

Skype meeting guidance

Client

- 1) You will receive an email from your therapist containing a Skype for Business meeting link “Join Skype Meeting” – please check your junk folder if you do not receive the email when expected or add your therapist’s email address to your allowed contacts in advance
- 2) Click on the link in advance of your appointment – you will be directed to the following page – tap “Skype for Business – Tap here to install” to install the app



Last thing...

We need you to install this app so you can get HD video and presentation goodness.

1



Skype for Business
Tap here to install

If you already have the app, please update to the latest version.

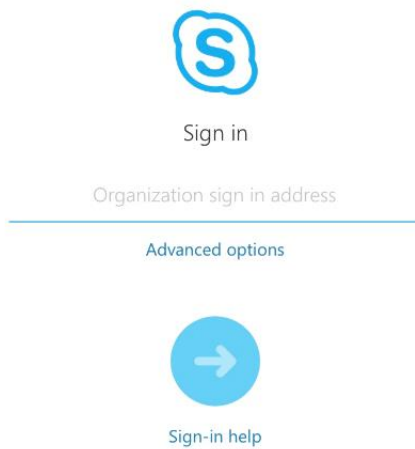
2

When you're done installing,
come back here and

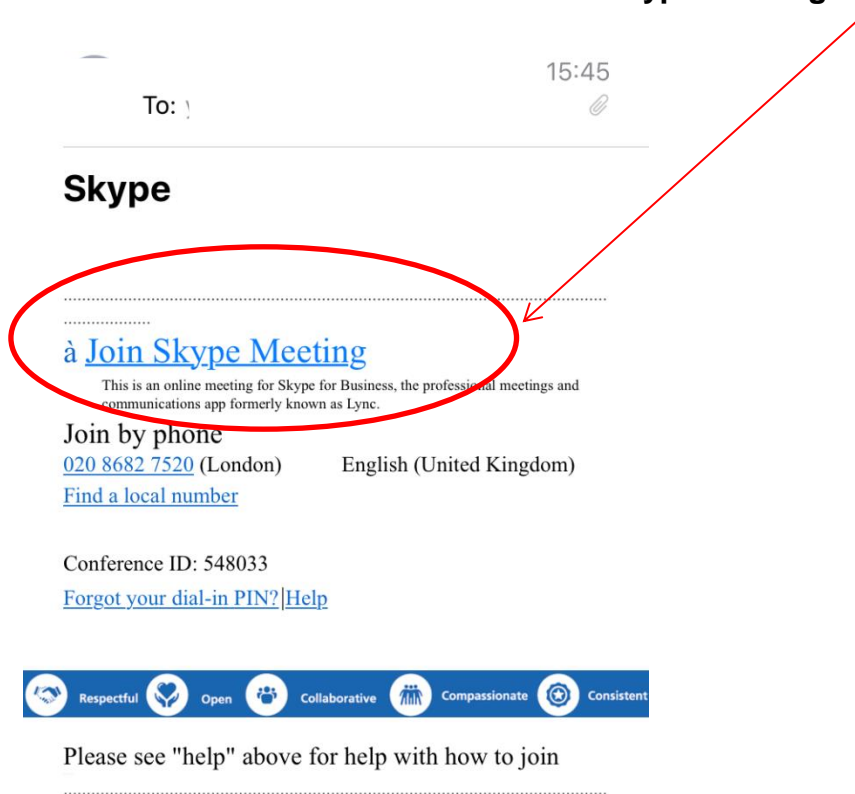
Join the meeting



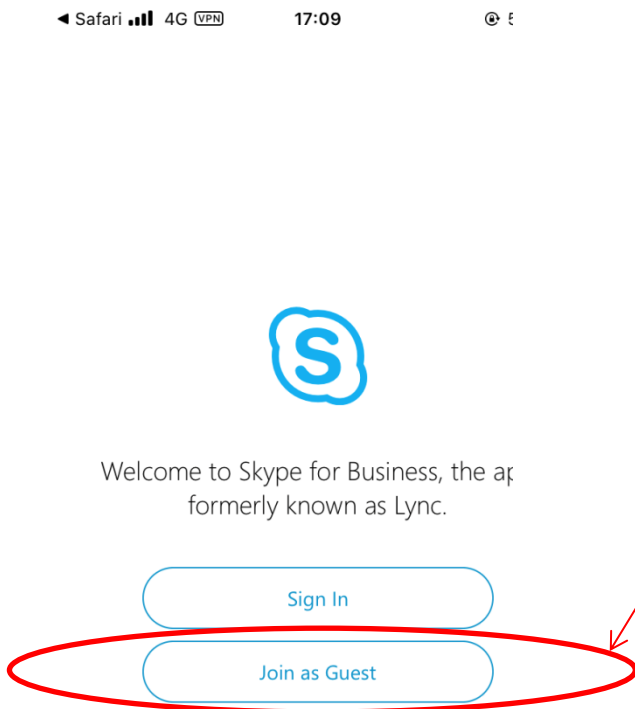
- 3) Once you have installed the app you will see this page- leave this page, you will not be able to enter the meeting from here!



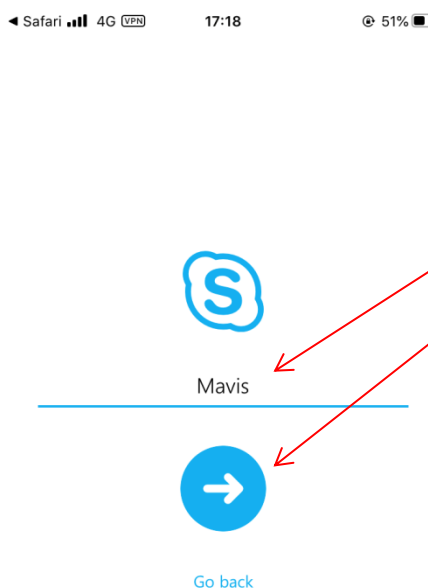
- 4) Five minutes before your appointment, re-open the meeting request in your email or calendar and select **Join Skype Meeting**



5) You will be taken to this page where you should select **Join as guest**



6) You will then be asked to enter your name – you can then click the blue arrow to enter



7) From here you will be admitted into the “virtual lobby” until your therapist admits you into the meeting – please wait

8) Once admitted, you may need to make sure your camera and mic are both turned on so that you can be seen and heard. If you are having any difficulties, you can instant message your therapist for support.

