How to Sign Up for Video Conference A client portal subscription includes a video conferencing option.

A client must have a CLIENT PORTAL ACCOUNT.

1. Client OR therapist must first schedule an appointment.

2. Therapist marks the appointment as a video conference.

- 3. A camera icon will appear on the appointment banner.
- **4.** At time of appointment enter portal and select Appointments Select: None - Move to: Choose - New Message 盲 Empty Trash Practice/Provider The Next Step ~ Custom Folders Inbox 🚺 Trash 0 ~ Liebner, John O Video Conference Checklist 0 Inbox 1 Appointments Settings C → Logout
- 5. Select Scheduled

		Deverte Cohedulad Dest					
Practice/Provider		Request scheduled Past					
The Next Step	~						
Liebner, John	~	Appointment Search Options					
Video Conference Checkl	ist	Sun X Mon ✔ Tue ✔ Wed ✔ Thu ✔ Fri ✔ Sat X					
Inbox	0	Early Morning Afternoon Evening					
Appointments	٦	09/45/2020					
Settings		06/16/2020					
🗭 Logout		Search for Appointments					

6. Confirm camera icon. Select Video Conference Checklist to confirm operating camera and microphone. Select Videoconference.

Practice/Provider			Requ	est Scheduled	Past							
The Next Step	~		All times are US/Eastern									
Liebner, John	~											
			Type	Date	Time	Location	Practice	Provider	Notes	Length	Cancel	
Videoconference				Wed. Aug. 19, 2020	10:30 a.m.	Main	The Next Step	John Liebner		60.0	×	
Video Conference Checklist		-		Sat. Aug. 15, 2020	8 p.m.	Main	The Next Step	John Liebner		60.0	No	
🖨 Inbox	0		🛓 Dow	nload 🛛 🖾 E-mail								
Appointments	2											
Settings												
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