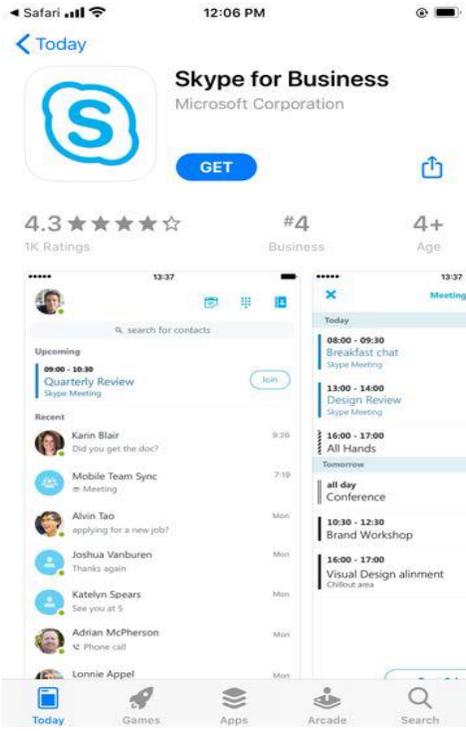
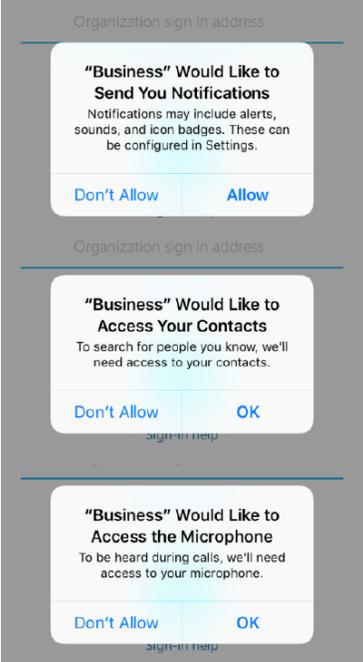


Provider iOS Apple Device Quick Tips for Skype for Business

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
<p>1. From App store, download Skype for Business</p> <p>Select Skype for Business </p> <p>**Do not select consumer Skype </p> <p>Tap GET to download the App</p>	
<p>Open the APP</p> <p>Tap through the prompts</p> <ol style="list-style-type: none"> 1. Allow Notifications 2. Don't Allow access to your Contacts 3. OK to enable your microphone for your meetings 	

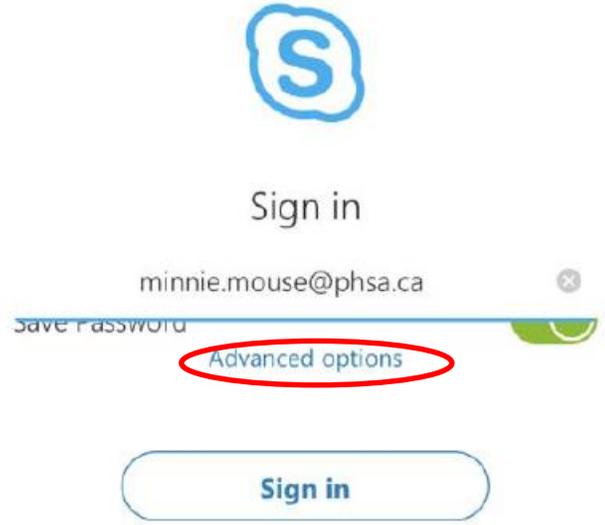
2. Sign-in with your Health Authority account

Launch the **Skype for Business** app

Input your Health Authority email address on the **Sign in** page

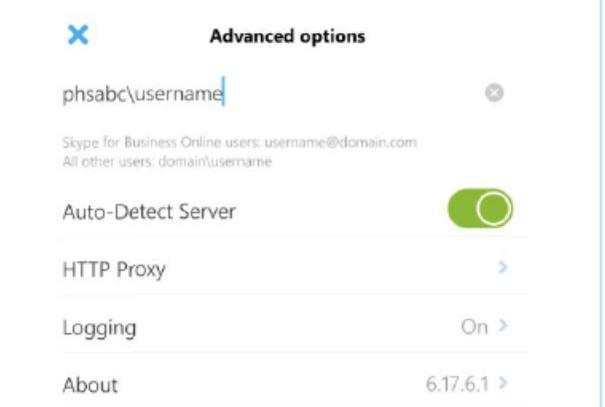
firstname.lastname@phsa.ca; firstname.lastname@cw.bc.ca

