



Using Teams

If you've got Teams installed on your computer or mobile device and are familiar using it... you're good to go!

If not, we hope this guide helps. Of course, everyone has different devices, browsers, etc., so we can't be specific, but we hope to at least point you in the right direction

While it's possible to simply click on the invitation link and join your meeting without installing Teams, it requires you use a Microsoft Edge or Google Chrome browser. If you don't want to install Teams, then check your device has Edge or Chrome. Also, be aware some of the features may not work

Your psychologist has Teams installed, so for compatibility of features and sharing the same experience as far as possible, we suggest downloading and installing Teams a few days prior to your meeting, if you can. We hope this saves last minute panics; minimises the chances of 'stuff just not working'; and, if a snag does crop up, might help you both resolve it together

Teams requires a Microsoft account. Don't worry, this is free and you'll be prompted to set one up, as part of the Teams installation. If you've already got an existing Microsoft account, you can log in with your details

Some of the guidance in these links is a bit 'techy', but there should be enough that makes sense to your particular setup, to get you up and running:

- Download Teams for your computer or mobile device: [CLICK HERE](#)
- Join a meeting: [CLICK HERE](#)
- Send text messages (chatting) in a meeting: [CLICK HERE](#)



- An open search feature to type queries and find answers: [CLICK HERE](#)

You could also search for tutorials via [Google](#) or help videos on [YouTube](#)

Once you've Teams up and running, you could set up a meeting with someone you know, just to get a feel for it all

At your Teams meeting 'rehearsal', maybe try out your camera and microphone. Turn your camera on and off. Learn how to hide your own image staring back at you. Mute and unmute yourself. Try text chatting. You'll be a Teams pro in no time!

Of course, if you're really stuck, just let us know and we'll do our best to help: info@adulthoodautism.ie

By having space and time to troubleshoot and get familiar with Teams for your particular device, browser, etc., your meeting should be less stressful

Speaking of which, your meeting can be accessed at the set time, by clicking on the invitation link in the email and following the onscreen prompts

One last thing... if you find some great Teams guidance or a tutorial video you think might help others, let us know! We're always looking for better, more accessible ways to do things. It's all part of building a community where we share and learn from each other, and we appreciate you being part of that