

How to Access Microsoft Teams from your computer

Step 1:

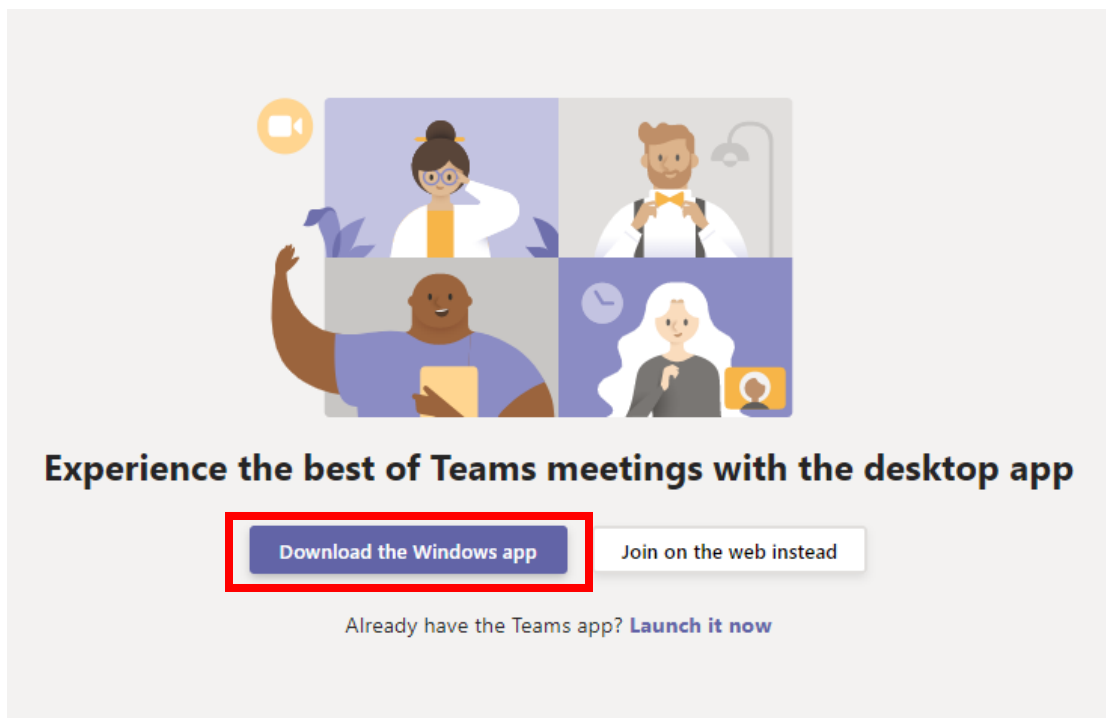
You will receive an email from a Texas Health Employee which will include an invite to join the meeting to visit with your family member. The first step to join this meeting will be to **Click on the "Join Microsoft Teams Meeting"** highlighted in red. If you would like to include more family or friends on this call, you may forward them the email you receive.

[Join Microsoft Teams Meeting](#)

[Learn more about Teams](#) | [Meeting options](#)

Step 2:

After opening the link above, you will be directed to the internet to download the application to your computer. Once the page is loaded **click on "Download the Windows app"** and the application will start to download.



Experience the best of Teams meetings with the desktop app

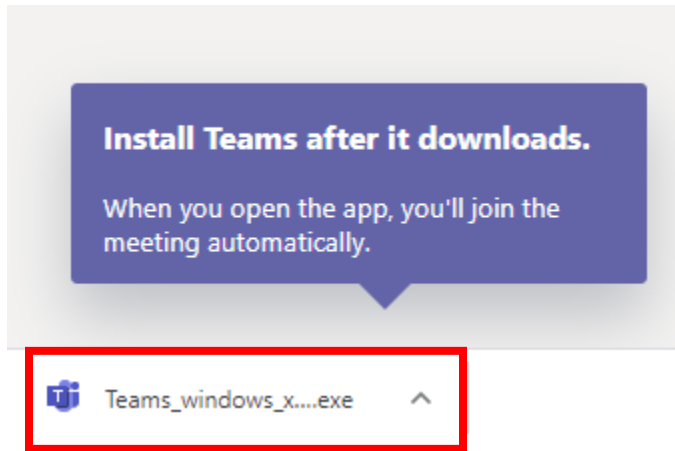
[Download the Windows app](#) [Join on the web instead](#)

Already have the Teams app? [Launch it now](#)