Tap **Advanced Options**



Input your **domain and Health Authority username in the form of: phsabc\username**

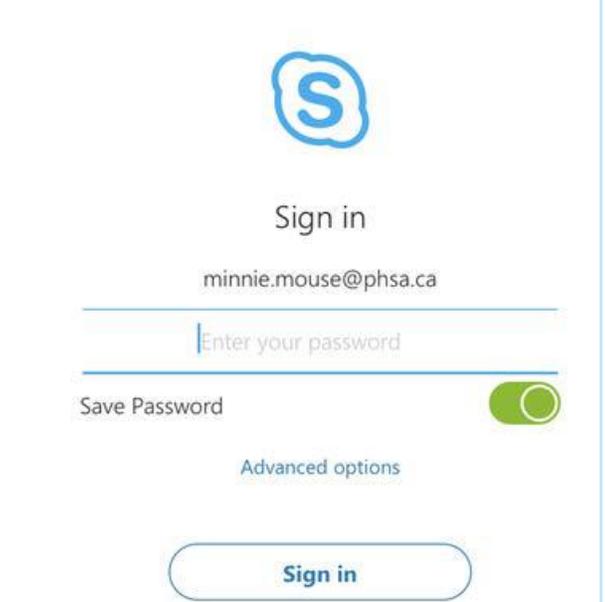
Tap  to return to the Sign in screen



Tap the  icon

Input your **password**

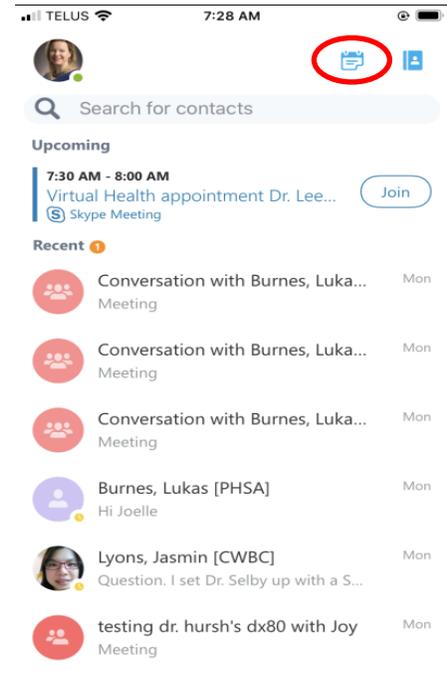
Tap **Sign in** to proceed



3. Join the Meeting

Skype for Business App opens.

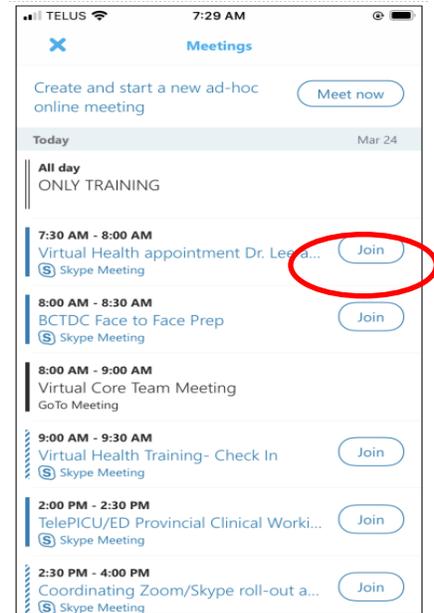
Select Calendar Icon



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.



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.

