Virtual Services with LifeWorks

LifeWorks offers affordable group and private online services through a [Microsoft Teams](#) virtual session.
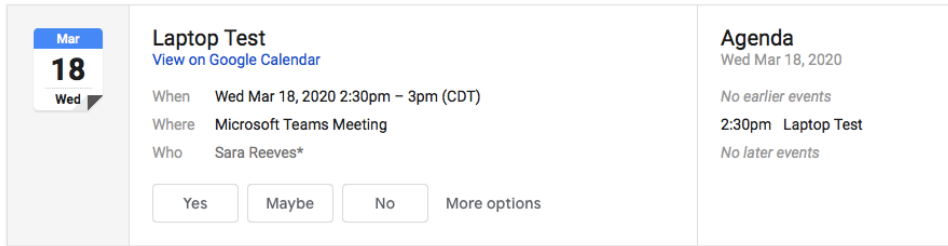
You can join a virtual session from any device if you have a Teams account or not.

Contents

Joining with a Computer

1. **Open the email invite**

2. **Accept the meeting invite**
    a. When ready to join the meeting:
        i. Click "Join Microsoft Teams Meeting"
            1. *Can join through the email invite or your calendar*

Mar
18
Wed

Laptop Test
View on Google Calendar

When   Wed Mar 18, 2020 2:30pm – 3pm (CDT)
Where   Microsoft Teams Meeting
Who   Sara Reeves*

| Yes | Maybe | No | More options |

Agenda
Wed Mar 18, 2020

No earlier events

2:30pm   Laptop Test

No later events

Join Microsoft Teams Meeting
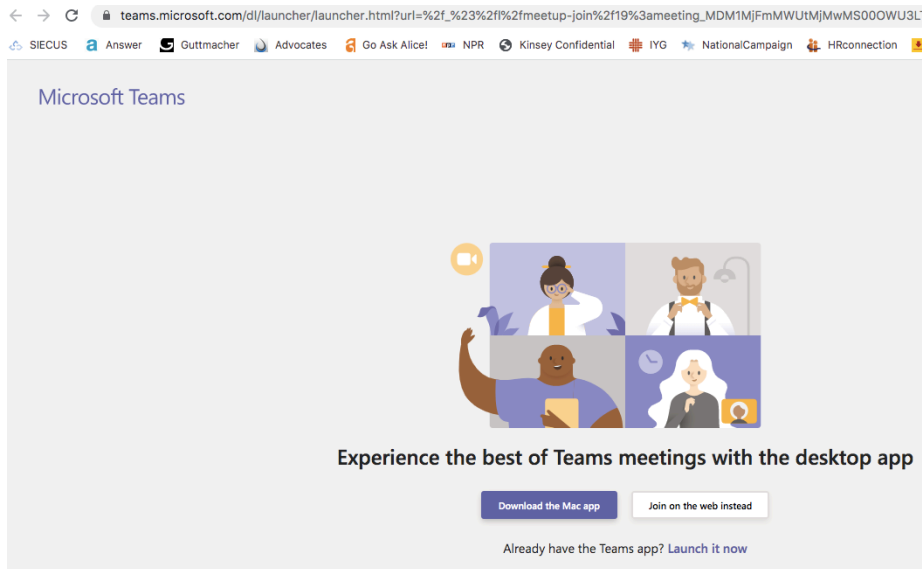+1 346-200-6315   United States, Houston (Toll)
Conference ID: 173 466 580#

Local numbers | Reset PIN | Learn more about Teams | Meeting options

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3. **Join the Microsoft Teams Meeting**
   a. Click "Join on the web" (instructions below)
      i. Can also download the app to your computer

← → C   🔒 teams.microsoft.com/dl/launcher/launcher.html?url=%2f_%23%2fl%2fmeetup-join%2f19%3ameeting_MDM1MjFmMWUtMjMwMS00OWU3L

