Instructions for the Email Information Section- Android Users

Join Microsoft Teams Meeting
+1 318-588-6627   United States, Shreveport (Toll)
Conference ID: 131 675 556#
Local numbers | Reset PIN | Learn more about Teams | Meeting options

WK WILLIS-KNIGHTON HEALTH SYSTEM

1. Open email from WKHS regarding your appointment. CLICK the "Join Microsoft Teams Meeting" link at the top in blue.

2. If you have Teams installed on your device, you will be asked if you want to open this meeting with Teams. Select Teams to open the Teams app and move to step 4.

3. If you do not have Teams on your device, you will be taken to the page to add Teams for your device.

a. CLICK the Google Play store to open the Google Play store to add the app to your device. (Figure 1)

b. CLICK the green Install button to install the app on your device. (Figure 2)
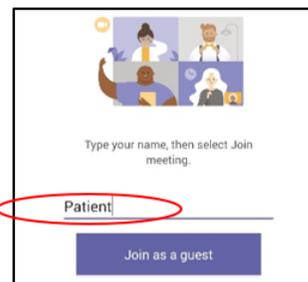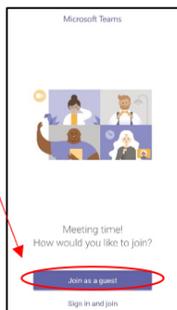
c. This will download the app to your device. While it is installing you will see a progress screen. (Figure 3)
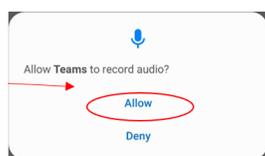
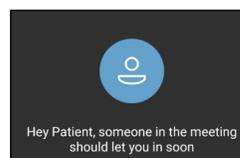**d.** Once the app has installed, CLICK the green OPEN button. (Figure 4)

4. Teams will open and ask you how to Join in as guest or sign in and join. Select Join as Guest in Purple. (Figure 5)

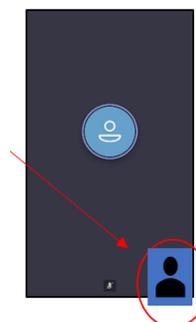**5.** Enter your name. (Figure 6)

6. Allow teams to record audio by selecting Audio by selecting Audio in blue. (Figure 7)

7. You will see a screen to notify that someone will be let you in soon. (Figure 8)

8. Make sure your camera video and mute buttons are enabled. If they appear with a line through them, touch them to activate. (Figure 9)

9. When your appointment is accepted, you'll see your provider on the screen with your photo on the bottom right. From here, your provider will proceed with the Telehealth visit.