

Pauquette Center for Psychological Services
Pauquette Center Telehealth Instructions

Follow These Instructions if using a Desktop or Laptop with a video camera:

1. Log in to your email and then look for an email sent from a Pauquette email address.
 - a. Example: Clinic@Pauquette.com
2. Open up the email by clicking on it.
3. After opening the email you will be looking at an invitation for the session.
4. About a quarter the way down the email you will see the words “Join Hangouts Meet” with a blue colored web address below it.
5. Click on the blue web address.
6. A page will come up with a camera view of yourself. On the right hand side of the screen you will either see the words “Ready to Join?” or “Request to Join?”
7. Below these words click on the option that says “Join now.”
8. Once you join you will be connected to the session.
9. Your clinician may not be connected yet. If this is the case just wait in the “virtual waiting room” until they connect.
 - a. Please note that if you join the meeting before your therapist, sometimes it times out. That’s okay, you can just keep trying it.
10. Once both you and your clinician are connected you can begin the session.
11. At the end of the session click on the X in the upper right hand corner of the web page to leave the session.

Follow these Instructions if using a Smart device such as a Smartphone

- 1) On your table/phone, go to your email you received from your provider with the appointment.
- 2) Click on the link that says joining info: meet.google.....(blue link) from your email.
- 3) This will automatically ask you to download the correct google hangouts app required from your play store.
- 4) Download the free app. And hit open.
- 5) If you do not have a gmail account it may ask you to create one.
- 6) Once that app is downloaded on your phone you will only have to go to the link from your provider going forward to join your TELEHEALTH session.
- 7) You click on the link that says joining info: meet.google...(blue link) from your email.
- 8) Your phone or tablet may ask you if you want to open it using a browser or the “Meet” app. If it does, select the “Meet” app.
- 9) It will then ask you to select the email address you would like to use. (you can only use a gmail address for this purpose)
- 10) The session will open and you should be able to see yourself.

- 11) Click on "Ask to Join"
- 12) If your provider is not in the session, you will be in a "virtual" waiting room until they "let you join."
- 13) When your session is over, please back out of the screen and it will close for you.

Make sure you allow google meets access to your video and microphone!