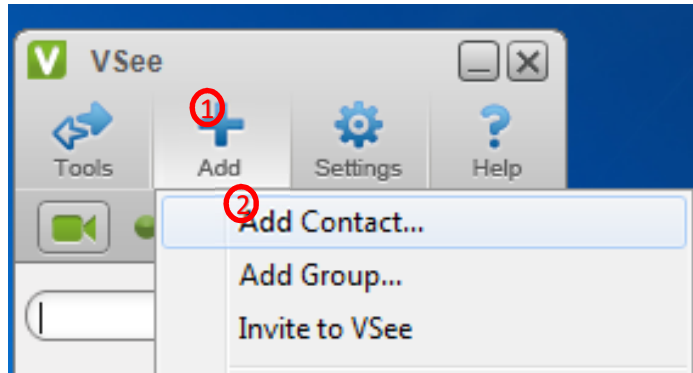


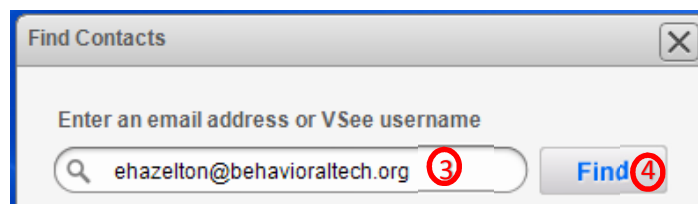
ONLINE TEAM CONSULTATION: Find and Add Contacts, Create a Group, Make a Call

Add a Contact

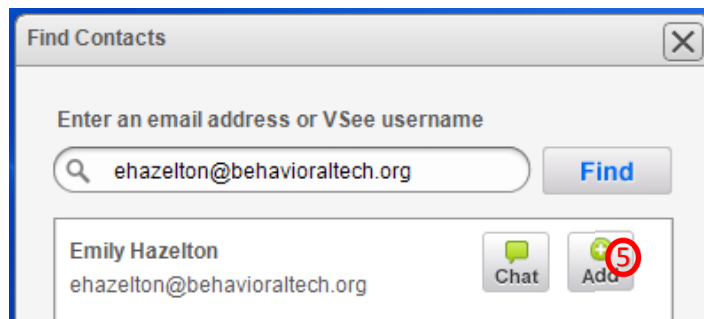
1. Click on **Add**.
2. Then select **Add Contact**.



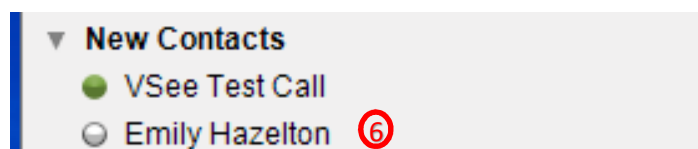
3. Enter the email address of the person you want to add.
4. Then click on **Find**.



5. If that person has an account on VSee, their name and email will come up. Click on the Add button next to their name.



6. That person's name will then appear in your contact list.



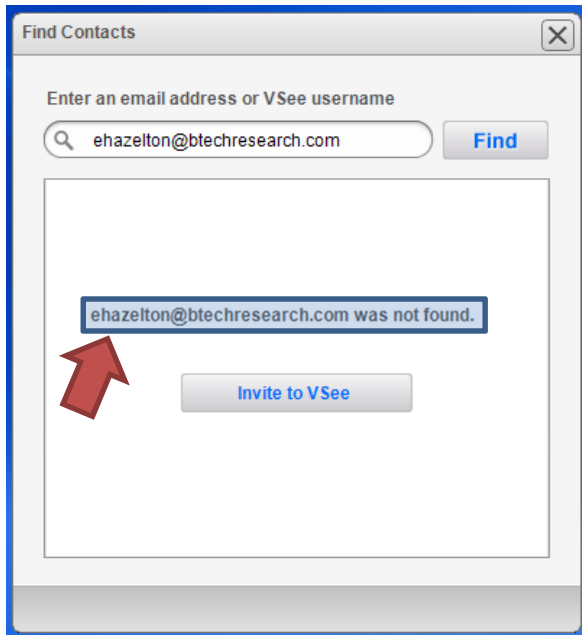
ONLINE TEAM CONSULTATION: Find and Add Contacts, Create a Group, Make a Call

