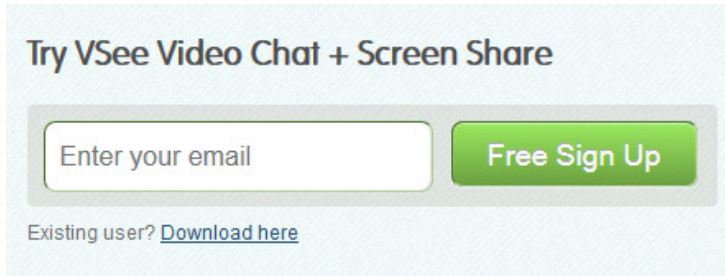


ONLINE TEAM CONSULTATION: How to Sign Up for and Install VSee

First, you will need to sign up for the service. The service and the download are free for you. You will not have to give them any payment information.

Go to www.vsee.com. You will find a sign-up window. Enter your email address.



Try VSee Video Chat + Screen Share

Enter your email

Existing user? [Download here](#)

You will receive an email from vsee@vsee.com that will walk you through the registration process.

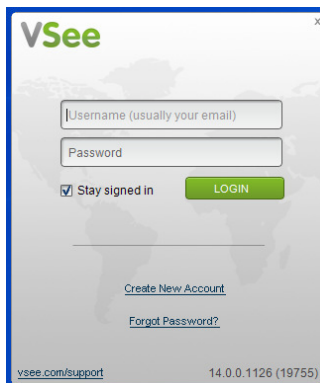
- If you do not receive the email immediately, please check your junk mail box.
- If you do not find the email in your junk email box, please add the address vsee@vsee.com to your address book and then go to [this link](#) to have the information re-sent.
- If the email is repeatedly rejected by your email inbox, speak to your IT department about having emails from VSee.com added to their white list.
- Alternately, you can also sign up using a personal email address at Gmail, Yahoo, or Hotmail.

Then, you will need to install the program on your computer.

- There will be a link to the download page in your registration email.
- You can also download the program at <http://vsee.com/start/download>.

Follow your browser's instructions to download and install the program.

Once the program is installed, you will see a sign-in box on your desktop. Enter the username and password you created when you signed up for the service.



VSee

Username (usually your email)

Password

Stay signed in

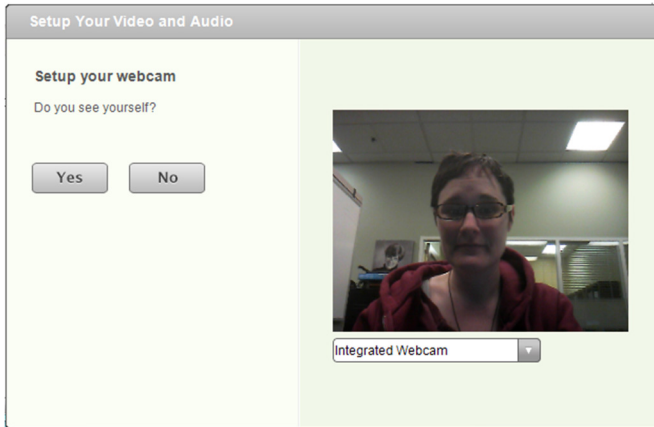
[Create New Account](#)

[Forgot Password?](#)

vsee.com/support 14.0.0.1126 (19755)

ONLINE TEAM CONSULTATION: How to Sign Up for and Install VSee

VSee will take you through a brief set-up and testing process.



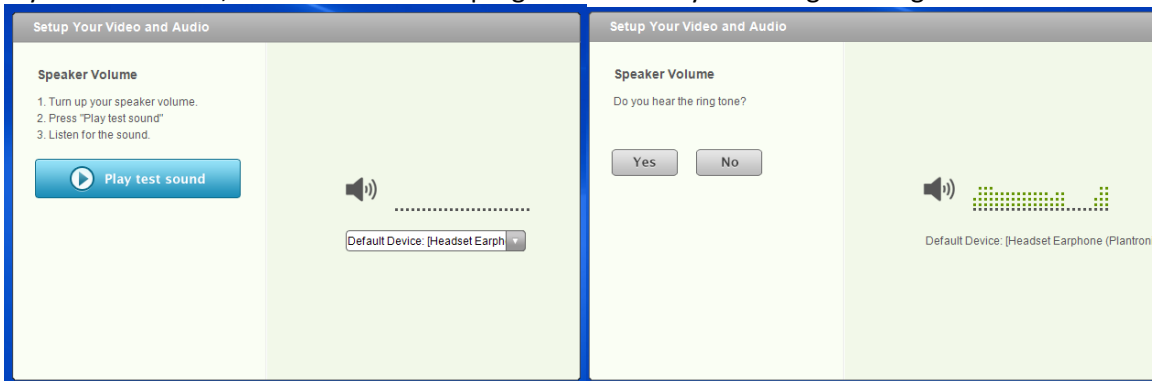
They will look for a webcam. It's ok if you don't have one, although most laptops sold in the last few years will have one above your screen. If you can see yourself in the webcam feed, click on Yes.

