

## Teletherapy Guide

## Accessing Sessions

Sessions are launched directly from the <u>client portal</u>. You can join from an app or from your browser.



**#1 Use the App** <u>Download the app</u> and follow the prompts. Nothing else is needed- no opening or logging into the app. It runs automatically when sessions are launched from the portal.

**#2 Stick with the Browser** Click Launch from the portal when it's time for your session. When prompted to download the app or "continue in your current browser" (see #3 below), click the link to use your browser. That's it!

## **Joining Sessions**

1. Log in to the portal and click Launch next to your appointment.



2. When your therapist is available, a "**Join Session**" button appears. If you don't see it, a **swirling blue circle** appears instead, which means your therapist isn't available yet. When the button appears, click Join Session.

TELEHEALTH SESSION	Your session is ready to join.
Your therapist will start the telehealth session soon.	
$\bigcirc$	Join Session

A tab opens asking how you want to join.
Browser: Click continue in your current browser.
App: Click Open TherapyAppointment app



A Please allow mic/camera permission requests.

4. Click Join Meeting. Your therapist greets you on screen.



## **Leaving Sessions**

When the session is over, exit by clicking the red "X" at the bottom of the window or close the tab.



For questions, reach out anytime. Our team is eager to help. (970) 682-1337 / info@fourpointscc.com