

How to Setup Microsoft Teams for Teletherapy on a Mobile

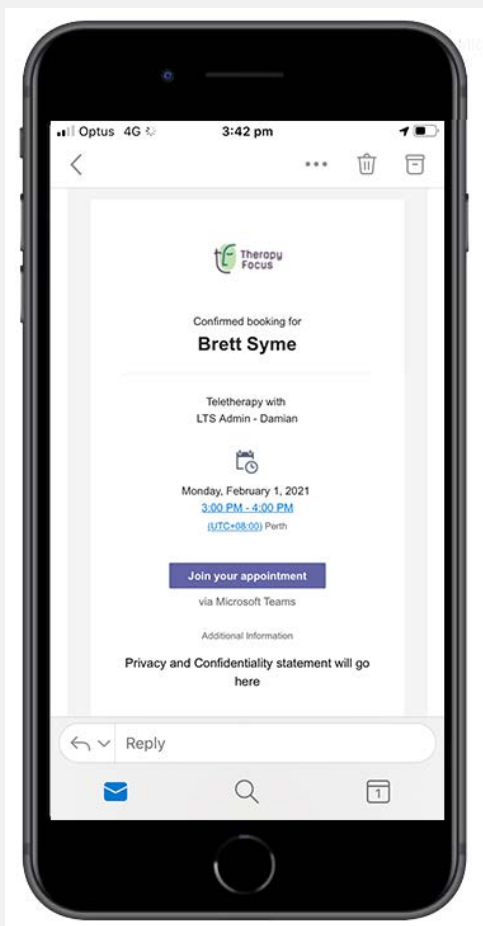


At Therapy Focus, we use Microsoft Teams to provide teletherapy to our customers. Microsoft Teams is software that allows your therapist to video call you, share resources, send instant messages and much more. It is free for you to use and our preferred way to provide teletherapy.

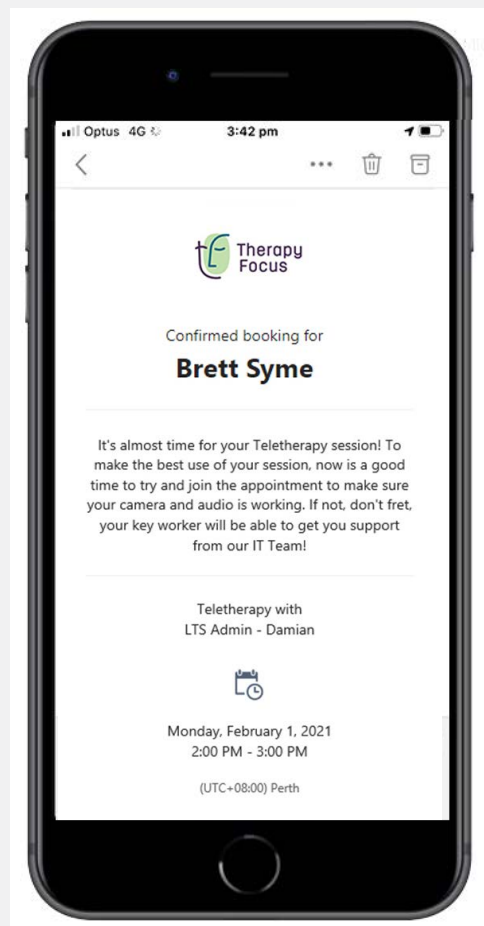
To setup Microsoft Teams follow these steps:

1. Check your email

Your therapist will send you a Microsoft Teams meeting request by email. In this email there will be a link to **join the meeting**. Meeting invites will be sent out prior to the meeting start time. You will also receive a reminder email closer to your meeting time.



