for a Smooth Experience

- Use Edge or Chrome for best compatibility.
- Join a few minutes early. You can also click on the link once you receive the email and setup your computer for the appointment.
- Make sure your browser has permission to use your camera and microphone.
- You do not need a Microsoft account to join and there is no need to download any applications. You can join as a guest.
- If you have any issues, contact your clinic for assistance. The number is in the email invite.