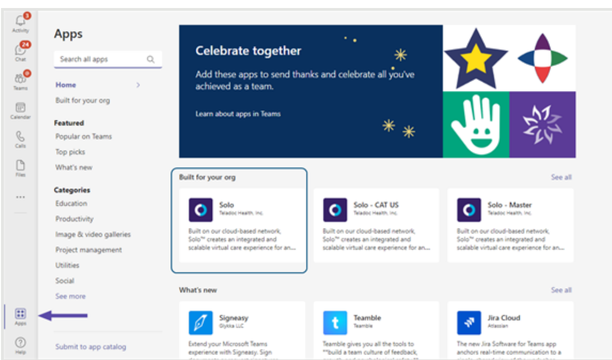
Introduction

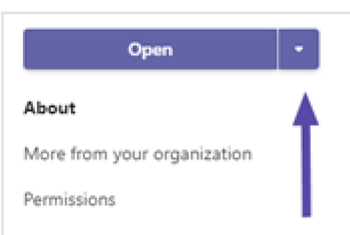
The Solo with Teams App enables a user of the Solo platform to work within Microsoft Teams. As a practitioner you can view, share, and start your telehealth services and sessions from Microsoft Teams.

Getting Started

1. Log into your Teams application.
2. Click on the **Apps** icon and select the Solo configuration for your practice from the **Apps** screen.



3. Select the **Open** button.

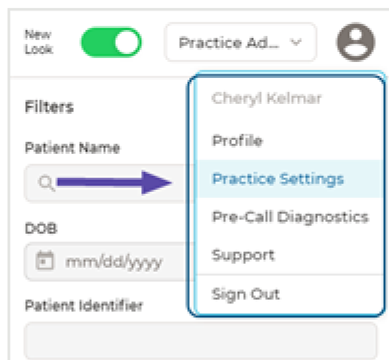


Create telehealth services for your practice.

1. Select the **Services** tab.
2. Click on the **Add Service +** button.
3. Create a **Service Name**, **Service Line,** and **Service Type** and set the toggles.
4. Once created, edit your Service by clicking on **Edit Members** from the **Services Info** screen.
5. Use the **Search New Member** feature to view users.

Navigation

Use the user icon drop down to select **Practice Settings**



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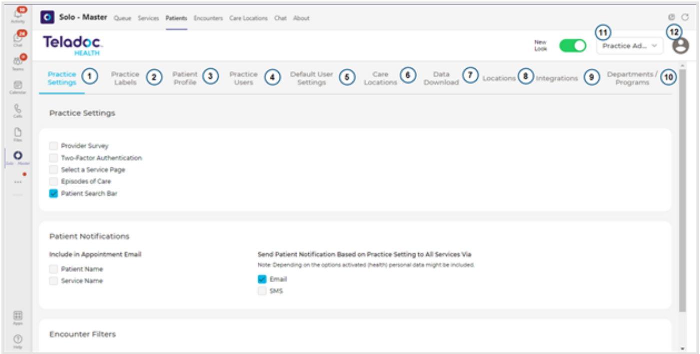
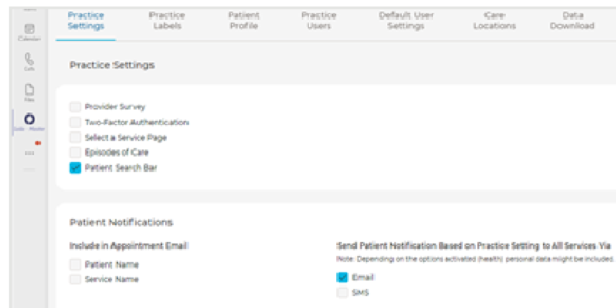


A description of Elements 1, 6, and 10 follows below:

Practice Settings (Element 1)

Set the parameters for your practice.

