

## JOINING A HANGOUTS MEET CONFERENCE CALL APPOINTMENT USING A PHONE

## **Conference Call Instructions**

1. Please confirm you will attend this conference call meeting by clicking **YES** at the bottom of your email invitation

Calendar	
Who • • • organizer	
By joining this conference (video or <u>more details »</u> telephone), you consent to receive <u>Telemental Health</u> <u>Services</u> .	
Going ( <b>Letter Section</b> )? Yes - Maybe	
Invitation from Google Calendar	
You are receiving this email at the account <u>.com</u> because you are subscribed for invitations on calendar <u>.com</u> .	

- 2. Please review the *Informed Consent for Telemental Health Services* page on our website (an overview of this method of service delivery, the risks, and the benefits).
- 3. A few minutes before your appointment time, please find a private, quiet space with good light and a comfortable place to sit (facing a window or a lamp is best).
- 4. At your appointment time, re-open this email invitation (or the reminder email we will send closer to your appointment).

5. *Dial the phone number* under *Join by phone,* then *enter the PIN when prompted* to join the conference call with your clinician.

You have been invited to the following event.			
Your Name-PTP APPT			
When	<b>Tue Mar 31, 2020 10am – 10:30am</b> Eastern <u>Time</u> - New York		
Where	Online w/ provider name (map)		
Joining info	Join Hangouts Meet meet.google.com/qxx-ivsr-ksw		
	Join by phone <u>+1 510-766-2068</u> (PIN: 298281844)		
	More phone numbers		
Calendar	<u>i i.com</u>		
Who	Image: organizer <u>.com</u>		
By joining this conference (video or <u>more details »</u> telephone), you consent to receive <u>Telemental Health</u> <u>Services</u> .			
Going ( <u>Yes</u> - <u>Maybe</u> - <u>No</u> <u>more options »</u>			
Invitation from Google Calendar You are receiving this email at the account .com because you are subscribed for invitations on calendar			

6. It's possible you may join the conference call before your clinician. If so, please wait; s/he will be will you momentarily. If your request to join times out, please hang up and re-dial the same number and enter the same PIN again.

If you decide you would like to use video during your appointment, let your clinician know so s/he can send written instructions for creating a Google account if you do not have one, downloading, installing, and using the *Hangouts Meet* application.

If you have any questions or concerns, please contact your counselor.

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