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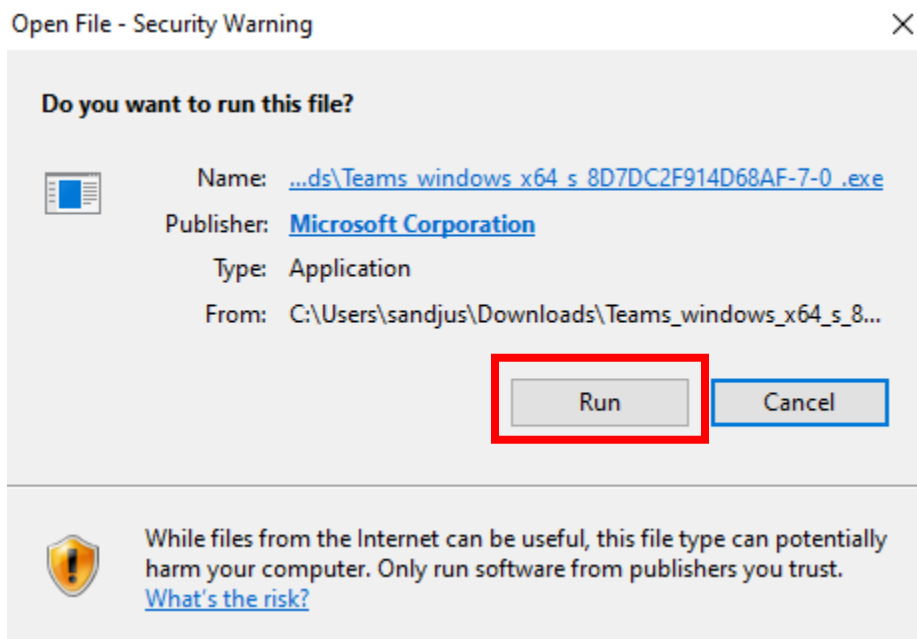
Step 3:

The application will show download progress in the bottom left corner of the internet browser. Once the download is complete, **double click to open the Teams app**.



Step 4:

After opening the application, a window will appear on your screen similar to the one pictured below. **Click on Run.**



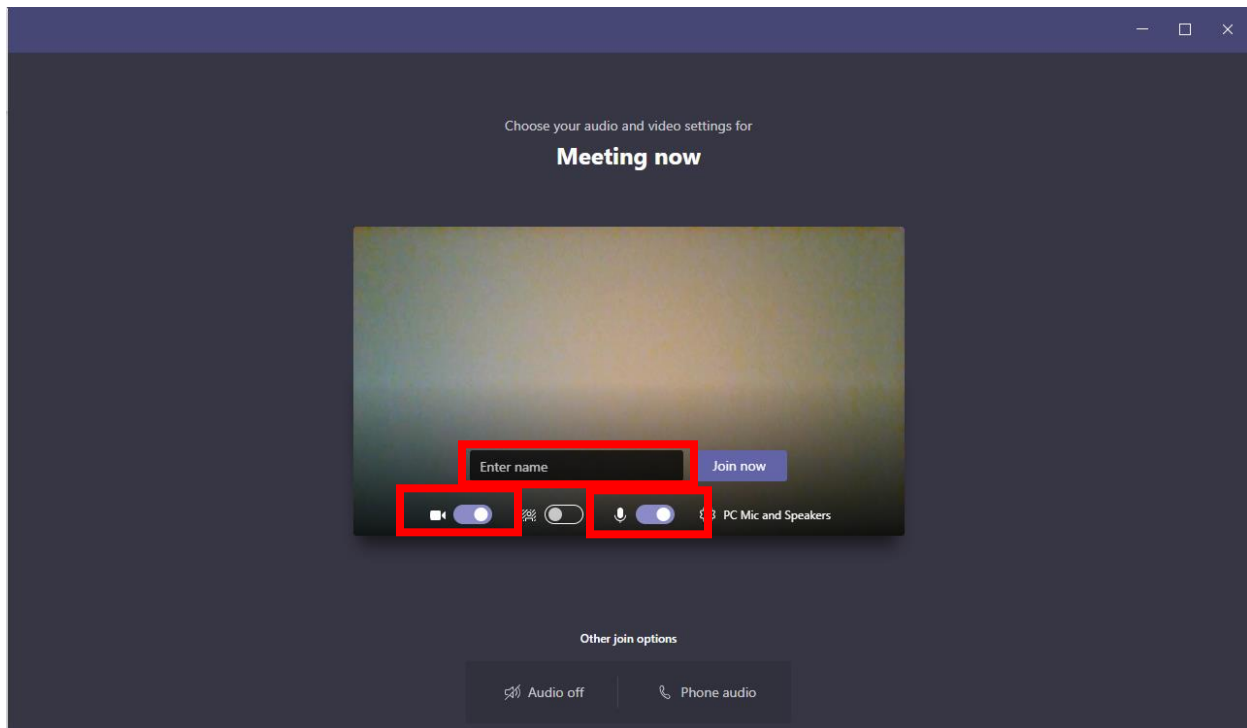
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Step 5:

This will be the opening screen once the Teams application opens. Please allow time for the application to open. Enter your name below. Before joining the message check to make sure the video and audio sliders and in the correct position. This will ensure your family member can see and hear you during the visit. After you have entered you name and checked video and audio, **Click the "Join Now" button.**

**On occasion, the application will require a Texas Health staff member to accept you to join the visit. If this message is presented, please wait patiently and we will connect you shortly into your visit.

From this point on you will be connected to the visit with your family member and no further steps are required on your part.



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Step 6:

After the visit is over, please press the red hang up button to end the call from your application.