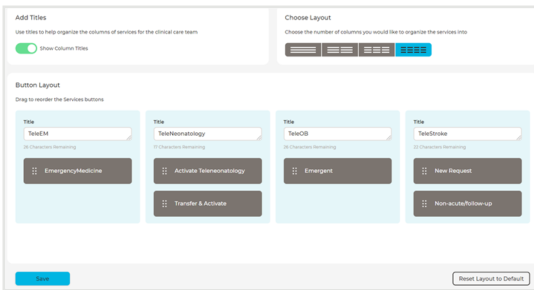
1. Select the **Practice Settings** tab
2. Enable each practice setting by clicking on the check box next to it.



Element	Description
1	**Practice Settings**: Set authentication, notifications, and filters.
2	**Practice Labels** Labels for the health system, account number, and MRN number.
3	**Patient Profile:** Set the parameters users can use to set their profile.
4	**Practice Users:** Create new users and see a list of users.
5	**Default User Settings:** Set default settings
6	**Care Locations:** Set up Care Locations for users.
7	**Data Download:** Set the dates for the data to be down loaded.
8	**Locations.** Add a new location and view locations.
9	**Integrations:** View Integrations..
10	**Departments/Programs:** Set departments and programs.
11	**Profile:** Set the roles for the users
12	**User icon:** Create a profile, set practice settings,, pre-call diagnostics, or support.

Provider Survey	Enable a Practitioner survey.
Select a service page	Enable services and **Select A Service**
Episodes of care	Enable the ability to group Encounters.
Patient Search Bar	Enable a patient search bar
Patient Notification	Select to receive notifications.
Encounter Filters	Select filter encounter information.

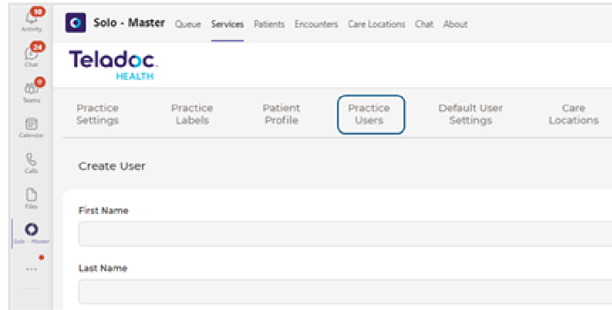
3. Set Services for the Care Location App.
    - Select **Edit**, **Add Titles**, and **Choose Layout** for the Care Location App on your device; if you have a Teladoc Health device with a touch screen.



Add Users (Element 4)

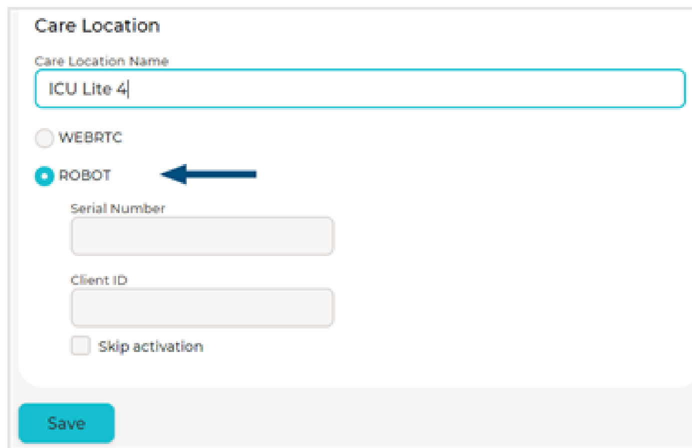
Practice Admins configure user settings.

1. Select the **Practice User** tab and then **Create new user**.
2. Enter a name, email, phone and select the roles.
3. Select one or multiple user roles, such as **Practitioner** or **Practitioner + Practice Admin**.



Add Care Location (Element 6)

Select **Add Care Location** to enter a Name. Choose or **ROBOT** to enter the device serial number and **Client ID**. By default, Skip activation is unselected if active. **Save**.



For U.S., contact 24/7 Support 1-877-484-9119.