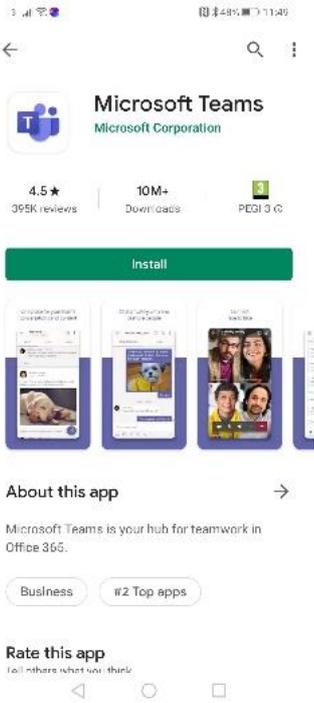
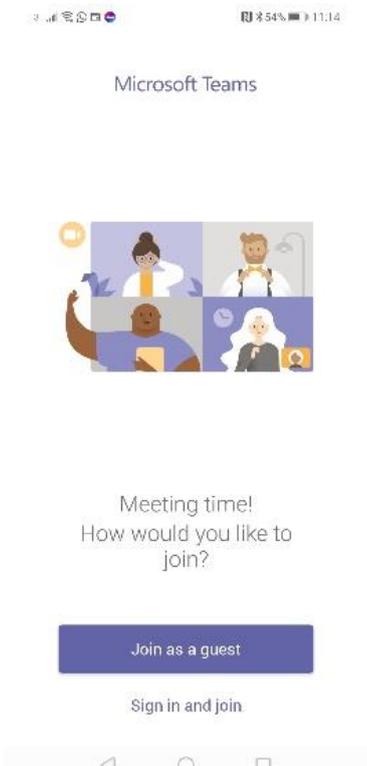
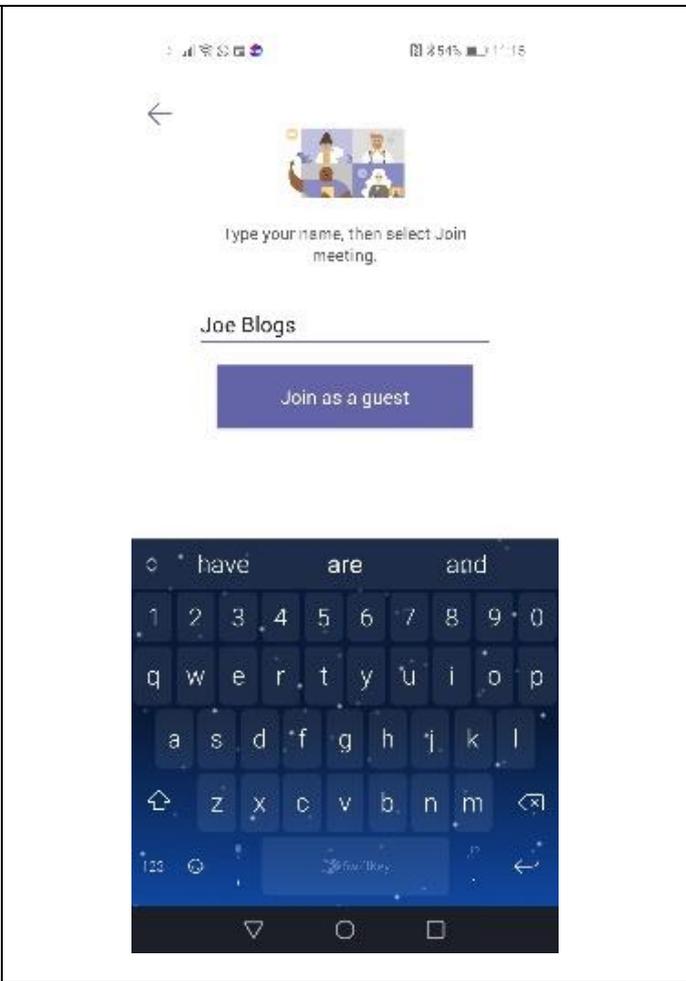


