

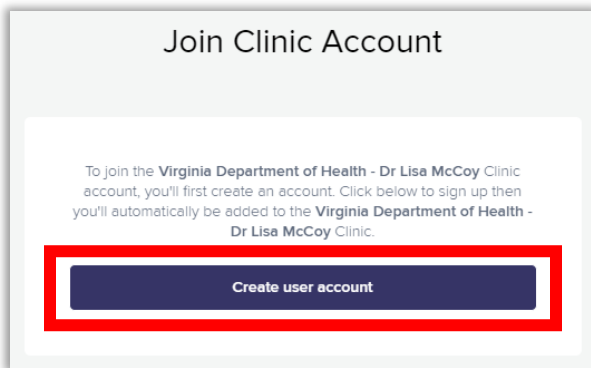
Setting up your Doxy.me account

1. An invitation will be sent to your email after you have contacted the VDH TB Program for approval to use VET.

Press the green “Accept invitation” button in the email. You can accept the invitation on your phone or computer.

This button will open your internet browser and direct you to create a user account.

2. Click “Create user account”

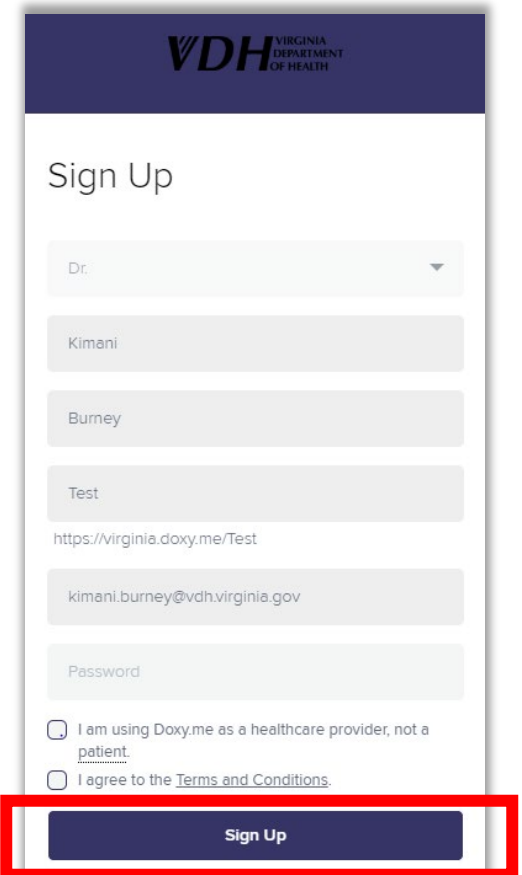
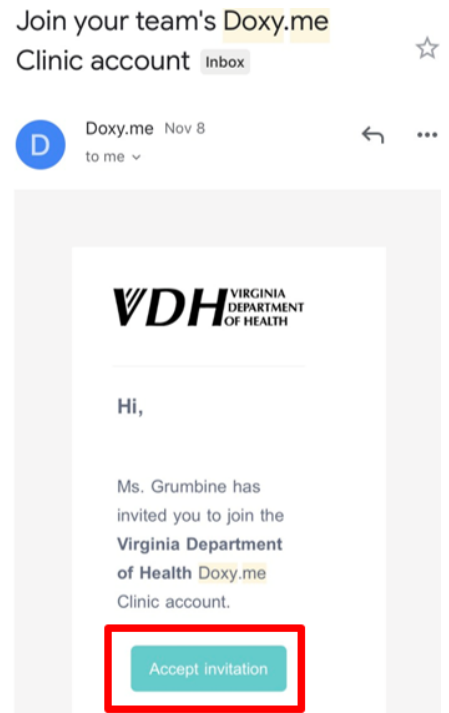


3. Complete the form that appears.

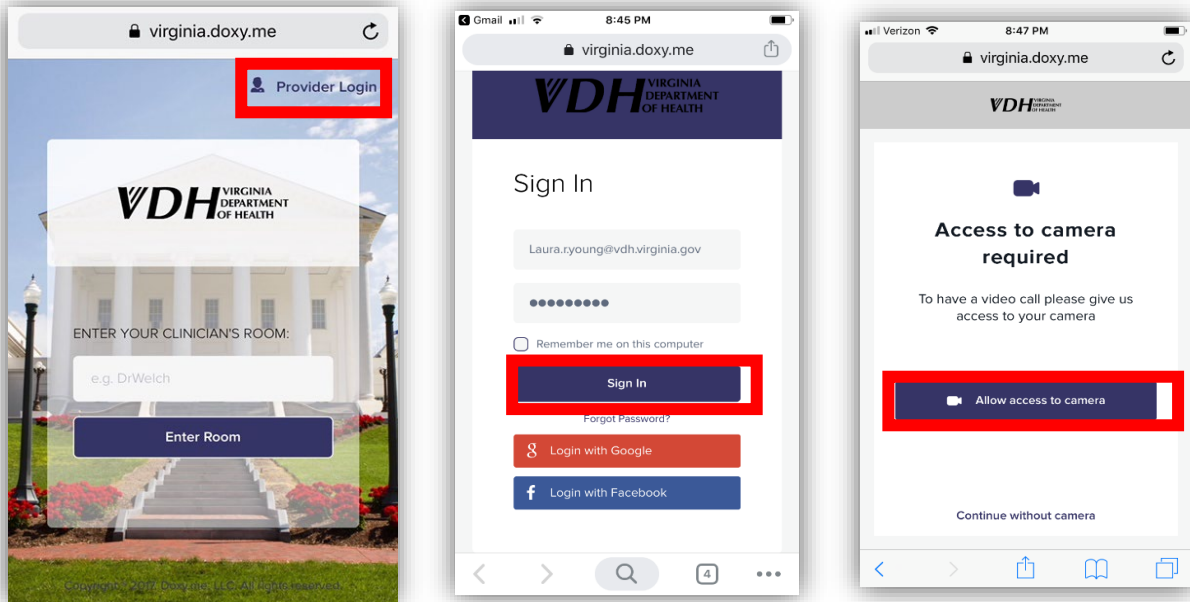
The room name you select will be your alias, so enter what you want to be called here.