🔹 SIECUS 🔶 Answer 📗 Guttmacher 📗 Advocates 🔴 Go Ask Alice! 📻 NPR 🌐 Kinsey Confidential ⚡ IYG 🦊 NationalCampaign 👥 HRconnection
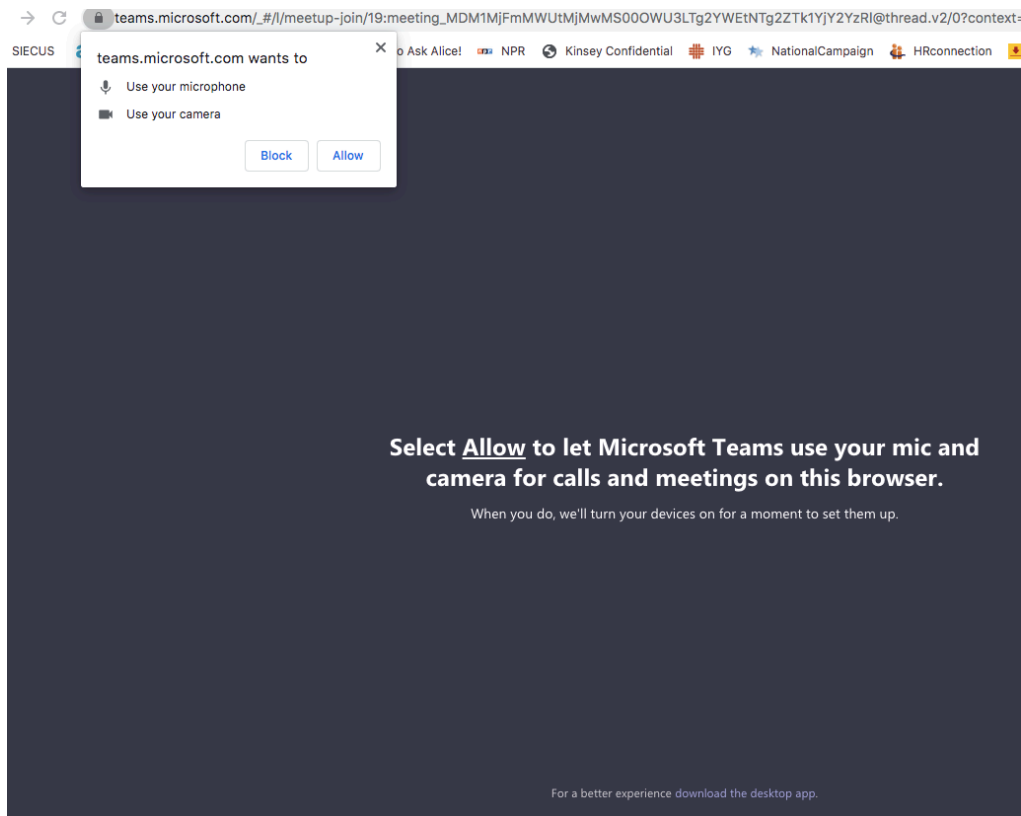
Microsoft Teams

