Notice: If you do not have Microsoft Teams installed on your computer, or you do not know if it is installed, please use Google Chrome or Microsoft Edge for the best experience.

1. You will receive an email like the one below from WMedHealthVV@med.wmich.edu. Depending on your email address, the image below may differ from what you see. We highly recommend that you either click “Yes”, if it is an option, or send us a quick response confirming the time of your visit so we know that you successfully received the invite.

2. Please Click on “Join Microsoft Teams Meeting” a few minutes before the actual time of your visit.

3. This will take you to a new page. If you have the Microsoft Teams application installed, you can select “Open Microsoft Teams” that appears at the top of the page. If you don’t have this application, or you are unsure, please click “cancel”, and then “join on the web instead”.

![Image of Microsoft Teams meeting page]

![Image of Microsoft Teams launch page]
4. If a page opens asking for access to your audio and video, please follow the instructions to grant access.

5. Please enter your full name, or the full name of the person receiving care, into the box requesting it, and then press “Join now”.

6. You will then see a window similar to this one appear. When your Doctor or Nurse is ready to see you, they will admit you into the meeting.