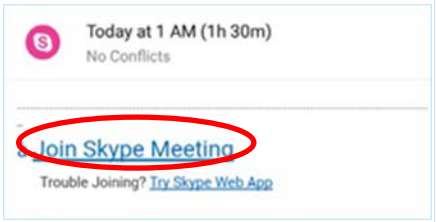
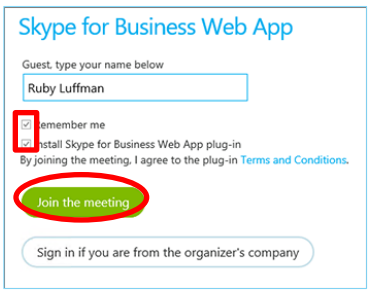
BC WOMEN'S HOSPITAL+ HEALTH CENTRE
An agency of the Provincial Health Services Authority

COMPLEX CHRONIC DISEASES PROGRAM
B432 – 4500 Oak Street
Vancouver, BC V6H 3N1
P 604-875-2061 / F 604-875-3739

Mac Device Quick Tips
Getting Started with Virtual Health Visits

If you choose to use your Mac desktop or laptop such as Macbook or iMac, the following instructions will help you to get started with your first virtual health visit via Skype for Business.

Instruction	Expected Computer Screen
Join the Meeting: 1. Open email invitation 2. Click Join Skype Meeting ▪ *If the Skype for Business Web App does not launch, click **Try Skype Web App***	
Type your name when you see "Guest". The name you add will be visible to your provider 3. **Check** remember me and 4. **Check** Install Skype for Business Web App plug-in 5. Click Join the meeting *Plug-in is a software component that adds a specific feature to enable a connection to Skype for Business	

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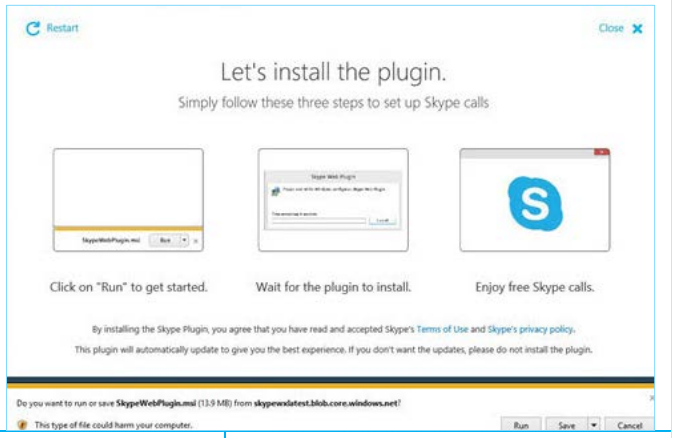
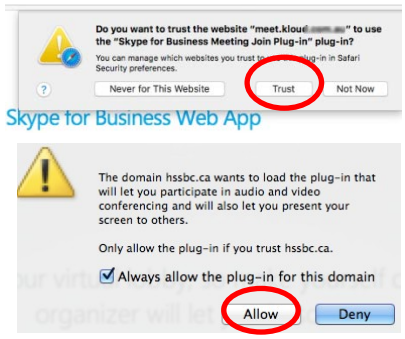
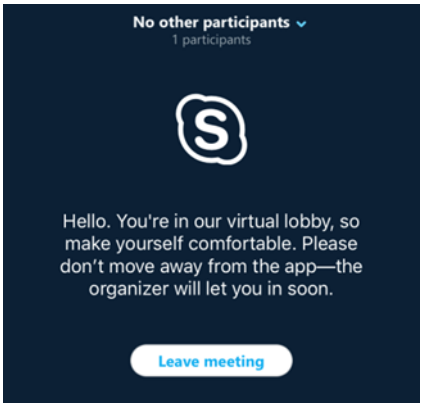
Instruction	Expected Computer Screen
6. Follow the prompts to install Skype for Business plugin ▪ Run ▪ Wait for the plugin to install ▪ You may need to click Join Skype Meeting again *A plugin is a software component that adds a specific feature to enable connection to Skype for Business.	
7. **Trust** the website 8. Click **Allow** to trust this domain	
9. **Wait** in the virtual lobby The provider sees when someone is waiting and will open the meeting for you.	

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Instruction	Expected Computer Screen
10. Ensure the **microphone** and **camera** are not muted by making sure they do not have a line through them. 11. Check if participants can see/hear one another. 12. Click to exit the meeting once complete	