Experience the best of Teams meetings with the desktop app

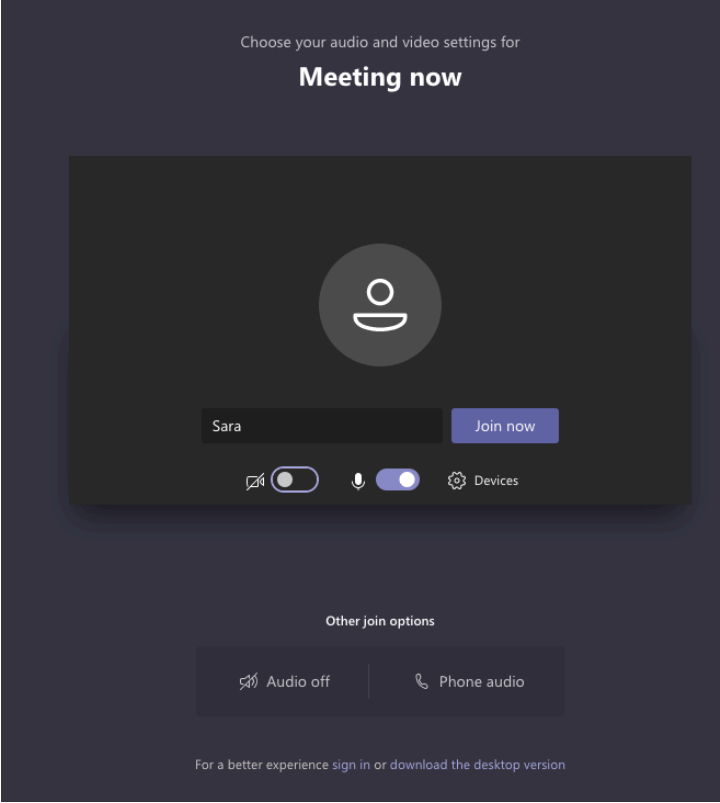| Download the Mac app | Join on the web instead |

Already have the Teams app? Launch it now

4. **Allow the site to access your microphone and camera**
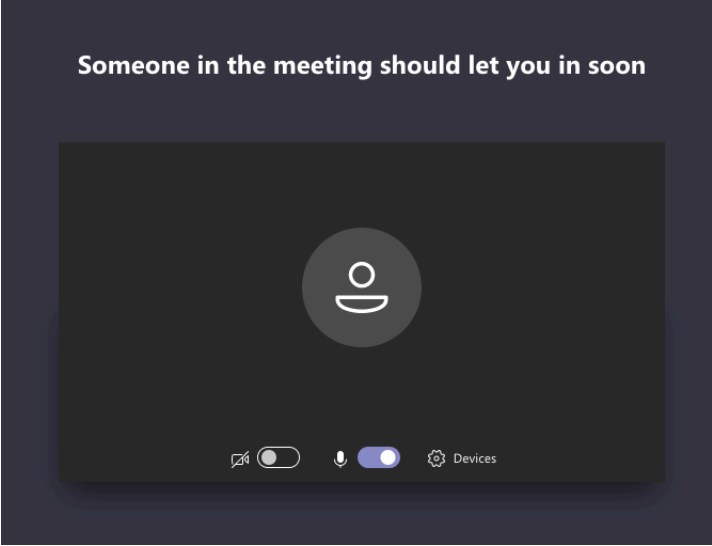   a. Click "Allow"

5. **Choose your audio and video settings**
   a. Click the dot next the camera icon to activate video
   b. Type in your name
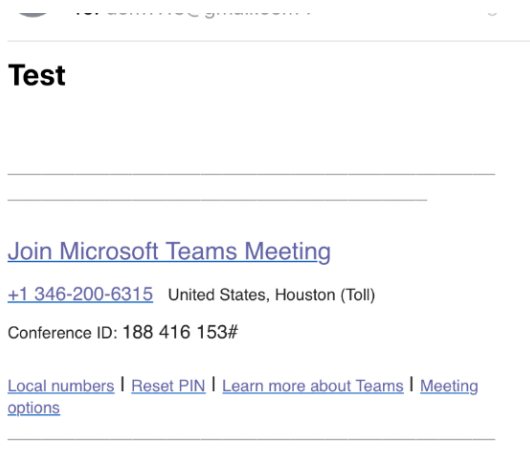   c. Click "Join Now"

6. Wait to be added into the call

Joining with a smart phone

This job aid shows the user experience for iOS and Android users.

