

Thank you for scheduling a Video Visit with your provider. Please follow the guidelines and the instructions below to have the best experience with your Video Visit.

- If you experience difficulties connecting to your Video Visit, please call your provider's office.
- Please make sure that the visit occurs in an environment that allows to appropriately protect your privacy. Examples would include an office, your home or in a parked car.
- Be sure to join the meeting 15 minutes before your scheduled time; otherwise, your appointment may be cancelled. You cannot join sooner than 15 minutes prior to your appointment time.
- As it is important for us to care for all our patients in a timely matter, we are asking you to make sure that you are prepared for this visit: please follow the step-by-step instructions below.

Step 1;

Sign into your email account and open the email received from your physician's office with an invitation to a WebEx meeting (virtual visit).

Step 2:

Click on the **blue hyperlink** in the email to connect to the meeting 10 minutes before your appointment.

Hi [redacted]

[redacted] is inviting you to this WebEx meeting:

Test Virtual Meeting Appointment

Host: [redacted]

When it's time, join the meeting from here:
[Join the meeting](#)

When: Friday, March 20, 2020, 2:30 pm (1 hr), Eastern Daylight Time

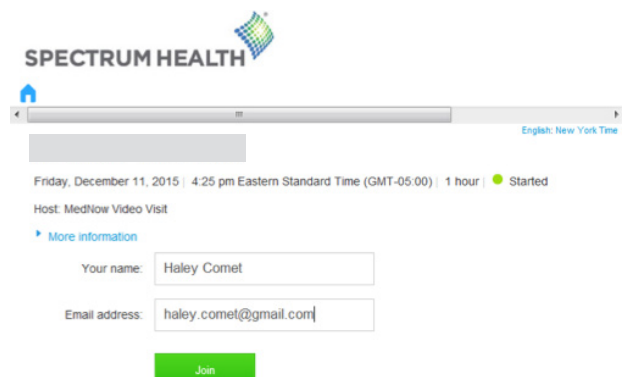
Access Information

Meeting Number:
995 865 659

Password:
(This meeting does not require a password.)

Step 3:

Login to the visit by inputting your name and email address, then click "**Join.**"



The screenshot shows the Spectrum Health WebEx meeting interface. At the top, it says 'SPECTRUM HEALTH' with a logo. Below that, there's a navigation bar with a home icon and a language dropdown set to 'English: New York Time'. The main content area displays the meeting details: 'Friday, December 11, 2015 | 4:25 pm Eastern Standard Time (GMT-05:00) | 1 hour | Started'. The host is 'MedNow Video Visit'. There's a 'More information' link. Below that, there are two input fields: 'Your name:' with the value 'Haley Comet' and 'Email address:' with the value 'haley.comet@gmail.com'. At the bottom, there is a green 'Join' button.

Step 4:

Leave Meeting password blank unless included in your invitation

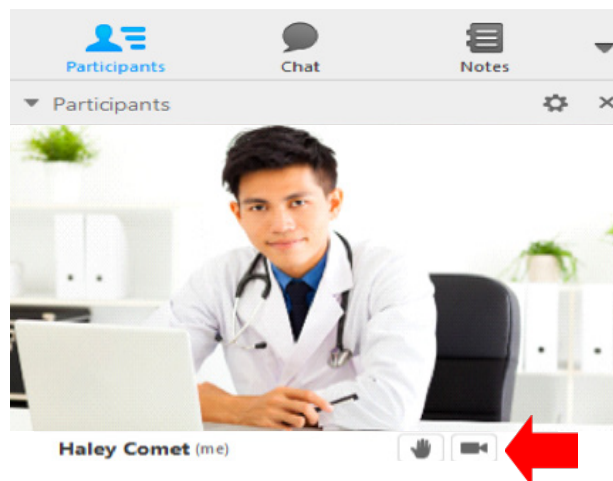
Example:

Meeting number: 123 456 789

Meeting password:

Step 5:

Click on **"Start My Video"** when prompted, or click the gray camera icon to begin your video visit.



Step 6:

Click the audio icon and select **"Call Using Computer"** or **"Call Using Internet"** or **"Call Me"** and enter the number to be called

