

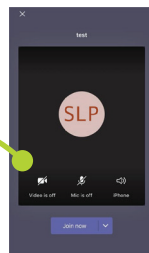
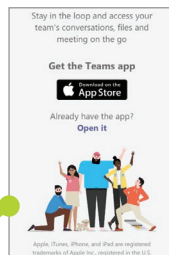
Using Teams during an assessment:



Using Microsoft Teams is secure for the Teletherapy Assessment Program is easy and the best part, it's HIPAA compliant. Below is a step-by-step process to use Teams for an assessment using an iOS device or PC device for either the ProSlate or WinSlate AAC devices. Teams is available on all Windows devices through a downloaded app or a web version.

Start using Microsoft Teams with an iOS device:

1. The Teams app must be downloaded prior to the meeting.
2. The Clinician will receive a meeting invitation from the Forbes AAC ATS via email.
3. Once the Clinician opens the invitation email, they will select 'Join Microsoft Teams Meeting'. This will then open the following:
 - a. With the Teams app, open 'Join as Guest' or 'Sign in and Join'. For the purposes of the Telepractice evaluations, the app is free of charge.
 - b. Turn on the video and mic and enter your name and select 'Join Now'.
4. At this point, the Forbes ATS and the Clinician have joined the meeting. The ATS will then call the Teletherapy Assessment Devices that had previously been sent by Forbes AAC and set up by the client.
5. The client will be directed by the ATS and Clinician to position the video conferencing tablet to get the best view for the assessment.



If assessing a ProSlate, the client will be able to share the screen with the ATS and the Clinician to better aid with assessment needs. If assessing a WinSlate, the screen can be shared, and access can be given for remote control by the ATS or the Clinician.

next page **Using a Windows Device**

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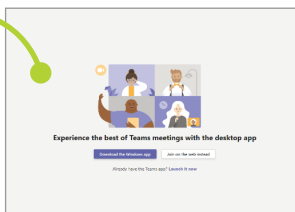


Teletherapy Assessment Quick Tips

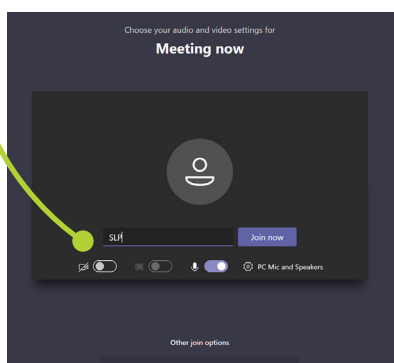


Start using Microsoft Teams with a Windows device:

1. The Clinician will receive a meeting invitation from the Forbes AAC ATS via email.
2. Once the Clinician opens the invitation email, they will select '**Join Microsoft Teams Meeting**'. This will then open the following:



- a. Choose to either launch the app, download the windows app, or join on the web*. If downloading the app for the first time, do so prior to the start of the meeting.
- b. Turn on the video and mic and enter your name and select '**Join Now**'.



If assessing a ProSlate, the client will be able to share the screen with the ATS and the Clinician to better aid with assessment needs. If assessing a WinSlate, the screen can be shared, and access can be given for remote control** by the ATS or the Clinician.

*If using the web app, Google Chrome or Edge are best.

**Not available in web app.

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