1. **Open the email on their mobile device:**
   a. Click "Join Microsoft Teams Meeting"

   Test

   _____
   _____

   Join Microsoft Teams Meeting
   +1 346-200-6315   United States, Houston (Toll)

   Conference ID: 188 416 153#

   Local numbers | Reset PIN | Learn more about Teams | Meeting options
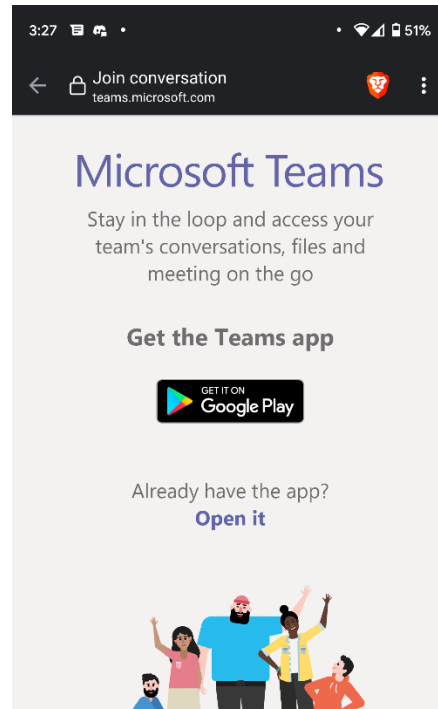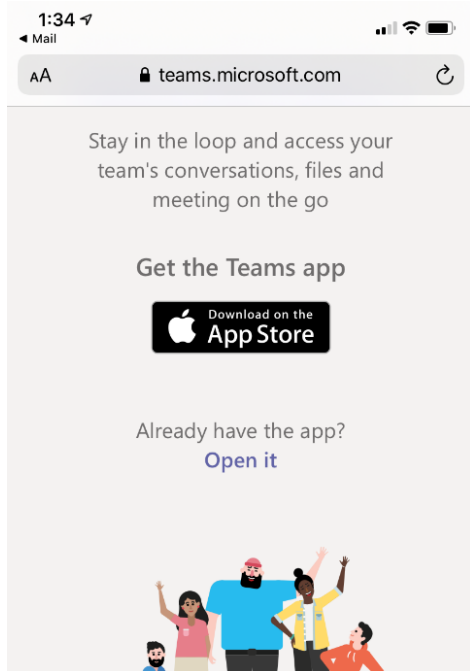
   _____
   _____

   *NOTE:
   o **If you ONLY NEED AUDIO** – They can click on the phone number included in the invite and enter the Conference ID to join the call
   o **If they need to access VIDEO** – They will need to download the app on their phone (instructions below)

2. **Download the Teams app**
   a. For iOS: Click "Download on the App Store"
   b. For Android: Click "Get it on Google Play"

3. **Click "Get" (iOS) or "Install" (android) to download the app for free**
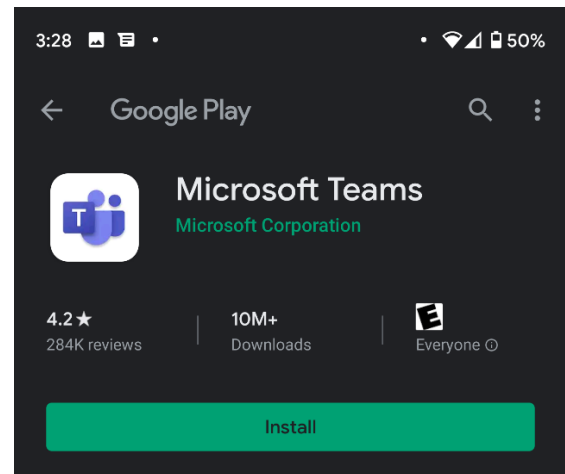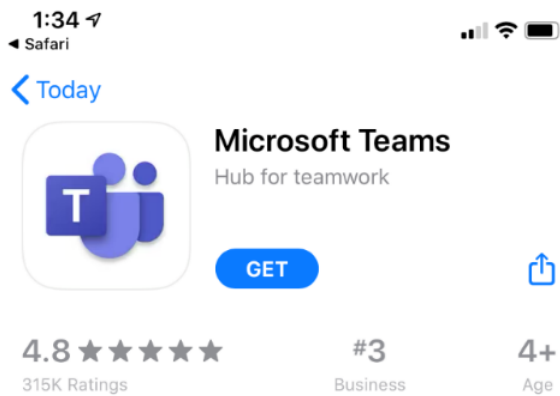
4. **Open the app and "Join as a Guest" or "Sign in and join – Sign up for free"**

Microsoft Teams

Microsoft Teams

Welcome to Microsoft Teams!
A happier place for teams to
work together.