Quick Reference Guide

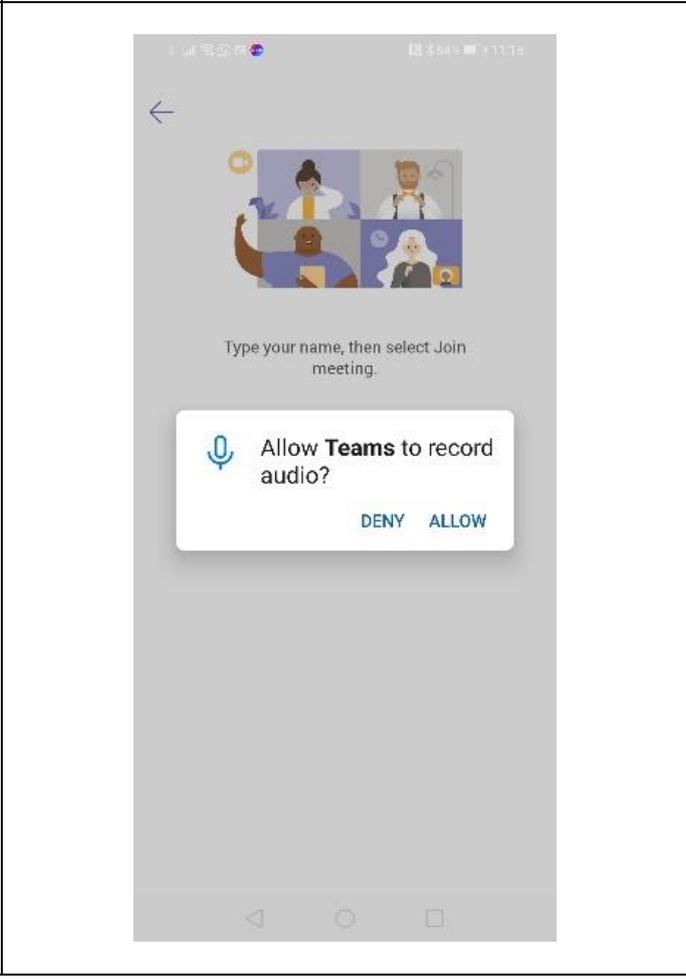
Virtual Visit – Relative Guide

| | Instruction | Photograph/Diagram |
|----|--|--|
| 1. | Before you can accept the virtual visit you will need to download Microsoft Teams app from your App store. |  |
| 2. | Once downloaded close the App and click on the link in the invite. | <p>Please click here to join virtual visit</p> |
| 3. | This will reopen the Teams app Click on ' Join as a Guest ' |  |

4. Type your name in to identify yourself to the ward staff
Click on '**Join as a guest**'

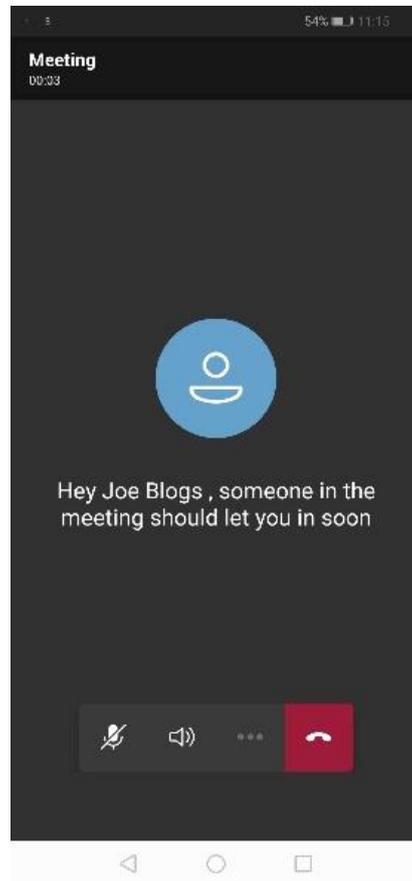


5. You will be asked to allow Teams to record audio? Select '**Allow**'



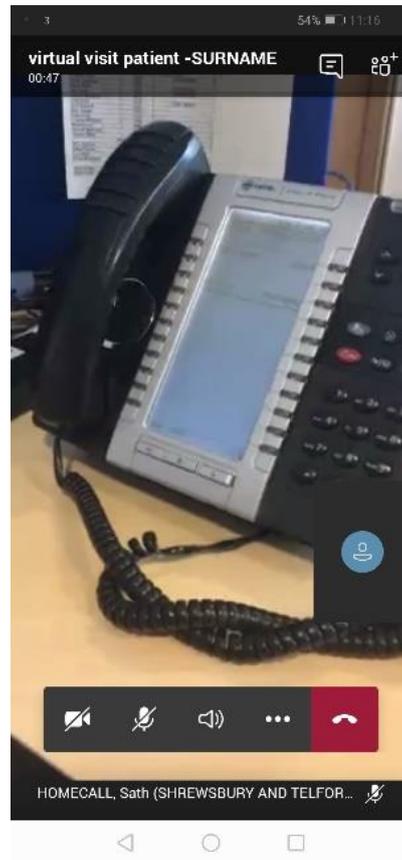
6.

You will then be added to a lobby, a member of the ward staff to let you in to the virtual visit when they are with your relative.



7.

Once you have been invited to join the virtual visit you can enable your mic and video camera



8.

Remember to hang up at the end of the call.