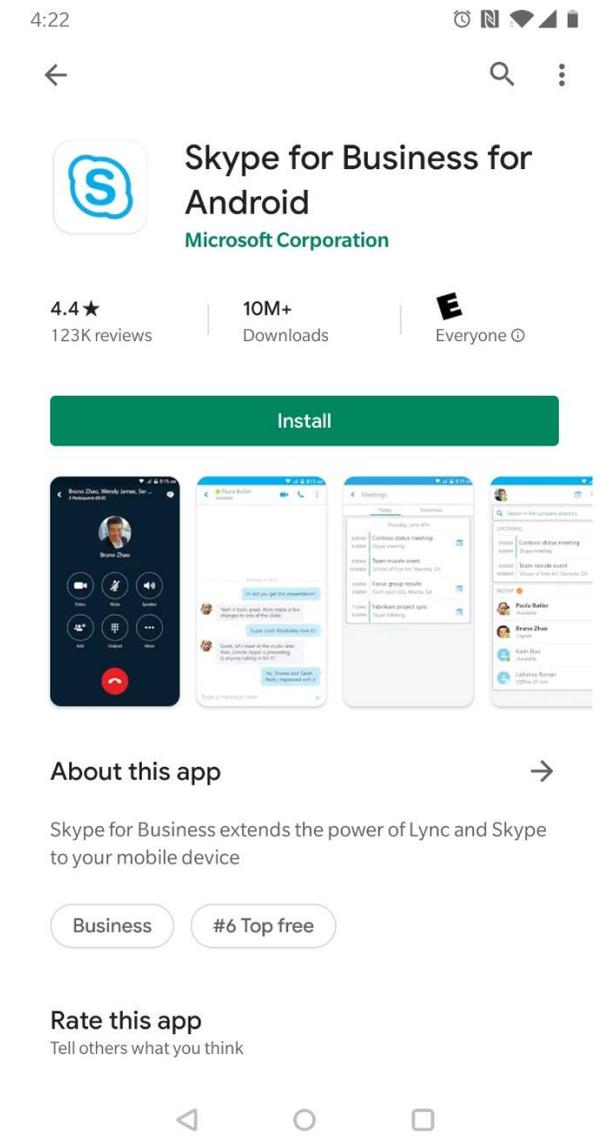


- d) You can instant message with the patient. Click on the **IM icon** (put a red circle on it).



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.

Instruction	Expected Screen
<p>1. Tap on Google Play icon to enter Play Store</p> 	

Open the APP

Tap through the prompts (**Allow All**)

Allow Skype for Business to access photos, media and files on your device.

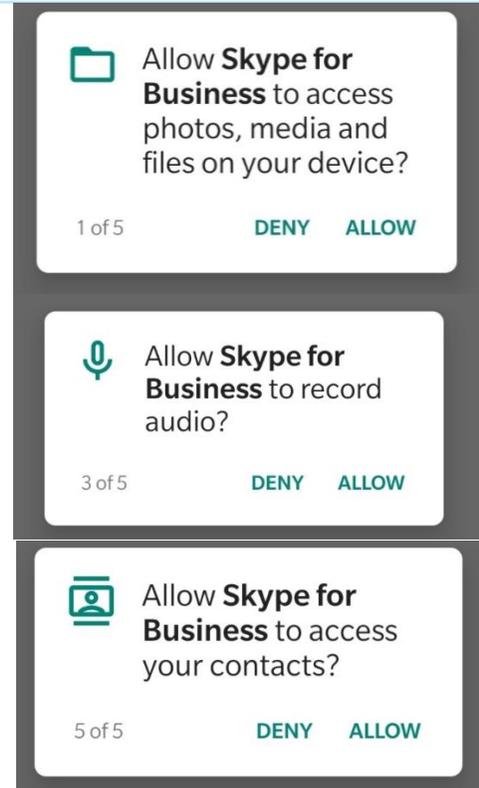
Allow Skype for Business to make and manage phone calls.

Allow Skype for Business to record audio.

Allow Skype for Business to take pictures and record video.

Allow Skype for Business access to your contacts.

Next, **accept terms and conditions.**



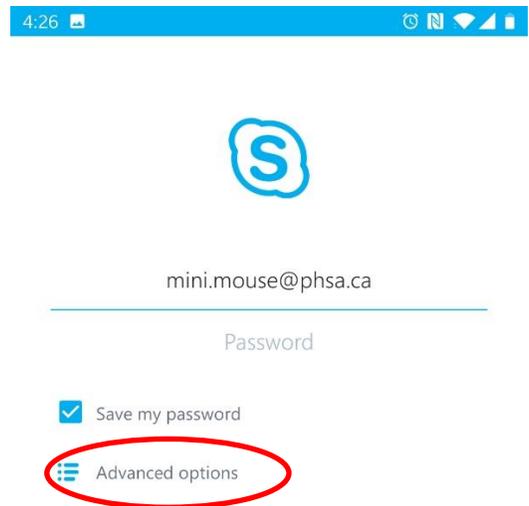
2. Sign-in with your Health Authority account

