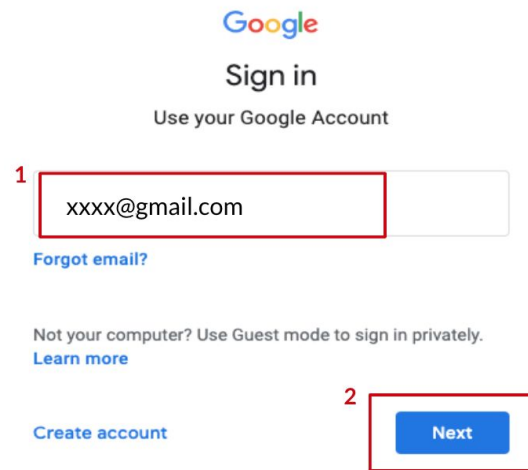


Instructions for patients joining by video using a computer

Instructions for patients with Gmail accounts

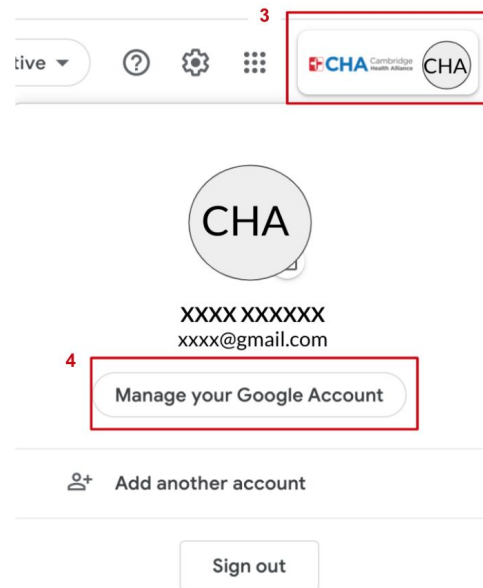
Log into your Google Account to change your name settings and protect your confidentiality

1. Enter your email address
2. Click “next”



Go To Account Settings

3. Click your account icon in top right corner
4. Click “manage your Google account”



Go to the personal info page


5. Click “personal info” on left side of screen

Google Account

 Search


 Home

5  Personal info

 Data & personalization

 Security

 People & sharing

 Payments & subscriptions

Go to name settings

6. Click your name

Profile

Some info may be visible to other people using Google services. [Learn more](#)

PHOTO A photo helps personalize your account

6 NAME

BIRTHDAY

GENDER

PASSWORD

Change your name to protect your privacy

7. Remove your last name, only keep the last initial (ex: Change John Smith to John S.)
8. Click "save"

CHANGE NAME

First name


Xxxxxx

7

Last name

X.

Who can see your name

 Anyone can see this info when they communicate with you or view content you create in Google services. [Learn more](#)

8

Cancel

Save

Open Google calendar

9. Click the grid in the top right corner
10. Click on the calendar icon

Gmail

9

Images



CHA



Account



Gmail



Docs



Drive



Sheets



Keep

10



Calendar



Slides



Chat

Open the group visit

11. Click the group visit calendar event
12. Click "join with Google meet" to join by video

WED 4 THU 5 FRI 6

11

Group Video Visit 12:00pm
12 - 1

12

Join with Google Meet

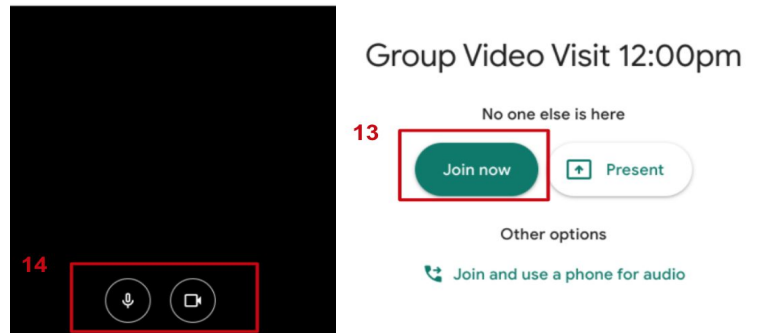
meet.google.com/xxxxxxxxx

Join by phone

(US) +1 xxx-xxx-xxxx PIN xxx-xxx-xxxx#

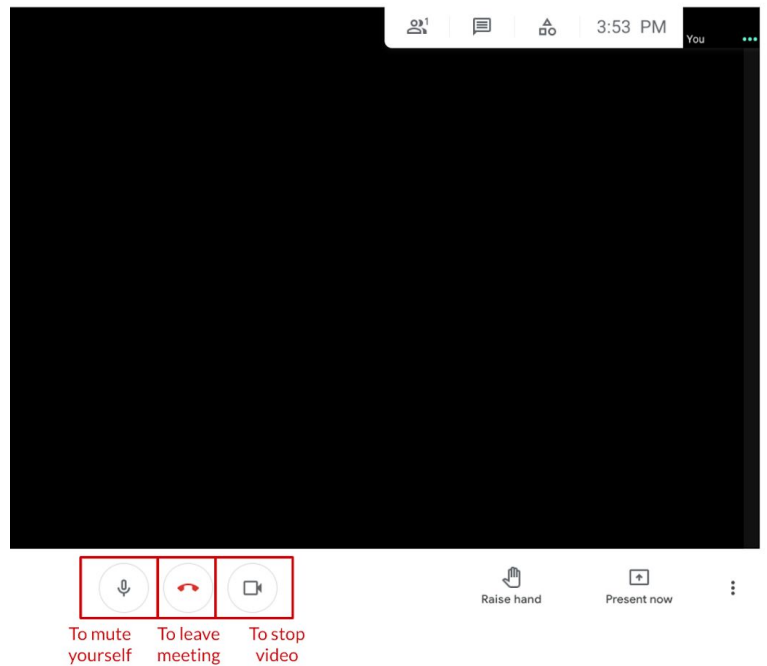
Get ready to join meeting

- 13. Make sure your microphone and camera are on so others can hear and see you
- 14. Click "join now" to join group meeting



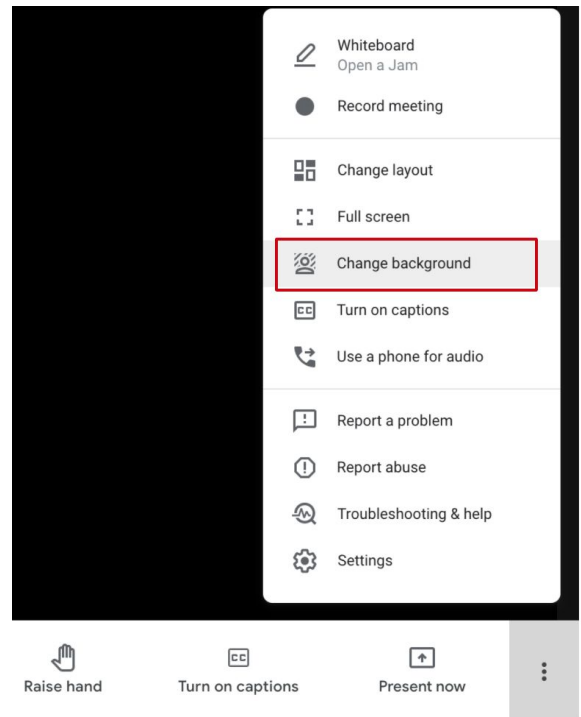
Enter the group visit

- 15. Click the icons along the bottom to mute yourself, leave meeting, or stop video if needed



To Change your Background (*Optional*)

- 16. Click the 3 dots in bottom right corner to open your settings
- 17. Click “change background”
- 18. Select your background



Backgrounds ×