Meeting time!
How would you like to join?

Join as a guest

Sign in and join

Sign in

Sign up for free

5. **Allow the app to access your microphone**
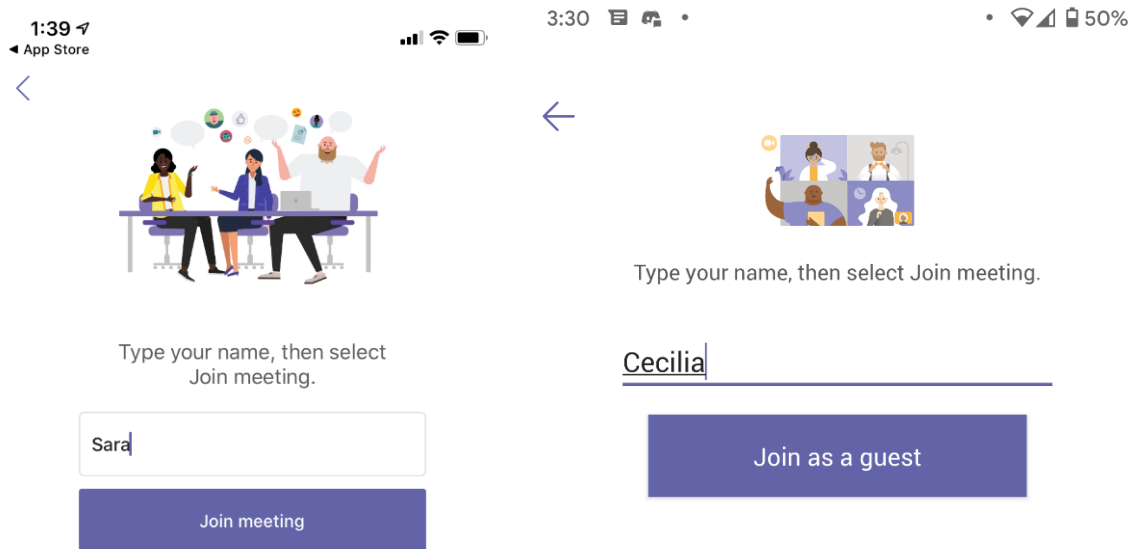   a. Click "OK" for iOS or "Allow" for Android
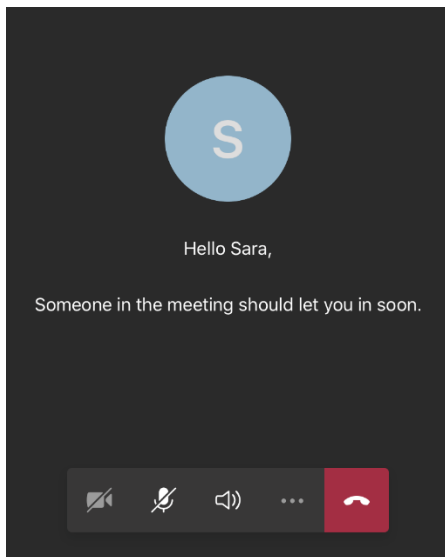   b. For Android devices this prompt might come up later
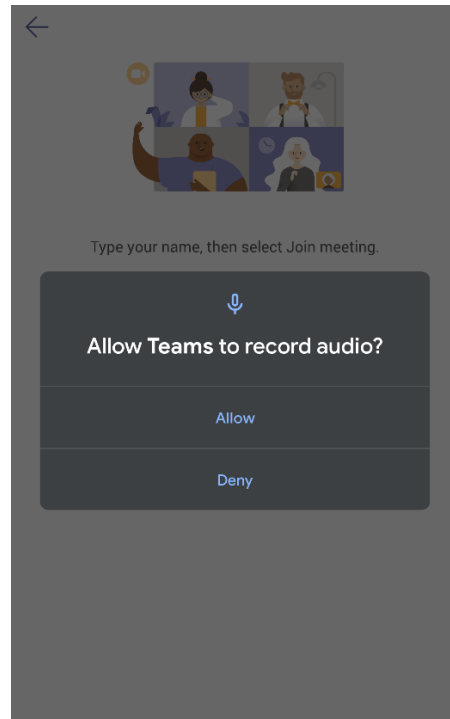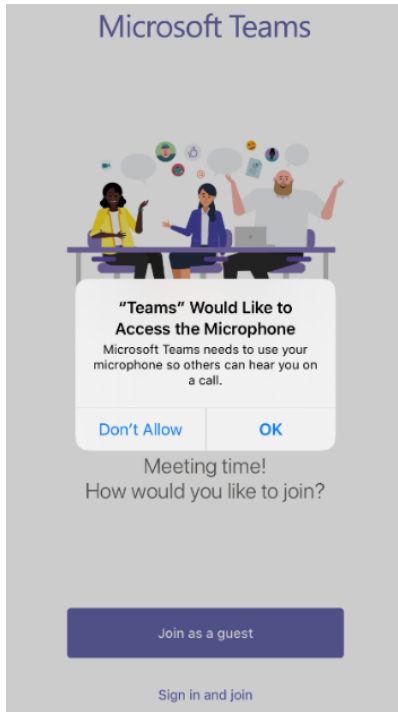
6. Join the meeting
    a. Enter your name

