



How to Join a Microsoft Teams Meeting

1. **Receive the Invitation:**

You will receive an email from me with a link to the meeting. The link will look something like: *"Join Microsoft Teams Meeting."*

2. **Click the Link:**

When it's time for your meeting, simply click the link in the email. This will open a new page in your web browser.

3. **Choose How to Join:**

○ **Option 1: Join via Browser (No download required):**

If you don't have the Microsoft Teams app, you can join directly through your browser. Click on *"Continue on this browser"* when prompted. Ensure your microphone and camera are enabled.

○ **Option 2: Use the Teams App:**

If you prefer, you can download the Teams app. Click *"Download the app"* and follow the on-screen instructions.

4. **Test the Teams Meeting Link Before the Meeting:**

Don't leave this to the last minute to avoid stress. Test the link beforehand to check device compatibility. Older devices or browsers may cause issues, so ensure your device is up-to-date and supports Microsoft Teams.

5. **Join the Meeting:**

After entering your name, click the *"Join Now"* button. If the meeting hasn't started yet, you'll be placed in a waiting room until the host lets you in.

6. **Check Your Audio and Video Settings and Have Your Earphones Ready:**

Before joining, you'll have the option to adjust your microphone and camera settings. Make sure both are working properly.

7. **Ensure a Quiet, Confidential Space:**

For the best experience, please ensure you're in a quiet, private space where you can speak and participate freely without distractions. This is especially important for sessions that involve trauma processing. Sometimes, a car is the perfect place.

8. **Device with a Wide Screen (for EMDR Sessions):**

For EMDR (Eye Movement Desensitization and Reprocessing) sessions, ensure you're using a device with a wide screen (e.g., a laptop or tablet). This allows adequate access to bilateral stimulation (BLS) eye movements, which are essential for effective trauma processing.



9. **Stable Internet Connection:**

Ensure a strong, stable internet connection to prevent disruptions during the session. A wired connection is preferable for better reliability.

10. **Close Unnecessary Applications:**

To ensure your device runs smoothly, close any apps or programs you're not using during the session. This will help with audio and video performance.

11. **Prepare for the Session:**

Have things nearby to help you feel comfortable (e.g., a glass of water, tissues, comfort items, or a blanket) and prepare any notes or documents you'd like to refer to during the session. This will help you feel more organized and relaxed.

Common Struggles Clients Face & How to Avoid Them:

1. **Technical Issues:**

- **Internet Connectivity:** Weak or unstable internet can prevent you from joining or cause disruptions during the session. Ensure you have a strong, stable connection.
- **Device Compatibility:** Make sure your device is up-to-date and supports Microsoft Teams. Older devices or browsers may cause issues.
- **Software Glitches:** Sometimes, Teams may experience bugs. If this happens, try restarting your device or joining from a different browser or app.

2. **Lack of Familiarity with Technology:**

- If you're new to MS Teams, don't worry! The process is straightforward. Just follow the steps in the invitation, and feel free to reach out if you need assistance. If something goes wrong, contact me, and I will guide you through it.

Tips for a Smooth and Effective Therapy Experience:

- Ensure a stable internet connection and a device that's well-equipped for the session.
- Test your microphone and camera ahead of time to avoid delays.
- Join the meeting early to check your setup before the session starts.
- Communicate any issues you're facing with the technology, and I'll assist you.
- Create a calm, soothing, and private environment to focus on the session, especially for sensitive topics or EMDR.