St Patrick's
Mental Health Services

Guide to accessing Microsoft Teams Meeting

Laptop or desktop computer

If you are using a Windows laptop or desktop computer there is no preparation required in advance of your Teams appointment meeting time. (Mac users - Safari not supported, use Google Chrome)

1. Open the email containing the meeting link and select Join Microsoft Teams Meeting. ***** *check your SPAM folder for missing emails*
2. Select **Join on the web instead** – **DO NOT** select Download the Windows App.
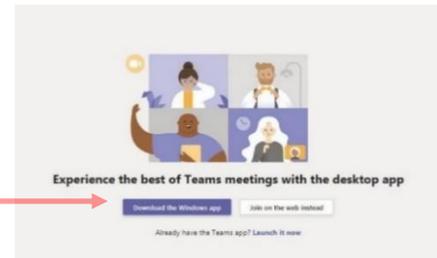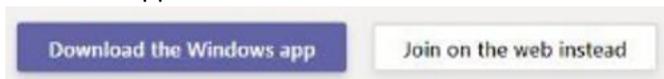
3. Allow Teams to access the camera and microphone on your computer, this will allow video and audio during your call.
4. Type in your first name and the first letter of your second name, this will allow others in the meeting to know it's you.
5. Select **Join now.**
6. The meeting organiser will see you have joined and will let you into the meeting.

> ***If you are using MS Teams for work or business please log out of other accounts before joining your SPMHS meeting as your personal details may be shared with others in the meeting.**

Smartphone or Tablet (including iPad)

1. If you are using a phone or tablet, please download the Microsoft Teams App from the Google Play Store or the App Store in advance of your appointment time.
2. **DO NOT** sign in or sign up for free – just leave the app on your phone/tablet.
3. Open the email containing the meeting link and select Join Microsoft Teams Meeting
4. Select **Join as a guest** – **DO NOT** sign in.
5. Allow Teams to access the camera and microphone on your computer, this will allow video and audio during your call.
6. Type in your first name and the first letter of your second name, this will allow others in the meeting to know it's you.
7. Select **Join now**.
8. The meeting organiser will see you have joined and will let you into the meeting at the designated time.
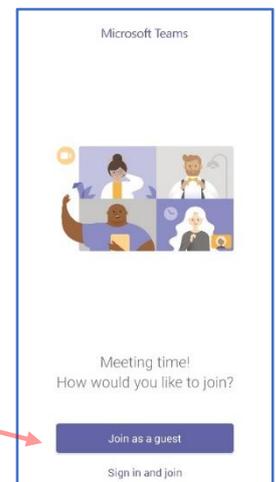
Leaving your Teams meeting

When your meeting is finished you must hang-up the Teams call by selecting the red "Hang up" button.
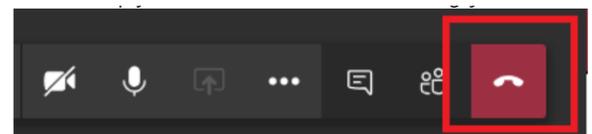
Please call or email the **Service User IT Support** (SUITS) helpdesk to arrange a test Teams meeting (preferably the day before or in advance of your appointment time) if you are unsure about using Microsoft Teams for your upcoming appointment and would like additional assistance.

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