

## DOXY.ME INSTRUCTIONS

Therapist: \_\_\_\_\_

www.doxy.me/ \_\_\_\_\_

Using a device with a Web-cam and microphone, you should access Doxy.me through your web browser. i.e. Google, Safari, Internet Explorer..etc...

Prior to your first session, call the office to receive the complete doxy link for your therapist. Write it in the field above and SAVE FOR ALL FUTURE TELETHERAPY SESSIONS.

1. Go to your provider's room address [www.doxy.me/](http://www.doxy.me/) (followed by your therapist's room name).
2. The **first** time you enter the "waiting room" you should log in 5 minutes early to complete the initial setup.
3. You will see, "Please check in below to let (Your therapist's name) know you are here." Confirm you are in the correct room.
4. Enter your name, click "Check In"
5. You must give your web browser permission to access your camera and microphone. In most cases you will automatically be prompted by your device to enable access. *If you have trouble enabling access, open your browser and go to <https://help.doxy.me/troubleshooting>. In the search field, type: give access to webcam*

*You will be provided with a list of instructions for each type of device and/or browser. **On an Iphone/Ipad you will need to go into Settings / Safari and enable the slide next to Camera & Microphone Access.***

6. Once you've successfully enabled your camera and microphone, you will now be in your provider's waiting room. Wait for your provider to start the session.
7. If you are unable to correctly connect, your therapist will attempt to call the number on file for you. This call will likely come from a blocked number so be sure to answer!
8. If your therapist does not connect for your session, and does not call you within 10 minutes of your appointment time, call the clinic to inform staff. 765-289-5520
9. Future appointments you only need to "check in" at the time of your appointment. You will use the same link for every appointment. No app download is necessary, no code is needed.