

# Using shared devices for virtual visits

## Clinician resource

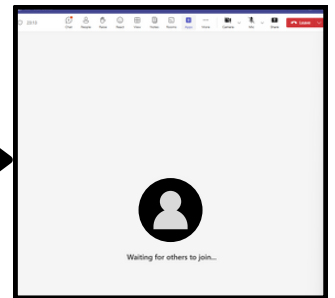
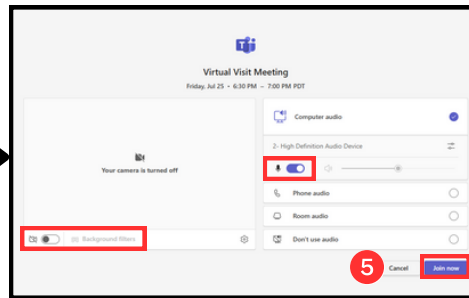
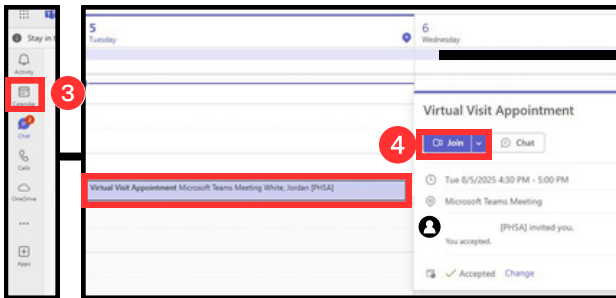
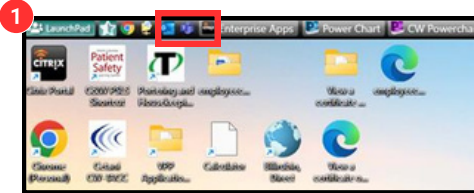
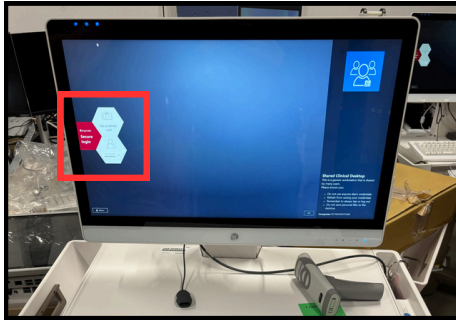
This document outlines the step-by-step process to access a Teams virtual visit meeting via web browser on a shared device.

### Logging into a shared device


Sign into the shared device using your credentials or click the 'tap in' button to sign in using your access card. Once you've signed in you will be taken to the desktop screen of the shared device.

### Joining a Teams meeting from a shared device

1. Locate and click the **Microsoft Teams** icon in the top left corner of the desktop screen. You will be prompted to sign in to your PHSA account; afterwards Teams will open in the web browser view.
2. Navigate to your calendar by clicking the **calendar icon** in the left hand ribbon.
3. **Locate the virtual visit** scheduled in your calendar and **double-click** to open the scheduled meeting.
4. Click **Join** in the meeting window.
5. Check your audio and camera settings, and apply a background effect if needed. Once you are ready click **Join now** to begin the meeting.



### After a virtual visit on a shared device

When you have finished using the shared device hold down the  **Windows key** and click **L** to lock the device so the next person can log into their account.