Launch the **Skype for Business app**

Input your Health Authority email address on the **Sign in** page

firstname.lastname@phsa.ca; firstname.lastname@cw.bc.ca

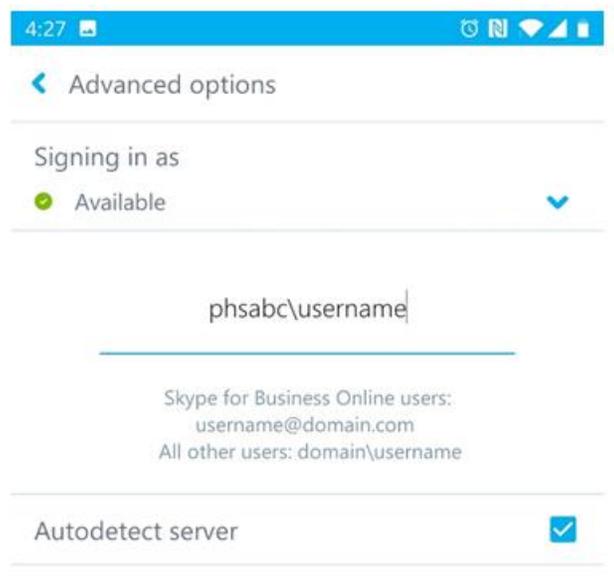
Tap **Advanced Options**



Input your **password**

phsabc\username

Click on **< Advanced options** to return to main sign in screen.

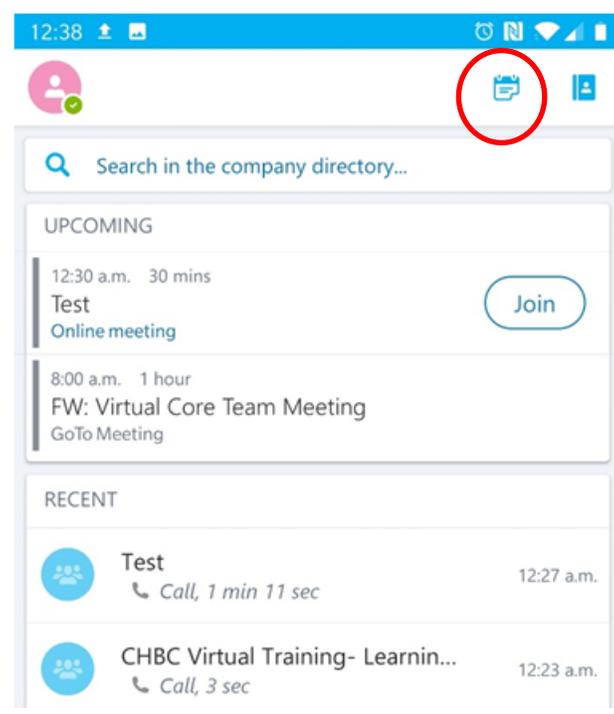


3. Join the Meeting

Click on **Calendar icon** and your Outlook

Skype events are in **blue**.

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



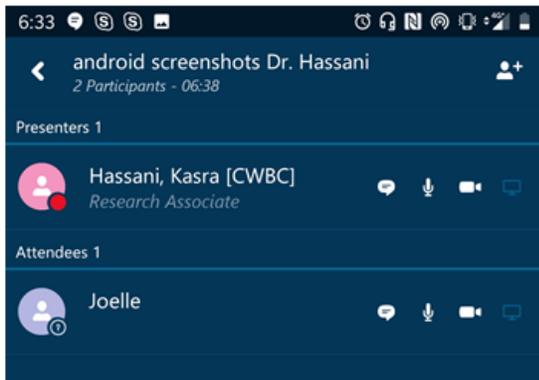
4. Functionality in the Virtual Health Event

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

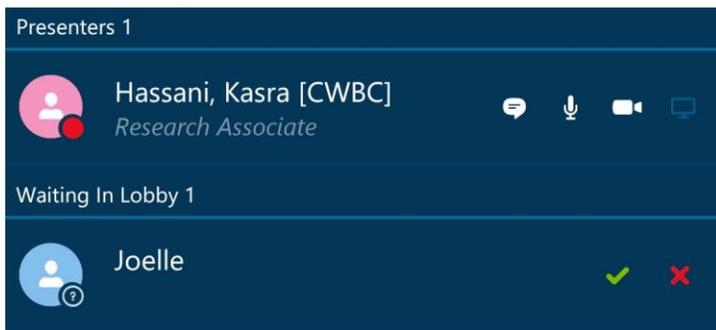
You will receive a warning message indicating that there are participants in the lobby.



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 desktop on your Microsoft PC.

<https://products.office.com/en-ca/skype-for-business/download-app>

Click

Download Skype for Business

2. Click

Download free basic client