Confirmed booking email



Reminder email

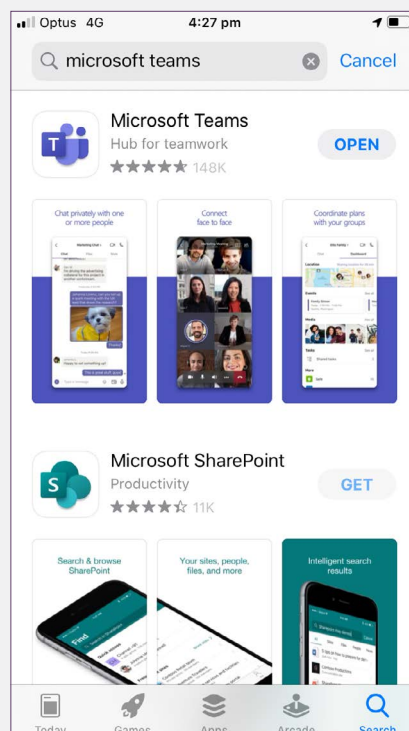
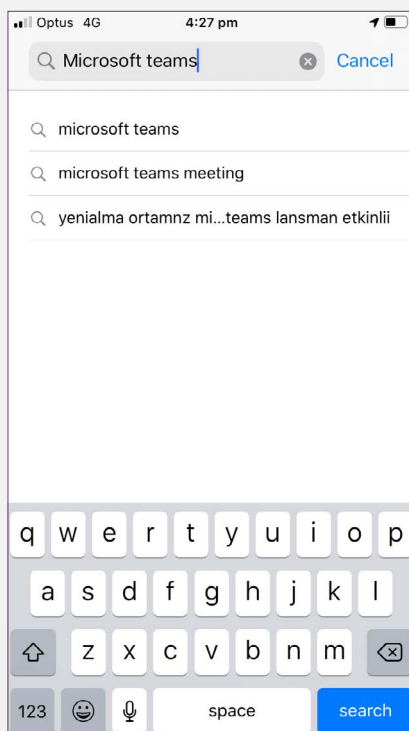
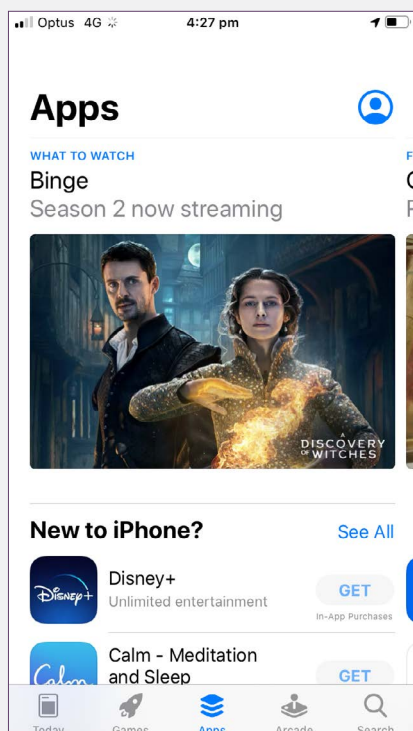
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2. Download Microsoft Teams

Download the application to your mobile device.

Download on Apple iPhone

[Download the app here](#) or follow these steps.



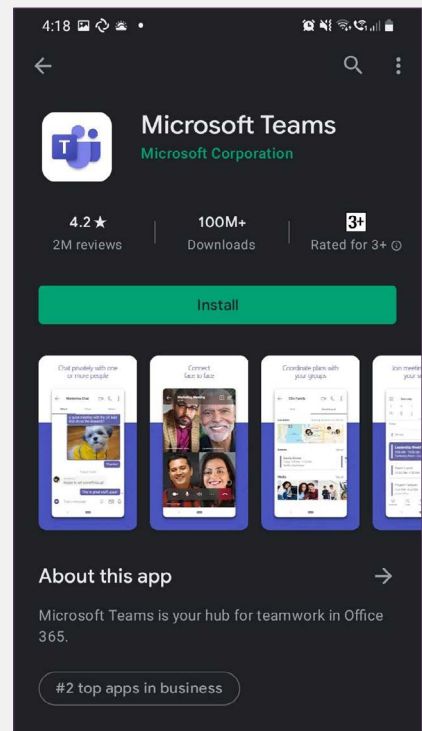
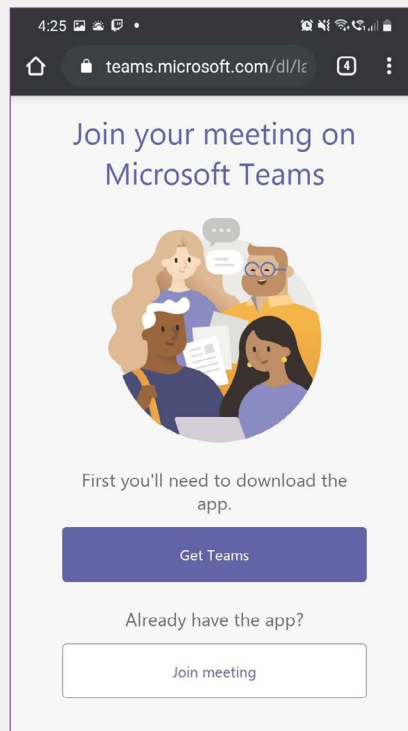
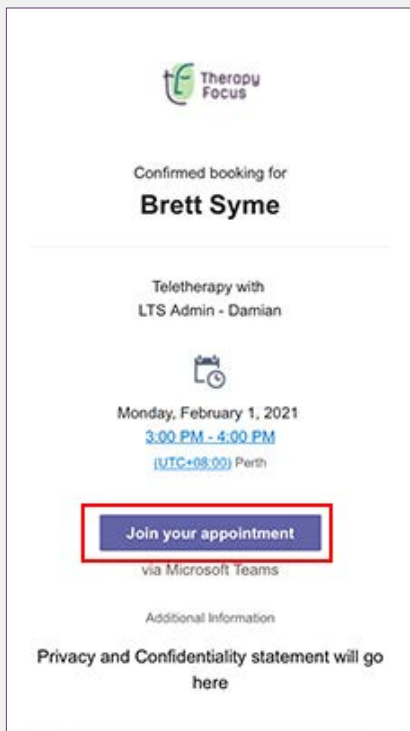
- Open the App store app on the iOS device, iPhone or iPad.
- Then click search, and type in, Microsoft Teams.
- Once the search finds Teams and it is opened this is the screen that will allow you to download and install Teams.
- When you click on "GET" a prompt will open to either use Touch ID to Install or Enter Password associated with your Apple ID.
- After you either Enter Password or use Touch ID to Install, the app will begin downloading and installing.

