

FROM YOUR COMPUTER

USING WEBEX

Cascadia Behavioral Healthcare is using Webex for telehealth, or virtual appointments, to reduce the risk of potential viral transmission between healthy and affected patients at our facility.

WHAT YOU WILL NEED TO JOIN A VIDEO APPOINTMENT

- A working laptop, tablet, or smartphone with a front camera
- A fully charged device, or access to power
- An internet connection
- Your email address
- A well-lit space so the clinician can see you
- A quiet space to reduce distractions
- Headphones that connect to your device for clear audio and to protect your privacy

If you are not using video, and are calling in by phone

- You will need the call-in number and meeting ID listed in your email.
- Call the number listed in your email and enter the meeting ID followed by the # sign to join your call.
- If you can not find the phone number, call (206) 207-1700, and enter your meeting ID information.

JOIN A VIDEO APPOINTMENT FROM YOUR COMPUTER

You will receive a meeting invitation in your email. This is the easiest way to access your meeting when it is time.

1. Select the “Join Meeting” link in your email invitation. You may find this as a calendar notice.
2. Your web browser will open a web page that will show your meeting information.
3. Enter your information.
4. Click “Join Meeting”.



Join meeting

If you cannot find the email to join the video:

- Go to www.webex.com and go to “Join” at the top of the page



- Enter your meeting ID number and password. *If you can not find your Meeting ID information, you can also Sign In using the email address Cascadia has on file.*

CONNECT TO AUDIO AND VIDEO

1. Choose your audio connection.
2. Set your video preference to “Video On”.
3. Join the meeting by selecting “Connect Audio and Video”.

If you need help connecting your audio or video, you will be able to message the clinical staff in the Webex chat window.

FROM YOUR SMARTPHONE OR TABLET

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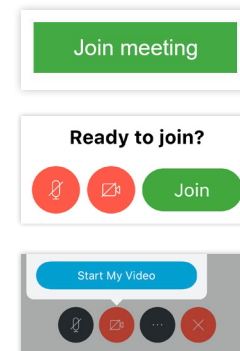
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JOIN A VIDEO APPOINTMENT FROM YOUR SMARTPHONE OR TABLET

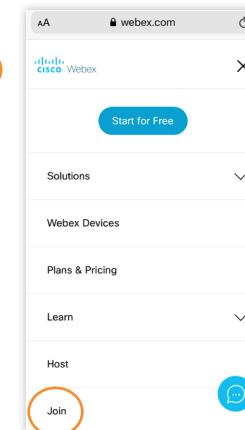
You will receive a meeting invitation in your email. This is the easiest way to access your meeting when it is time.

1. Prior to your appointment, download the Webex Meetings app from the Google Play Store or Apple App Store.
2. Five minutes before your appointment, select the “Join Meeting” link in your email invitation.
3. Enter your name and your email address.
4. Tap the green phone icon to connect your audio. Pick to call in or call over internet.
5. Tap the video icon, then “Start My Video”.



If you cannot find the email to join the video:

- Go to www.webex.com. Click the hamburger button to see “Join”.
- Enter your meeting ID number and password. *If you can not find your Meeting ID information, you can also Sign In using the email address Cascadia has on file.*



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