

# Provider iOS Apple Device Quick Tips for Skype for Business

Providers often want to have the ability to work remotely on their iOs device: iPhone, iPad and MacBook. These instructions will walk through downloading the Skype for Business app, signing in with PHSA credentials and conducting the virtual health visit with the patient.

Instruction	Expected Screen
1. From App store, download Skype for Business	ৰ Safari الله المعالم ا
Select Skype for Business	Skype for Business Microsoft Corporation
**Do not select consumer Skype 🔌 Tap GET to download the App	GET
	4.3★★★★☆     #4     4+       1K Ratings     Business     Age
	13.37     Image: State
	Upreeming Based - State - Stat
	Karn Blair 928 Fold your get the doc? 928 Mobile Tam Sync 739 Mobile Tam Sync 739
	Conference
	Thanks again     Visual Design aliment
	Connie Appel
Open the APP	Today Games Apps Arcade Search
<ul> <li>Tap through the prompts</li> <li>1. Allow Notifications</li> <li>2. Don't Allow access to your Contacts</li> </ul>	"Business" Would Like to Send You Notifications Notifications may include alerts, sounds, and icon badges. These can be configured in Settings.
3. <b>OK</b> to enable your microphone for your meetings	Organization sign in address
	"Business" Would Like to Access Your Contacts         To search for people you know, we'll need access to your contacts.         Don't Allow       OK
	"Business" Would Like to Access the Microphone To be heard during calls, we'll need access to your microphone.
	Don't Allow OK

CHILD WAR Provincial Health HEALTH BC LEAD BENEFACTOR save foods Province-wide solutions. Better health.		Skype for Business (SfB) Provider Mobile Device Quick Tips
2. Sign-in with your Health Authority account Launch the Skype for Business app		S
Input your Health Authority email address on the <b>Sign in</b> page <u>firstname.lastname@phsa.ca</u> ; <u>firstname.lastname@cw.bc.ca</u>	minni <del>Save Passworu</del>	Sign in ie.mouse@phsa.ca ®
Tap <b>Advanced Options</b>		Advanced options
Input your <b>domain and Health Authority username</b> <b>in the form of:</b> phsabc\username Tap X to return to the Sign in screen	phsabc\usernam Skype for Business Onl All other users: domain Auto-Detect Sen HTTP Proxy Logging About	Advanced options  Advanced opt
Tap the con Input your <b>password</b> Tap <b>Sign in</b> to proceed	Save Passwo	Sign in minnie.mouse@phsa.ca Enter your password rd Advanced options Sign in





### Skype for Business (SfB) Provider Mobile Device Quick Tips

3. Join the Meeting	• II TELUS 🗢 7:28 AM @
<b>U</b>	
Skype for Business App opens.	Q Search for contacts
	Upcoming
	7:30 AM - 8:00 AM Virtual Health appointment Dr. Lee Join S Skype Meeting
Select Calendar Icon	Recent 🕦
	Conversation with Burnes, Luka Mon Meeting
	Conversation with Burnes, Luka Mon Meeting
	Conversation with Burnes, Luka Mon Meeting
	Burnes, Lukas [PHSA] Mon Hi Joelle
	Lyons, Jasmin [CWBC] Mon Question. I set Dr. Selby up with a S
	testing dr. hursh's dx80 with Joy Mon Meeting

Your Outlook Appointments are listed in the Skype Calendar.

Skype events are in blue.

Click **Join** to access the virtual health appointment with your patient.

🖬 TELUS 🗢	7:29 AM	e 🔳
×	Meetings	
Create and sta online meetin	art a new ad-hoc Ig	Meet now
Today		Mar 24
All day ONLY TRAIN	ING	
7:30 AM - 8:00 Virtual Healt S Skype Meetin	AM h appointment Dr. L ng	eeda Join
8:00 AM - 8:30 BCTDC Face Skype Meetin	AM to Face Prep	Join
8:00 AM - 9:00 Virtual Core GoTo Meeting	<b>am</b> Team Meeting	
9:00 AM - 9:30 Virtual Health Skype Meetin	AM h Training- Check Ir	Join
2:00 PM - 2:30 F TelePICU/ED Skype Meetin	PM Provincial Clinical V pg	Vorki Join
2:30 PM - 4:00 F Coordinating	PM J Zoom/Skype roll-c	out a Join





## 4. Functionality in the Virtual Health Event

- a) Unmute your microphone
- b) Turn on your camera
- c) Admit patient click on top of screen on the event title.

You will receive a warning message indicating that there are participants in the lobby.

On the blue screen click on participants

Click on the green **check mark** for the patient in lobby that you are expecting.



d) You can instant message with the patient. Click on the **IM icon** (put a red circle on it).







## Provider Android Device Quick Tips for Skype for Business

Providers often want to have the ability to work remotely on their android device: android phone, android tablet and computer (see last page). These instructions will walk through downloading the Skype for Business app, signing in with PHSA credentials and conducting the virtual health visit with the patient.









Input your <b>password</b>	4:27 🖬 🛛 🕅 🗨 🖌 🗈
phsabc\username	Advanced options
	Signing in as
Click on <b>&lt; Advanced options</b> to return to main sign in screen.	Available
	phsabc\username
	Skype for Business Online users: username@domain.com All other users: domain\username
	Autodetect server
3. Join the Meeting	12:38 🛨 🖪 🛛 🕅 💎 🖌 🛙
Click on <b>Calendar icon</b> and your Outlook	Q Search in the company directory.
Skype events are in blue.	UPCOMING
Click <b>Join</b> to access the virtual health appointment with your patient.	12:30 a.m. 30 mins Test Online meeting
	8:00 a.m. 1 hour FW: Virtual Core Team Meeting GoTo Meeting
	RECENT
	<b>Test</b> 12:27 a.m.
	CHBC Virtual Training- Learnin 12:23 a.m.





## 4. Functionality in the Virtual Health Event

- a) Unmute your microphone
- b) Turn on your camera
- c) Admit patient click on top of screen on the event title < Arrow</p>

You will receive a warning message indicating that there are participants in the lobby.



### **Participant List**



Click on the green **check mark** for the patient in lobby that you are expecting.







#### Instant Message (IM) Chatbox icon







Using your Microsoft PC to access Skype for Business? You need to download Microsoft's Skype for Business Licensed client

1. Download the Skype for Business for your	🚮 Microsoft   Office Spyrtrakines: Herchyclog = Fenere = Kennere
desktop on your Microsoft PC. <u>https://products.office.com/en-ca/skype-for-business/download-app</u> Download Skype for Business Click	<section-header></section-header>
Download free basic client 2. Click	Download Skype for Business for your desktop