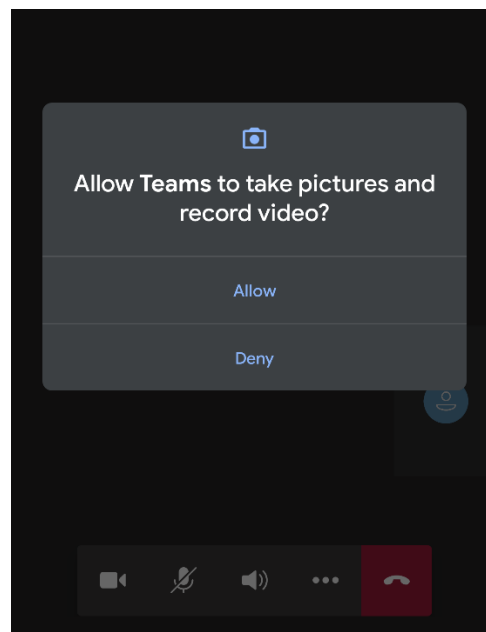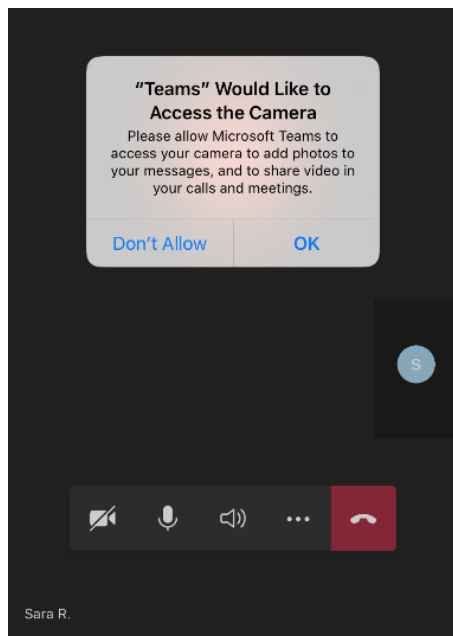   b. Click "join meeting" or "join as a guest"

7. **Wait to be added into the call**

8. **Allow Teams to access your camera**
   a. Click "OK" for iOS
   b. Click "Allow" for Android

Follow these steps to join a session:

Joining with a phone call:

You have the option of calling into the session using the phone number and access code included in your email invitation.

Video is not available in a phone call session.