

How to set up video chat on a tablet or phone.

- Step 1: Search for Microsoft Teams in your device's app store.
- Step 2: Install.
- Step 3: Open the email you received from your worker. Click the link at the bottom that says "Join Microsoft Teams Meeting".
- Step 4: Click always open in Teams app.
- Step 5: Click the "Join as Guest" button. You do not need to sign up.
- Step 6: Click "Allow" for audio recording. This allows the app to use your microphone. Your sessions will not be recorded by the worker.
- Step 7: Click "Join Now" to enter the video chat.
- Step 8: Click to show or hide your camera.
- Step 9: Click to turn on or off your audio.
- Step 10: Press the hang-up icon to end the video call OR the following steps will help ensure that your privacy and confidentiality are maintained after each video call with your worker.
- Step 11: When the call is over click the 3 bars menu (while you still have Teams open).
- Step 12: Click on Settings.
- Step 13: Click on Data and Storage.
- Step 14: Then click on the following: Clear Temporary Files, Clear App Data, and Clear History. Any data that was on your phone is now erased.