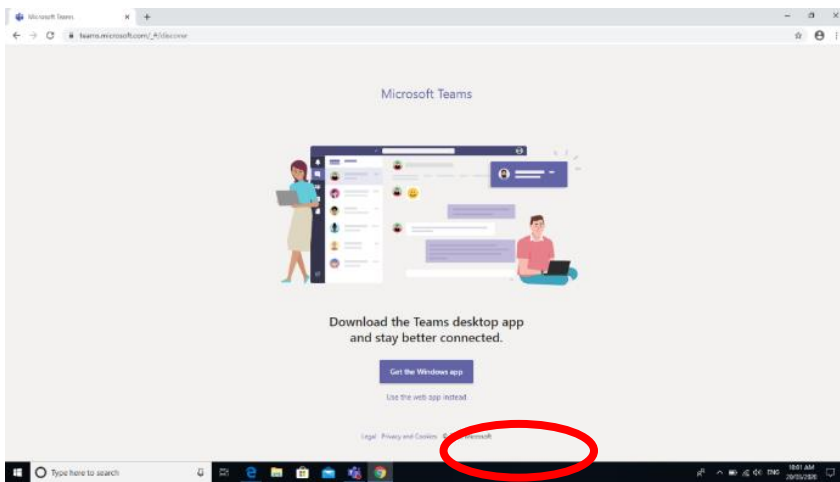


Participant Instructions to Access Telehealth

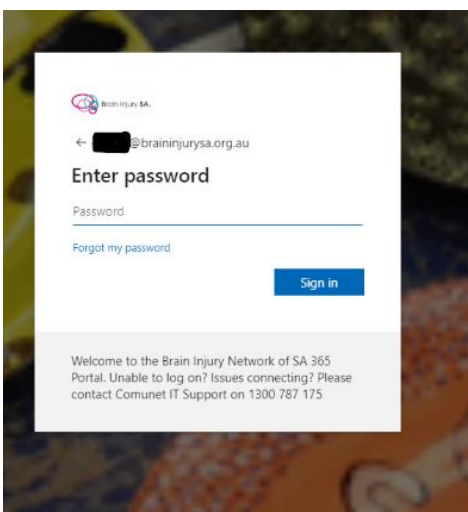
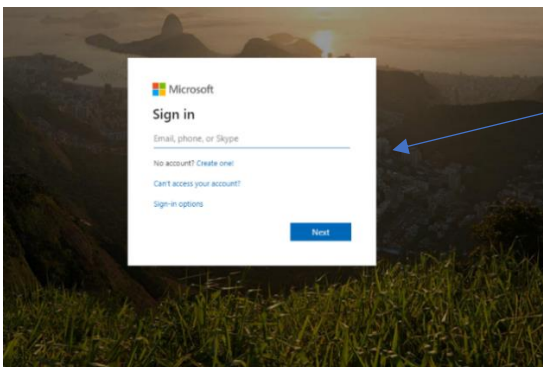
It is a good idea to set up your Teams tele-health account ahead of time and practice using the application prior to your first appointment so you can familiarise yourself with tele-health.

1. Go to <https://teams.microsoft.com/downloads>

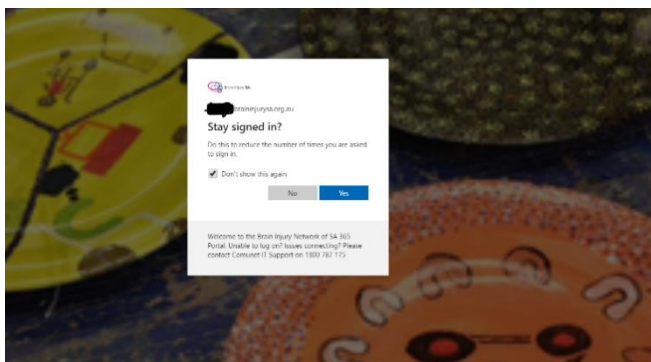
“Download Teams” onto your device. Copy and paste or type the above address into your search.



