Therapists and Families Signing in as a Guest

USING A SMART PHONE or TABLET

1. Download the Microsoft Teams app.

2. You will receive an email invitation to the email address you provided us. Go to that inbox. The email invitation will come from the inviter's email address (Numotion employee or clincian).
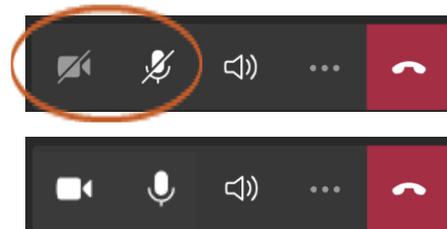
3. Open the invitation email and click the **Join Microsoft Teams Meeting** link.

4. When the app opens, select **Join as a guest**. Enter your user name and click **Join meeting**.
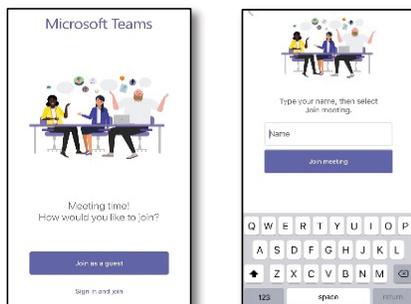
5. Accept the prompts to allow the app to access your microphone and camera.

6. When the app opens, make sure your **camera** and **microphone** are both set to on.

7. If you have joined the meeting before the other participants, you will get a message letting you know you aren't in the meeting. Don't worry – the video will start when the other participants arrive.

> Someone in the meeting should let you in soon.

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## USING A DESKTOP or LAPTOP COMPUTER

1. Make sure your computer has working speakers, webcam and microphone.

2. You will receive an email invitation to the email address you provided us. The email invitation will come from the inviter's email address (Numotion employee or clincian).

3. Open that inbox using **Google Chrome** – IE 11, Safari, and Firefox won't work.

4. Open the invitation email and click the **Join Microsoft Teams Meeting** link.

5. Choose **Download the free app** and complete installation.

Experience the best of Teams meetings with the desktop app
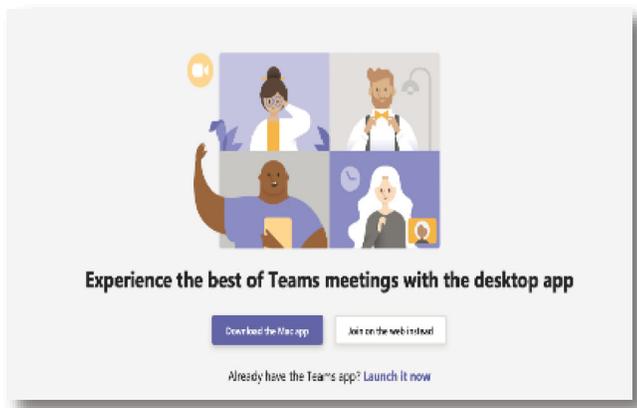
6. Open the app, and follow the prompts. **Teams will ask to allow access your camera and microphone**, and **Google will ask to allow access to your camera.**
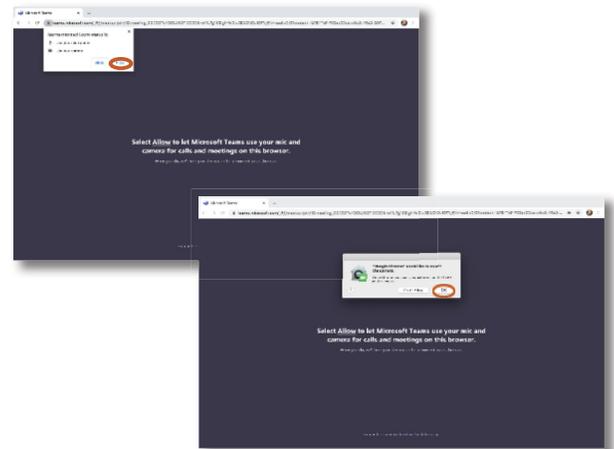
7. Make sure your **camera** and **microphone** are both set to on.
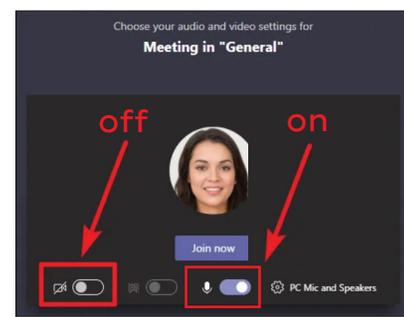
8. Enter your name and click **Join now.**

9. If you have joined the meeting before the other participants, the meeting organizer will be prompted to invite you in from the lobby.

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