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Download on Google Android

Download the [app here](#) or follow these steps.



- Click 'Join your appointment' on the email confirmation or visit the Google Play Store.
- Google Chrome browser will launch, telling you to download the app first.
- Select the button 'Get Teams' and this will take you through to installing the app on the Google Play Store.
- Install the app.

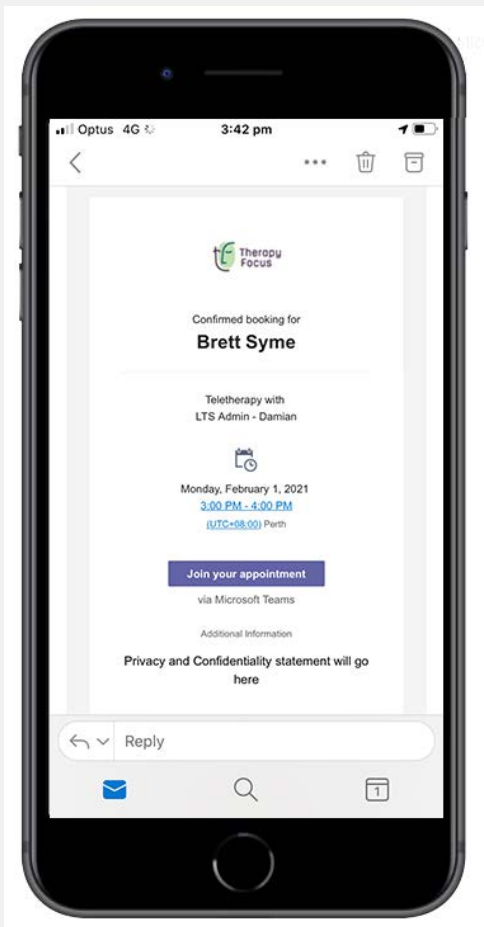
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3. Join the meeting

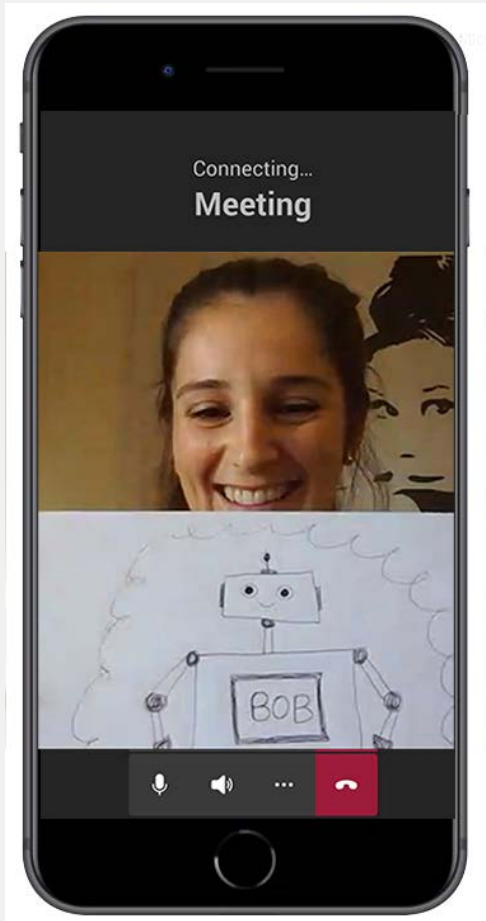
Be sure to check the time of your meeting with your therapist in the email. Click the **join the meeting** link in the email at the booked time.

Check that your camera and microphone are working using the toggle buttons.



4. The meeting

The meeting will then start with your therapist.



5. Ending the meeting

Once your meeting is finished, you or your therapist will end the teletherapy session by clicking the red end call button.

Need technical help?

If you have any trouble getting setup for teletherapy, please contact your Key Worker or therapy team so we can assist you.