Quick guide for using Microsoft Teams for online appointment
Instruction for using Microsoft Teams in online appointments

HUS Tietohallinto, updated 1.4.2020

Checklist for online appointment
1. You must have an ID with photo available
2. An internet connection so that you can connect to the online appointment
3. A computer or smart device (Teams application must be installed on the mobile device, see detailed instructions below)
4. A camera for video connection and headphones and speakers
5. Microphone
6. A quiet place

Patient instructions for joining Teams appointment by using web browser. You’ll get an invitation to online appointment to your email.

1. Click the Microsoft Teams application link in the invitation (if join by using smart phone or tablet (so called mobile devices) you need to have installed the Teams client).

2. Select "Join on the web instead" > Teams asks for permission to use microphone and camera. These must be allowed. > Next insert your name to the “Enter name” field and select “Join now”.

3. First you will enter the meeting lobby. You will see a message “Someone in the meeting should let you in soon” indicating this. We kindly ask you to wait. A health care professional will let you in soon.

4. When the meeting is finished, please remember to end the meeting by selecting the red phone icon.