Troubleshooting Contacts

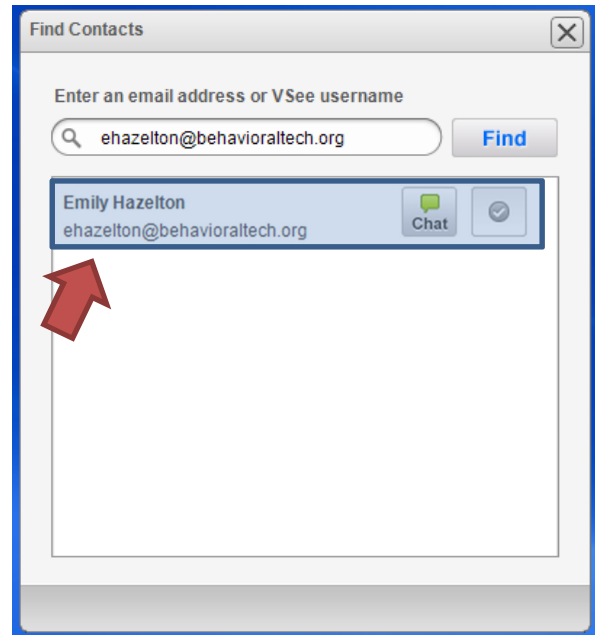
1. If VSee cannot find a person's account:

Make sure you are using the correct email address.

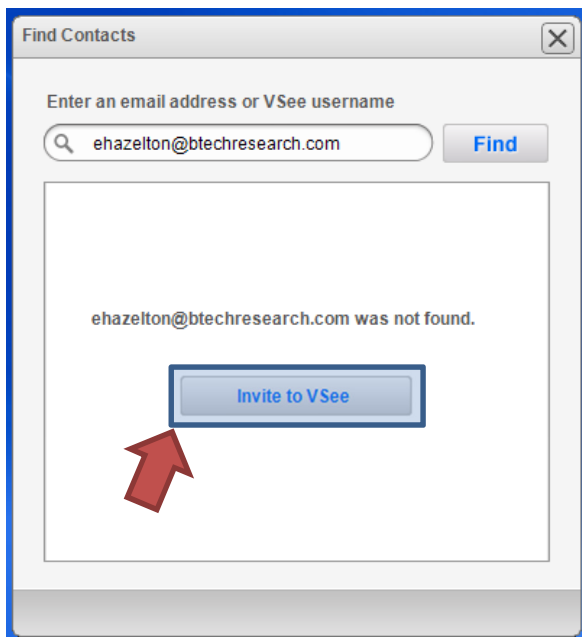
Your team leader and BTECH can help you ensure that you have the correct email addresses for your team members.



V.S.



You can also send an invitation to a group member who may not have signed up for their account on VSee yet.

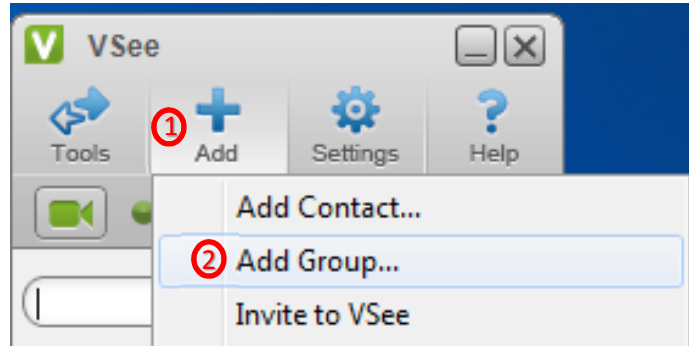


ONLINE TEAM CONSULTATION: Find and Add Contacts, Create a Group, Make a Call

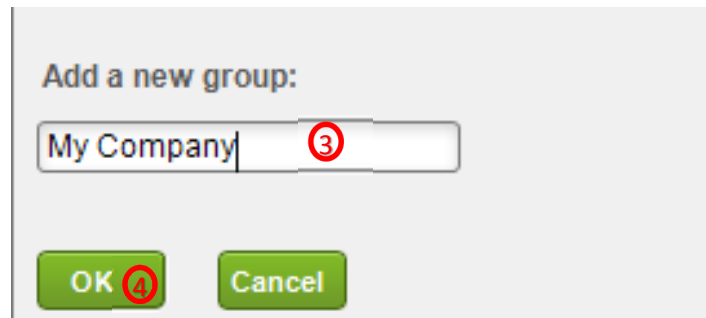
Create a Group

Creating groups makes it easier for you to call multiple people at one time.

