

How to attend your online Livity School Medical appointment

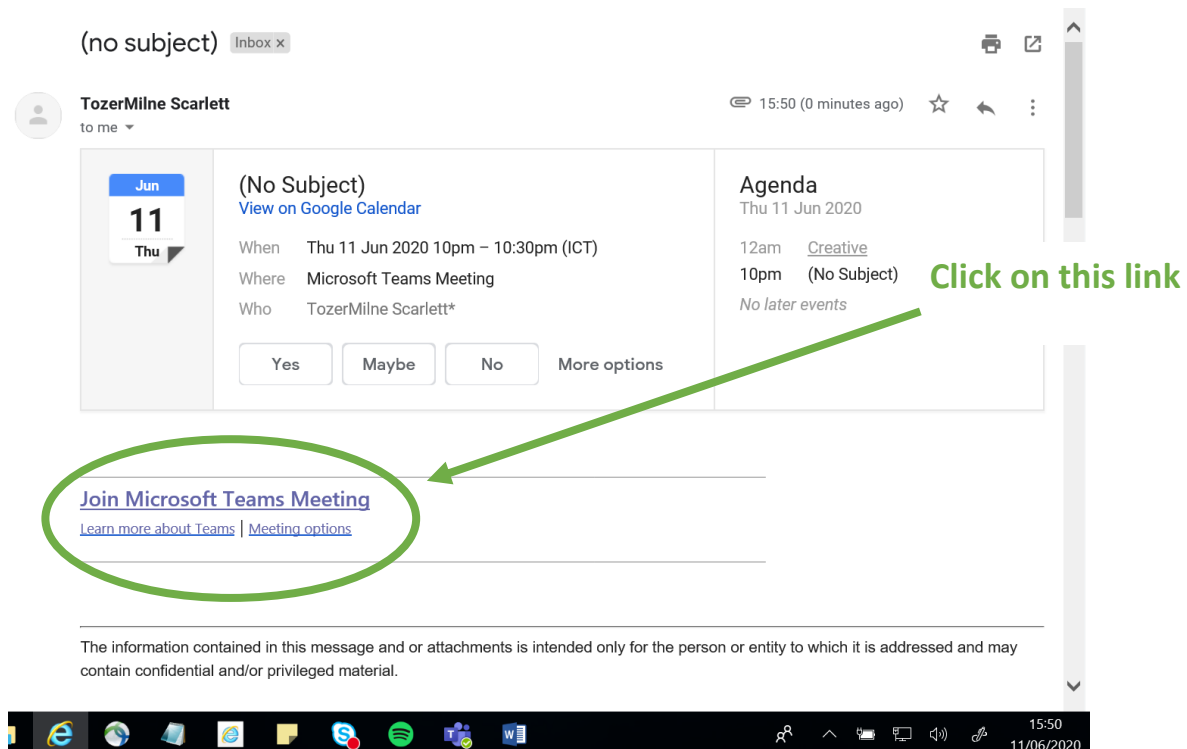
You have been invited to attend an online Livity School medical appointment. This guide will help you get there in **4 easy steps!**

We are using video appointments so that we can see each other and help it feel more like our normal appointments. We will be using a video service called **Microsoft Teams**. You can download the Microsoft Teams app to your mobile phone, tablet or laptop. Alternatively you can use a laptop web browser, but please note it doesn't work on all browsers and works best of all on Chrome.

It is important your device has a working microphone, speakers and video on it to make best use of the appointment, so please check this first.

Step 1

You will have given your email address to an administrator for them to send the appointment to. You should have an email from them that looks like this:



(no subject) Inbox x

TozerMilne Scarlett
to me

15:50 (0 minutes ago) ☆ ↶ ⋮

Jun 11 Thu

(No Subject)
[View on Google Calendar](#)

When Thu 11 Jun 2020 10pm – 10:30pm (ICT)
Where Microsoft Teams Meeting
Who TozerMilne Scarlett*

Yes Maybe No More options

Agenda
Thu 11 Jun 2020

12am [Creative](#)
10pm **(No Subject)**
No later events

Join Microsoft Teams Meeting
[Learn more about Teams](#) | [Meeting options](#)