(If you don't have a webcam, click 'I do not have a webcam.' This button will appear if VSee cannot discover a webcam on your computer.)

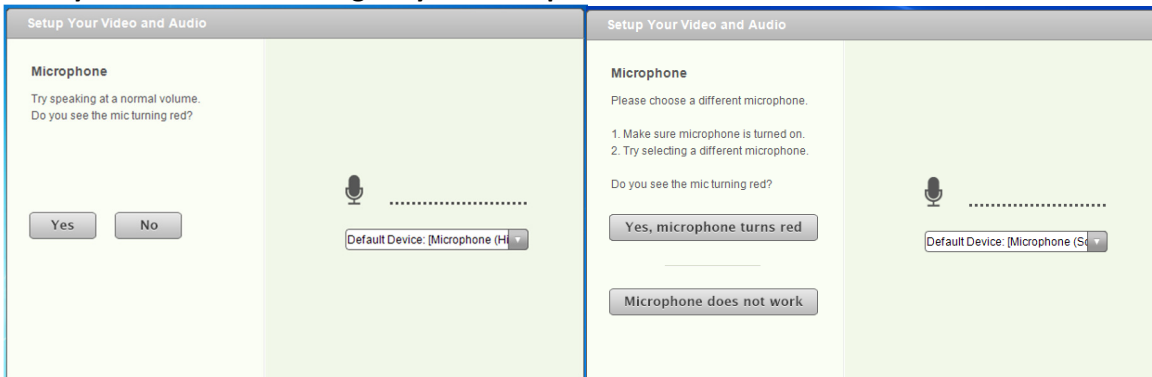
Then, they will test your speaker volume. Please plug in the head set that you will use during your team meetings and press on the test button to play the test sound.

If you can hear it, click on Yes.

If you can't hear it, click on No and the program will walk you through finding the headset.



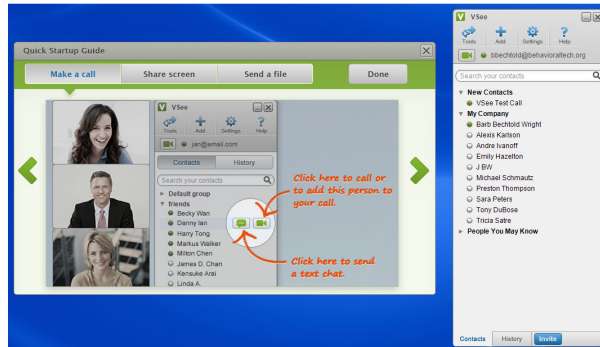
Then you'll do the same thing for your microphone.



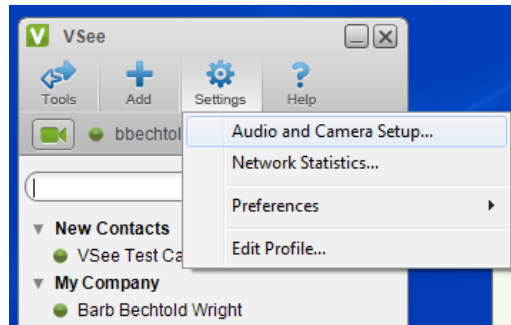
ONLINE TEAM CONSULTATION: How to Sign Up for and Install VSee

When you're done, VSee will take you to your desktop and a Quick Start-Up Guide that will show you how to use the program.

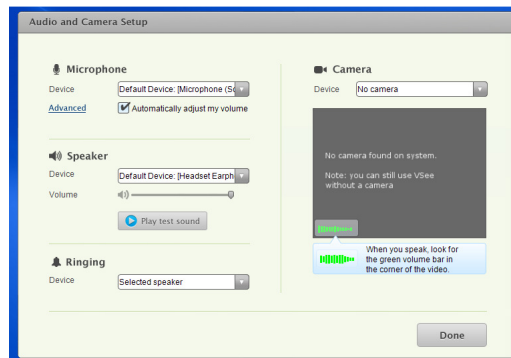
We'll go over how to add contacts and start a call <link> in the next document </link>.



If you need to update any of your settings, click on Settings in the VSee application and then select Audio and Camera Set Up.



The Audio and Camera Set up page will allow you to add, change, and test your microphone, headphones or speakers, and webcam at any time.



Important links

VSee Technical Support: <https://vsee.zendesk.com/home>

Behavioral Tech Technical Support: http://behavioraltech.org/ol/OL_TechnicalSupport.cfm