

## **Accessing your video group clinic on Microsoft Teams**

- Please [click here](#) to watch a demonstration video on accessing a video group clinic on Microsoft Teams on a PC or laptop.
- Do this by hovering your mouse over the words “click here” then hold down the Ctrl button and the click the left mouse button.

*Please note that accessing a video call on a mobile phone limits what you can see and the functionalities you have. Accessing a video group clinic on a PC/laptop will give you the best experience.*

### **Accessing your video group clinic on a PC or laptop**

*(see below for accessing on a smartphone/tablet/iPad)*

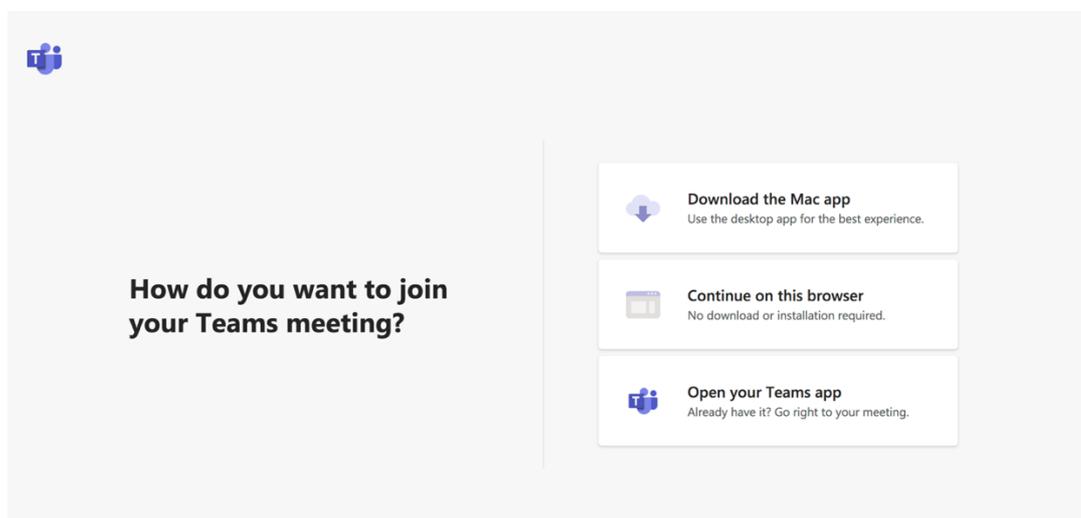
- When accessing on a PC/laptop you can click on the link sent in the invitation from your practice. This will usually be “Join Microsoft Teams Meeting” in a purple font.

[Join Microsoft Teams Meeting](#)

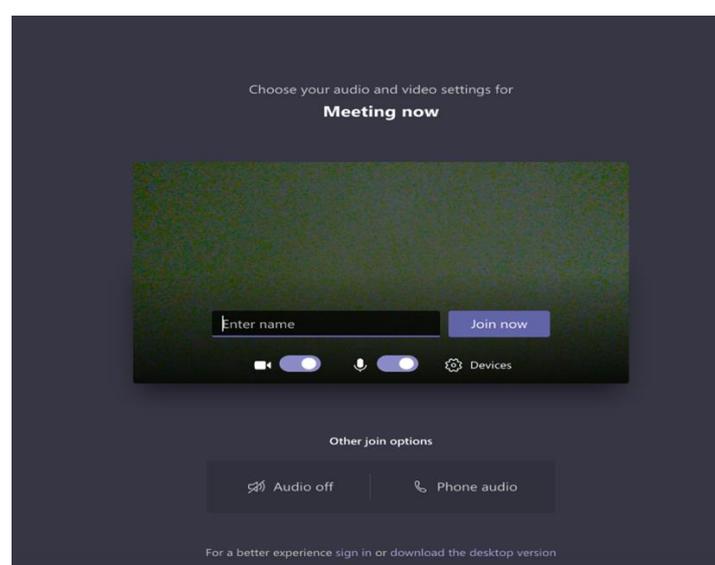
- By using the right-hand button on the mouse. Select “copy hyperlink”
- You will need to open the link in a browser that supports Microsoft Teams video calls, these browsers are the following:
  - Internet Explorer 11.
  - Microsoft Edge.
  - The latest version of Google Chrome.

You can find out more information regarding internet browsers and Microsoft Teams by [clicking here](#).

- **Please note: this way of linking onto Teams does not work using the Safari browser (which is the default browser on Apple devices). Therefore you will need to install one of the other browsers listed above via the Apple store.**
- Using the left-hand button on your mouse, click on the top address bar of the web browser and right hand click on it. Select “paste” and this will add in the link for the Microsoft Teams meeting.

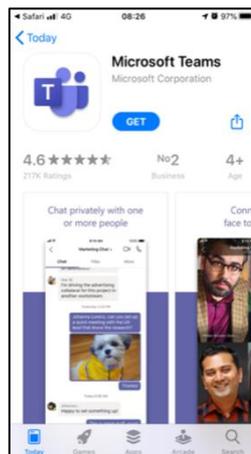


- Once you have opened the link in one of these browsers you will get the option to either download the MS Teams app or join via the web.
- Choose to “Continue on this browser”. You will then see the page below, in which you should only type your first name before pressing join now.

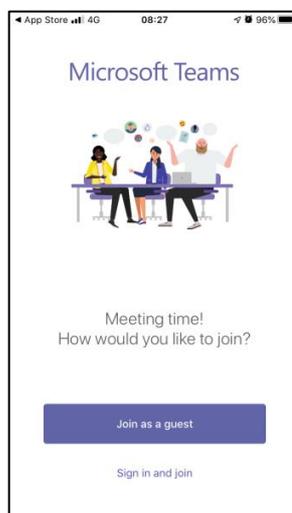


## Accessing your video group clinic on a smartphone/tablet/iPad

- When accessing on a mobile phone or tablet device, you will need to download the Microsoft Teams app.
- On an iPhone/iPad you can do this in the app store, and on an android, you can do this in the play store.



- Once you have downloaded the Microsoft Teams app, go back to the VGC email invite from your surgery.
- Click on the link and open it up within the Microsoft Teams app.
- You will then get the option to join as a guest, remember to input your first name only.



***PLEASE NOTE - If you already have a Microsoft Teams account please log out and join the call as a guest, otherwise your email address and second name will be shared with other patients.***

