#### Download the Teams mobile app on your mobile device.

#### Follow these steps if you have an iPhone/iPad:

- Open the Apps Store on your iPhone/iPad to and search for the Microsoft Teams app.
- 2. Click on "Get" to download the app.
  - You may be prompted for your Apple ID password / Face ID for the download to start.



#### Follow these steps if you have an Android phone:

- Open the Play Store on your Android Phone/tablet to and search for the Microsoft Teams app.
- 2. Click on "Install" to download the app.
  - You may be prompted for your Play Store password for the download to start.



#### How to join the Microsoft Teams meeting room.

*Note:* Please join the meeting only 5 minutes prior to the consultation time you have selected during the online registration process.

1. Click on the link provided to you within the confirmation email when you registered.

Confirmed booking for Sherilyn Sum

"Join Teams Meeting"

Virtual Digital Clinic - Chinese Speaking Free

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Friday, May 15, 2020 2:00 PM - 2:20 PM (UTC+08:00) Kuala Lumpur, Singapore



Microsoft Teams Online Meeting



2. Select the option to join as a guest.

# Microsoft Teams



Meeting time! How would you like to join?

Join as a guest

Sign in and join

3. Enter your name in the field and click on "Join Meeting".



Type your name, then select Join meeting.

Your Name

Join meeting

- 4. Click on the camera and microphone logos at the bottom to turn on your camera and mic.
- 5. Wait while the digital doctor admits you into the session.



#### How to share your screen.

1. Click on the three dots (...) next to the red button at the bottom of your screen.



2. Click on "Share".

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	<	Quick Team	is Test	Ē	ê⊖+	
	۲	Start recording				
	CC	Turn on live captic	ons			
	OD	Put me on hold				
	R	Call me				
C	ſ∱]	Share				
	÷	Dialpad				
		Start video with bl	ur			

Turn off incoming video

3. Click on "Share screen" at the bottom of the list.



- 4. Click on "Start Broadcast".
  - Your permission for screen sharing may be asked for, do click yes.



5. Tap anywhere in the grey area to go back to the main screen.