Click on this link

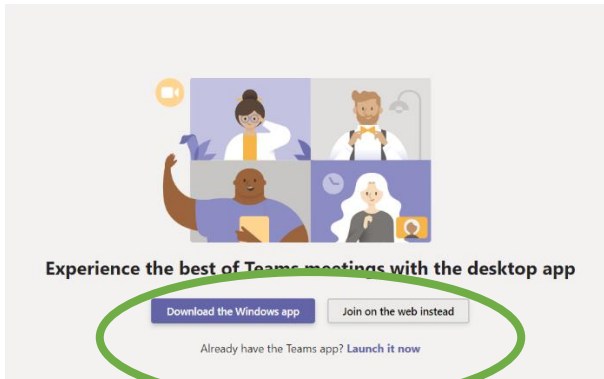
The information contained in this message and or attachments is intended only for the person or entity to which it is addressed and may contain confidential and/or privileged material.

15:50
11/06/2020

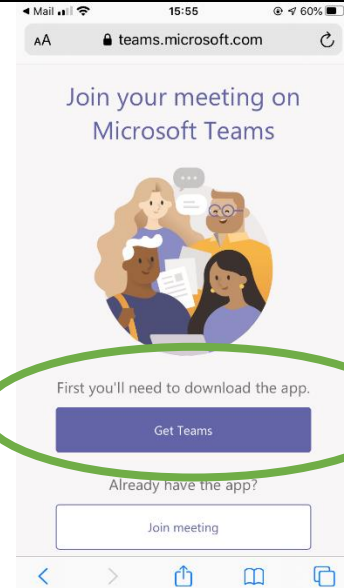
!!!! BEWARE that sometimes our email end up in peoples junk mail boxes, so make sure you check in there too

Step 2

If you are on a **laptop**, you will be given the option of **downloading the app or join on the web**



If you are on a **phone**, once you click on the link you will be asked to **download the app**



Please download the App or try joining the web well before your appointment so as to resolve any technical issues so as to ensure you and your child get the most out of the appointment.

Step 3

Once you are on the app or website you will have this option:

[Join as a guest](#)

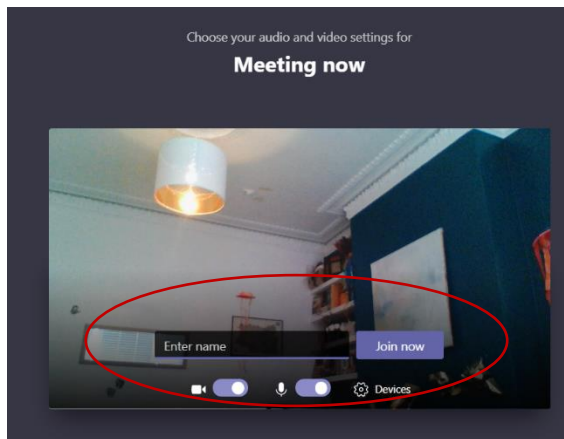
[Sign in and join](#)

It is fine for you to just click '**join as a guest**'

Step 4

You will then be asked to enter your name. Please **type your child's name** in the box and then click '**join meeting**' or '**join now**'

If you are on a **laptop** the screen will look like this



If you are on a **phone** it will look like this in the app

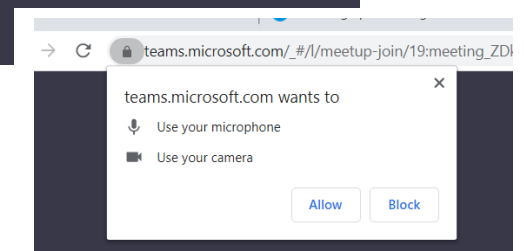
Type your name, then select
Join meeting.

Join meeting

Sometimes you will be asked to check your microphone and video are working. If this happens, just follow the instructions on screen

Select **Allow** to let Microsoft Teams use your mic and camera for calls and meetings on this browser.

When you do, we'll turn your devices on for a moment to set them up.



You're all done! Now all you have to do is sit back and relax and wait for the appointment to begin

If you have any problems on the day of the appointment please call the clinician or the Livity School Medical booking administrator on 02030496016