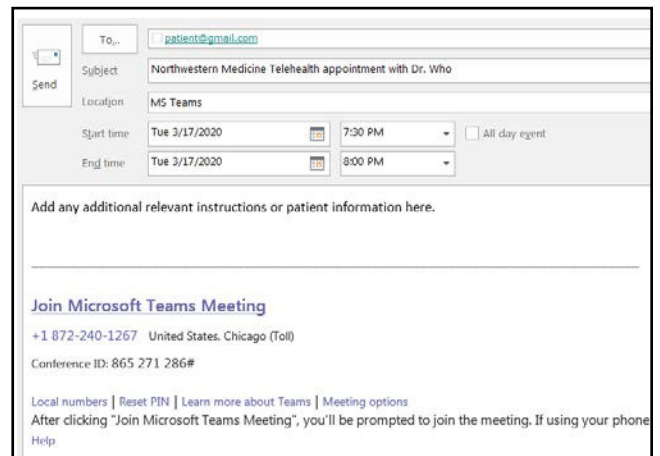


# Sending a Request and Joining a Northwestern Medicine Telehealth Microsoft Teams Meeting With a Patient Using Personal Mobile Device

## Step 1: How to send an MS Teams meeting invitation to the patient

### Using Outlook (Recommended):

1. Address the meeting request to the patient's personal email address(es).
2. Add a relevant subject.
3. Confirm the date/time are correct.
4. Click the Teams Meeting button to insert the link in the body of the meeting invitation.
5. Add any relevant instructions or patient information. Avoid including PHI or HIPAA-protected information.



## Step 2: How to join an MS Teams meeting with the patient using your mobile device

1. Open the MS Teams app on your mobile device (*requires installation of MS Teams on your mobile device, either via Google Play (Android) or App Store (iPhone)*).
2. Navigate to Calendar (located at the bottom of your screen).
3. Select "Join" for the appropriate appointment.
4. Make sure Video and Mic are turned on.
5. Select "Join Now."

