

How to set up video chat on your computer: This guide works with Google Chrome and Internet Explorer only.

- Step 1: Click on the "Join Microsoft Teams Meeting" link.
- Step 2: Click "Join on the Web Instead" to open in a web browser, instead of installing the app.
- Step 3: Select "Allow" to let Microsoft Teams access your microphone and webcam.
- Step 4: Select "OK" to allow your browser access to your microphone.
- Step 5: Click "OK" to allow your browser access to your webcam.
- Step 6: Enter your first name only (for your worker) to protect confidentiality.
- Step 7: Check your audio/video settings to ensure both your camera and microphone are on and not crossed out.
- Step 8: When you have your settings the way you want them, click on "Join Now".
- Step 9: Click on the hang up icon to leave the session when done.
- Step 10: Clear your web browser's cookies to protect your privacy and confidentiality.