

How to Setup Microsoft Teams for Teletherapy on a Desktop Computer

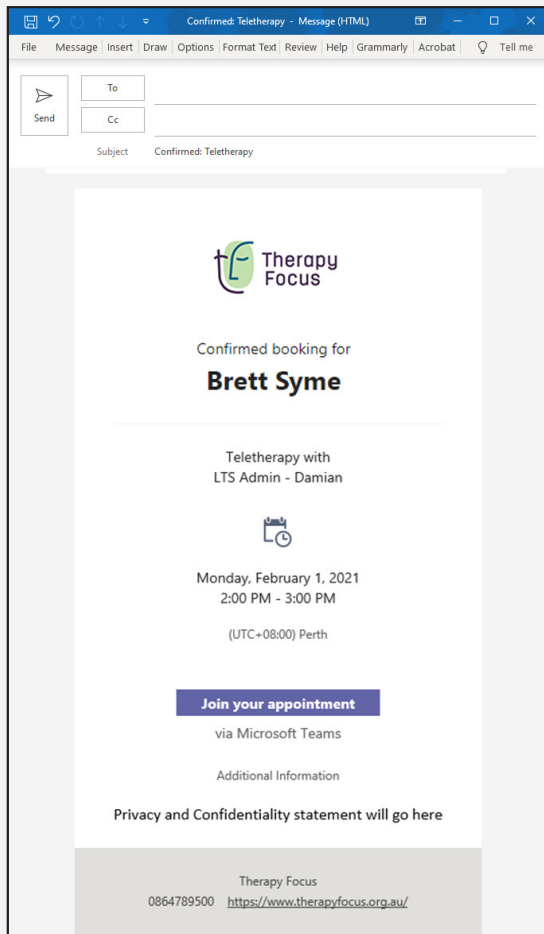


At Therapy Focus, we use Microsoft Teams to provide teletherapy to our customers. Microsoft Teams is software that allows your therapist to video call you, share resources, send instant messages and much more. It is free for you to use and our preferred way to provide teletherapy.

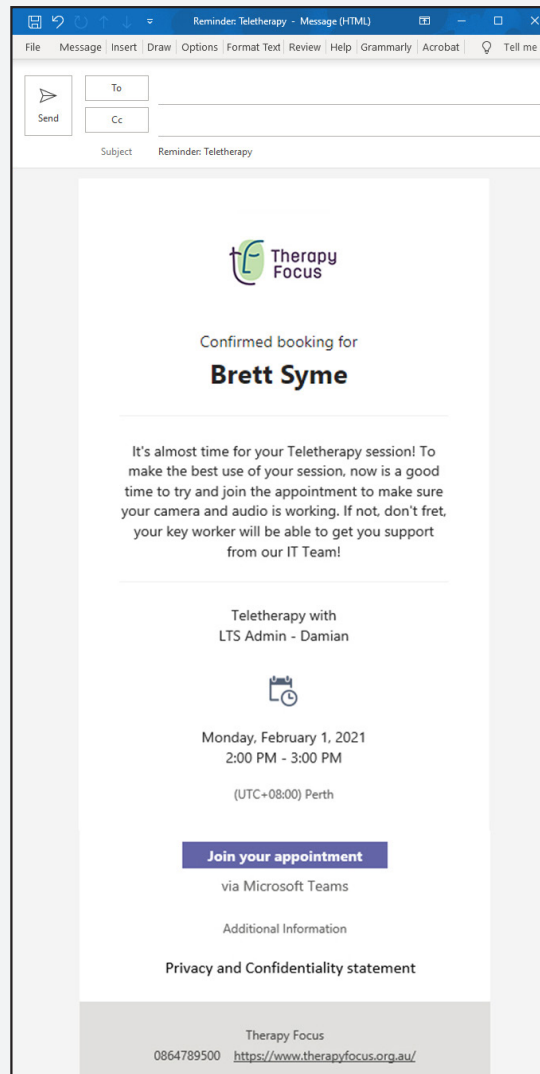
To setup Microsoft Teams follow these steps:

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

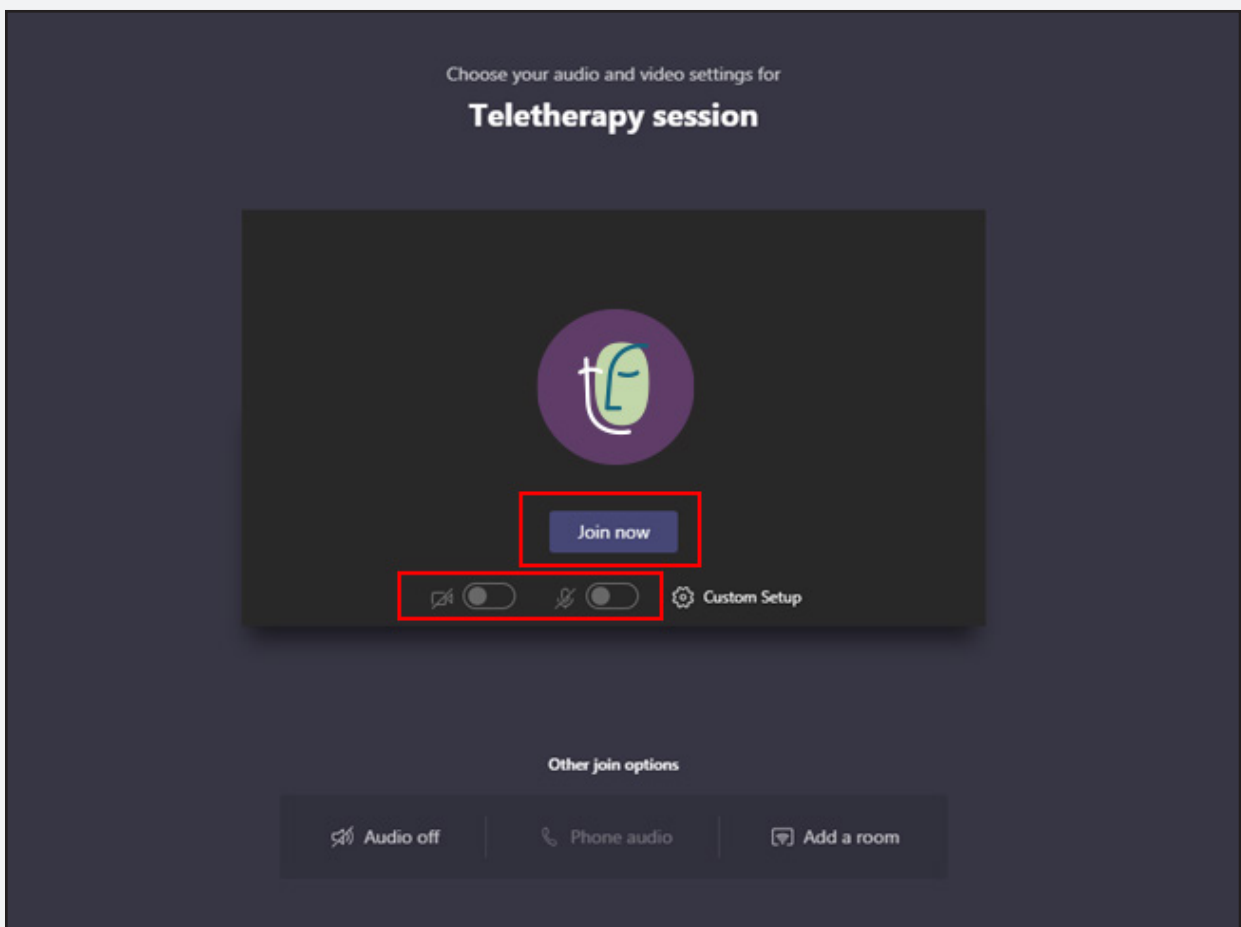
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2. Join the meeting

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. Once they are working correctly, click the 'Join now' button to start your teletherapy meeting.

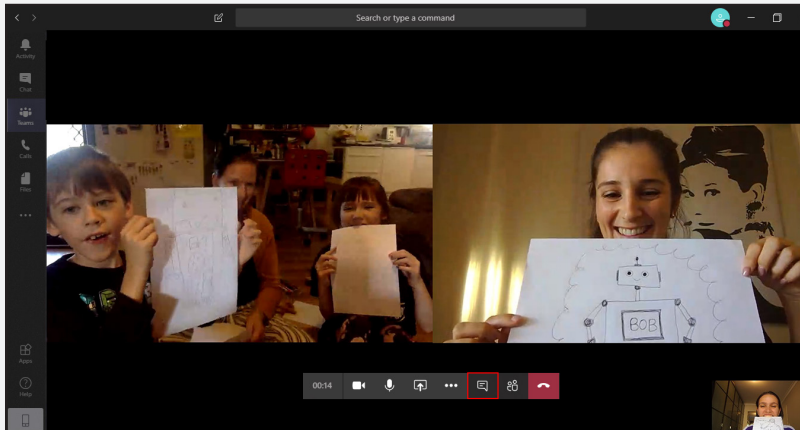


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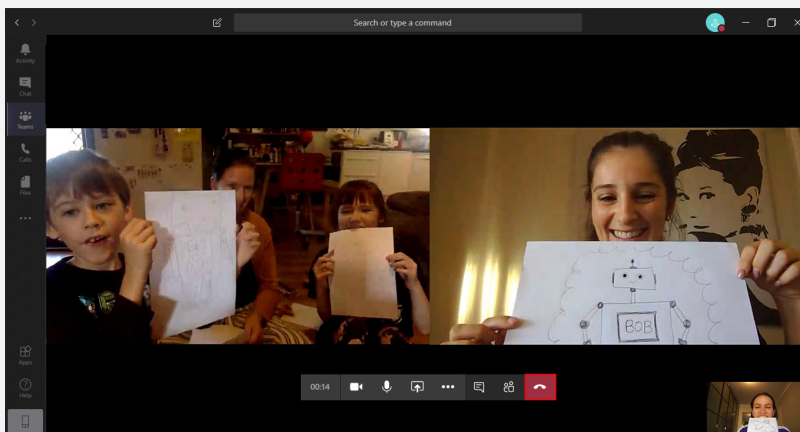
3. The meeting

The meeting will then start with your therapist. You can send messages to your therapist by selecting the message icon.



4. Ending the meeting

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



Microsoft Teams application (app)

If you wish to use the Microsoft Teams app, press the start menu and type Microsoft Teams in the search bar. Click on the Microsoft Teams app to proceed. If you do not have the Microsoft Teams app already installed, you can [download the Microsoft Teams app](#) for free.

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.