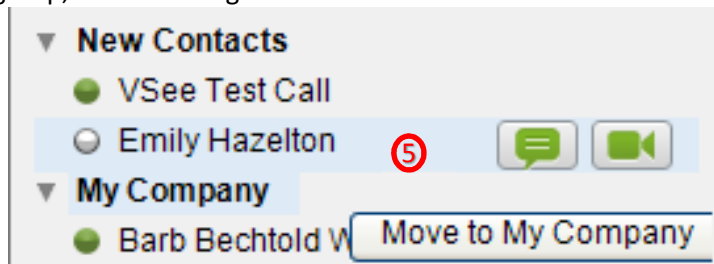
1. Click on **Add**.
2. Then select **Add Group**.



3. Enter the name of the group
4. Click on **OK**.



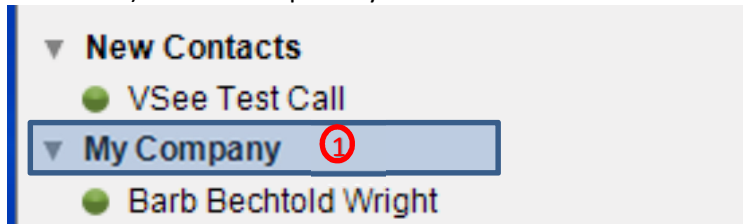
5. To add people to your group, click and drag their name to the list.



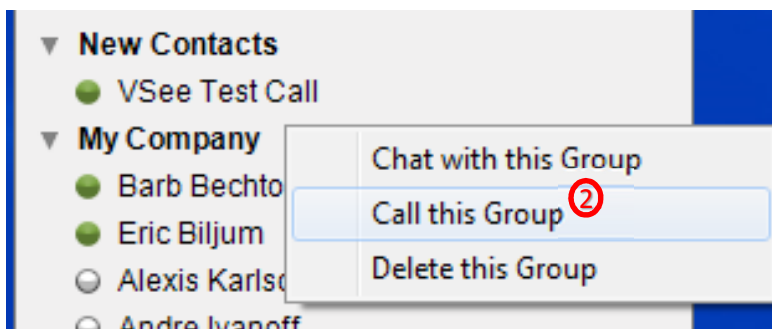
ONLINE TEAM CONSULTATION: Find and Add Contacts, Create a Group, Make a Call

Start a Call

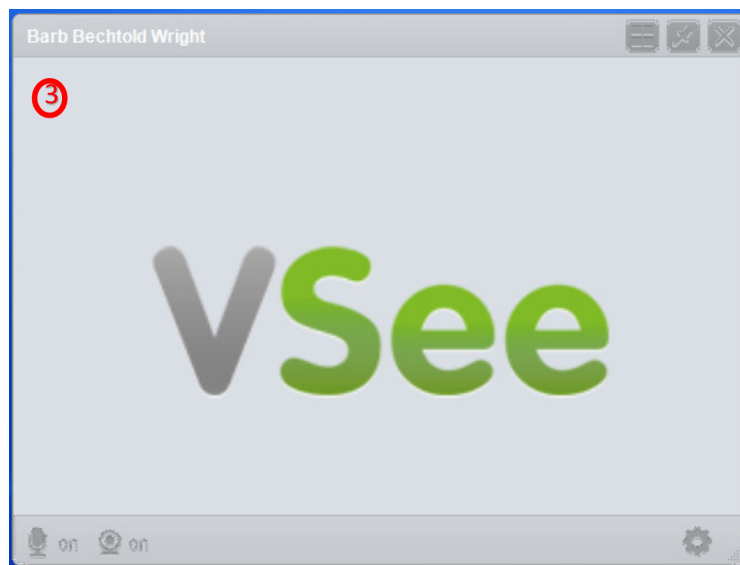
1. Right-click (CTRL + Click on Mac) on the Group that you want to call.



2. Select "Call this Group" from the drop-down menu.



3. Your call will open in a new window.



Important links

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

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