2. Sign in with Username and Password provided to you by BISA staff.



3. Tick the Box – “Don’t show this again”

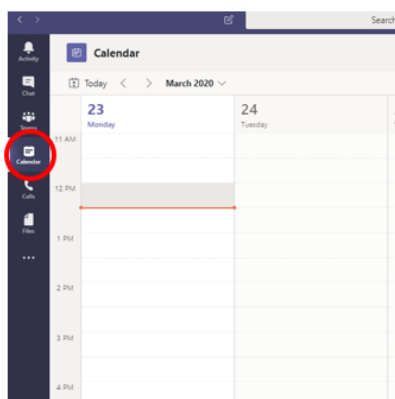


4. To Access your appointment in your calendar:

Open Teams on your device



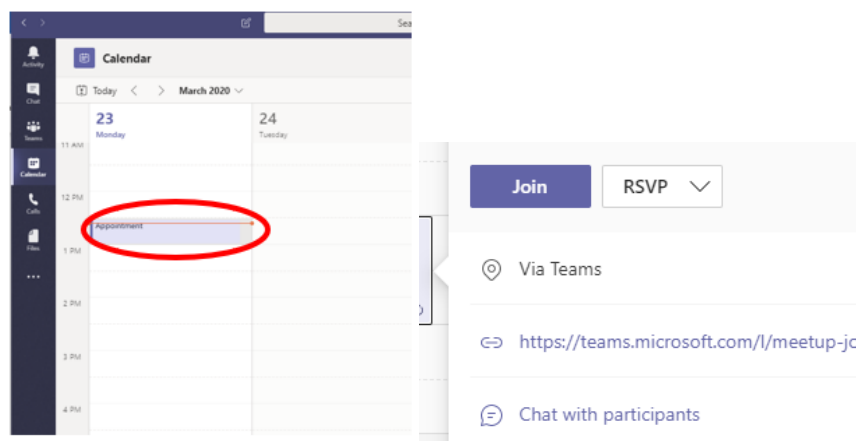
a. Go to “Calendar” on left hand side.



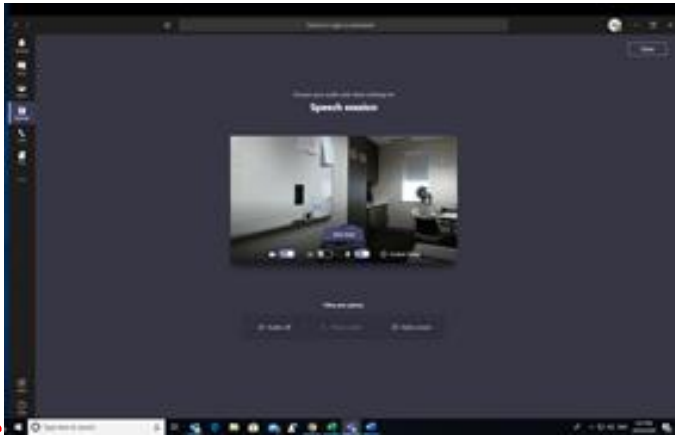
b. Click on the purple appointment tile in your calendar.

(Your appointment may not show in your calendar until 5 minutes prior to your appt. time)

c. Click on the appt. and then click “Join” when this option becomes available.

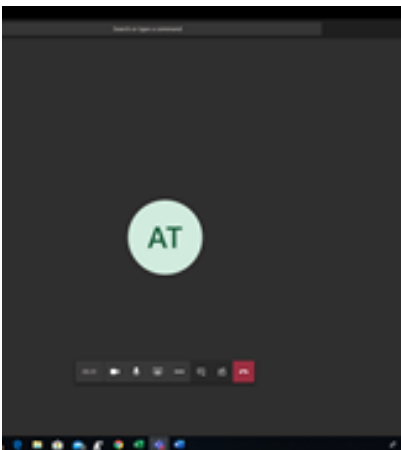


- d. If you do not log on, your therapist may remind you by calling your device directly. You can answer them by selecting “video” option on your screen.

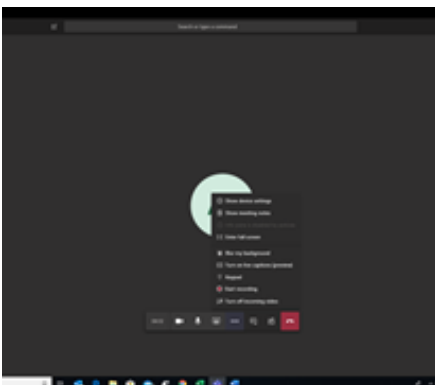


SETTINGS/TROUBLESHOOTING

You can use the toolbar to access many settings. Your therapist will instruct you during the sessions and assist you to utilise the options on your device.



The three dots in a row ... access a number of other settings that your therapist will explain to you during your sessions.



Show meeting notes – can be helpful to type notes between you and your therapist in a chat, which will save, and you can continue to refer to these notes later.

Brain Injury SA staff are on hand to assist you with tele-health queries and troubleshooting on 8217 7600

If you have not gained access to your session, your therapist will call your phone directly to assist.