

Microsoft Teams How-to

There is no need to download Teams for your assessment, you should be able to proceed with the assessment by accessing Teams through your browser.

Step 1 - Receiving the link

You will be sent a link via email for your assessment, which will look like this:

Microsoft Teams meeting

Join on your computer or mobile app

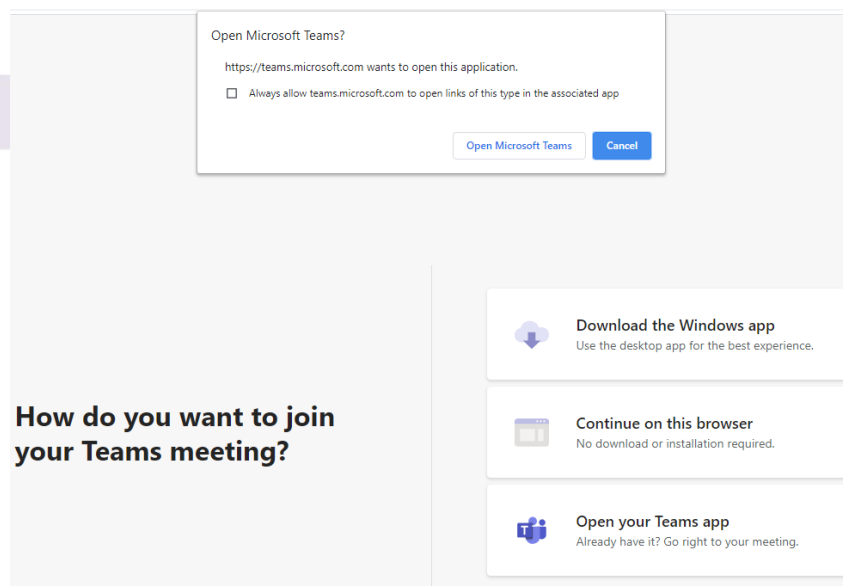
[Click here to join the meeting](#)

[Learn More](#) | [Meeting options](#)

To join the assessment, click the link that says 'Click here to join the meeting'

NB. If you do not receive a link in your emails, please check your email calendar, as sometimes, depending on your email settings, the appointment link may go straight into your calendar.

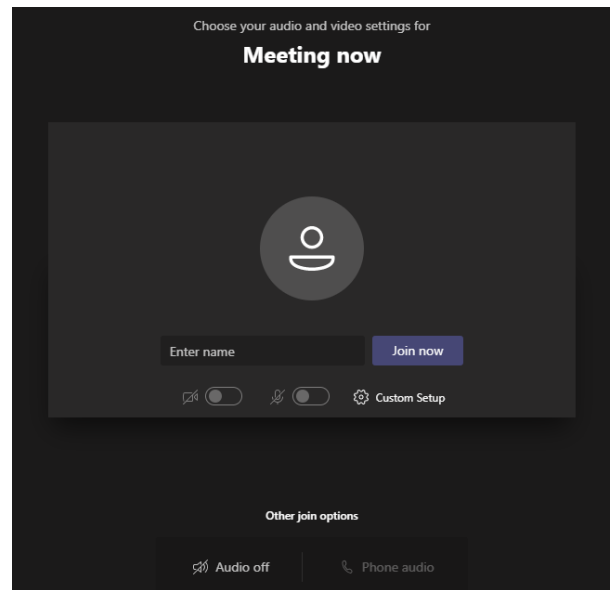
Step 2 – Selecting the link



Once you have selected the link, you may be directed to a page similar to this one.

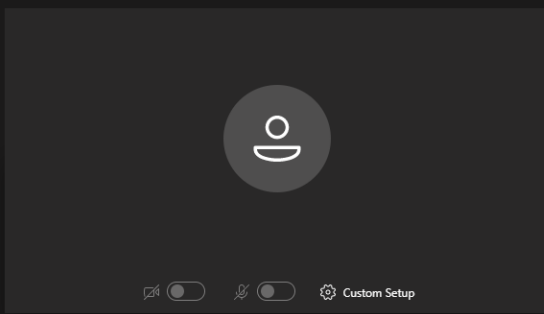
If so, select the option to 'continue on this browser'.

You will then be directed to this page, where you will be prompted to insert your name. Please do so and then select 'Join now'



When the meeting starts, we'll let people know you're waiting.

If you're the organizer or the invite came from your work or school, please sign in.



Once you had selected 'Join now' you will be entered into a waiting room where you will remain until the clinician has begun the assessment.

Once you have been granted access to the assessment, please make sure that your camera and microphone are enabled so that the clinician is able to successfully carry out the assessment. These functions can be found on the options bar towards the bottom of the page.