In the picture, “Test” is the room name.

Click the blue “Sign Up” button and allow access to your microphone and camera.



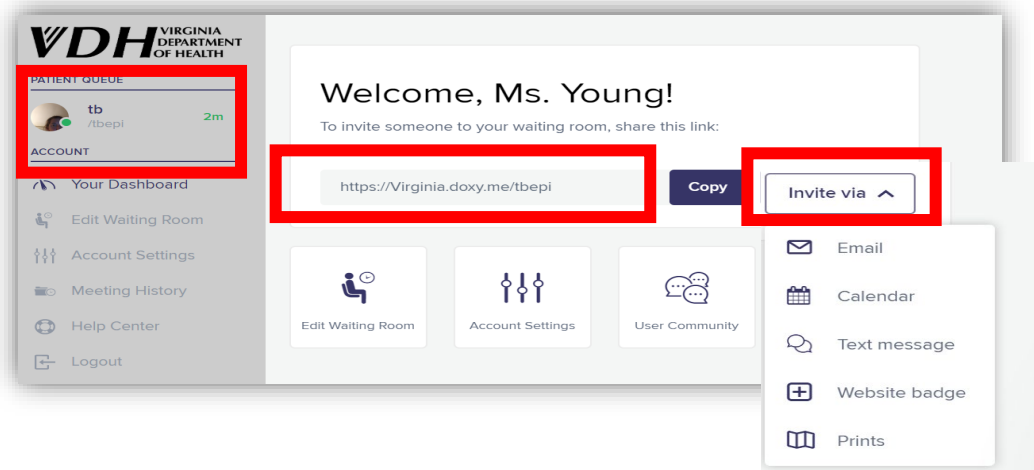
- Once you have set up your account, you can access the provider login by navigating to **virginia.doxy.me** on your device. You must use Safari on an i-phone and chrome on an android device. Click on “Provider Login” in the upper right hand corner. You will then enter your login information and will be prompted to allow access to your device’s camera.



- Once you have logged in, you will see your provider dashboard. On the left you see your patient queue. In the middle of the page the website address displayed is what you will give to your patient so that they can find you on Doxy.me. Notice, the address will be *Virginia.doxy.me/your room name*

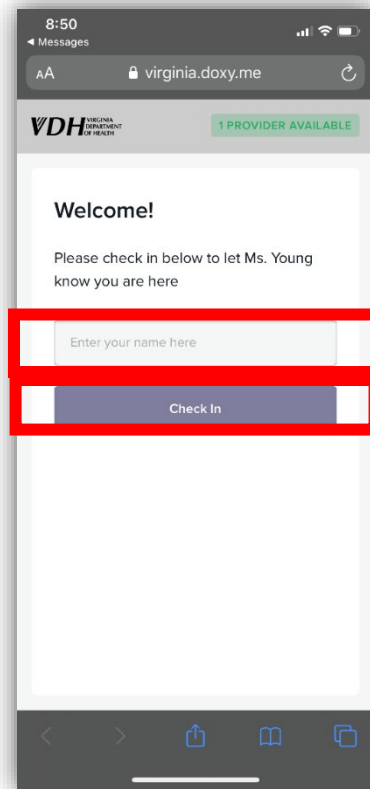
You have the option to:

- Click “Copy” to copy the website address into a text or email
- Click “Invite” to send the website address via text or email
- Hand write the address and give it to the patient.



6. When you are ready to have a VET session have the patient open a web browser on their phone (or computer if they have a web camera) and enter the web address you have given to them.

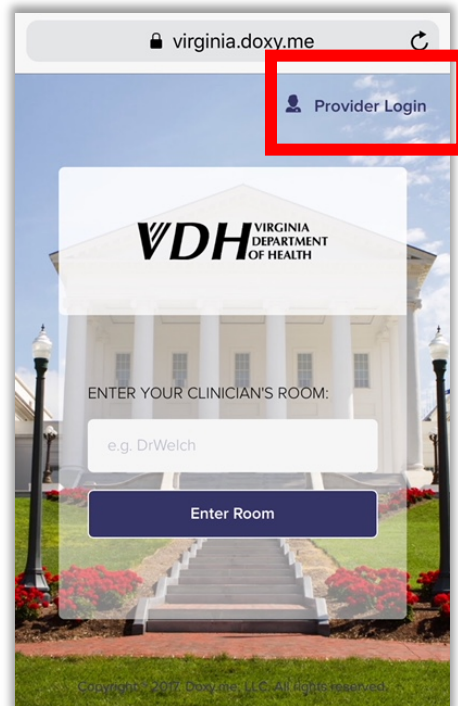
The patient will see this screen, where they will enter in the alias they have selected and then click “Check In.”



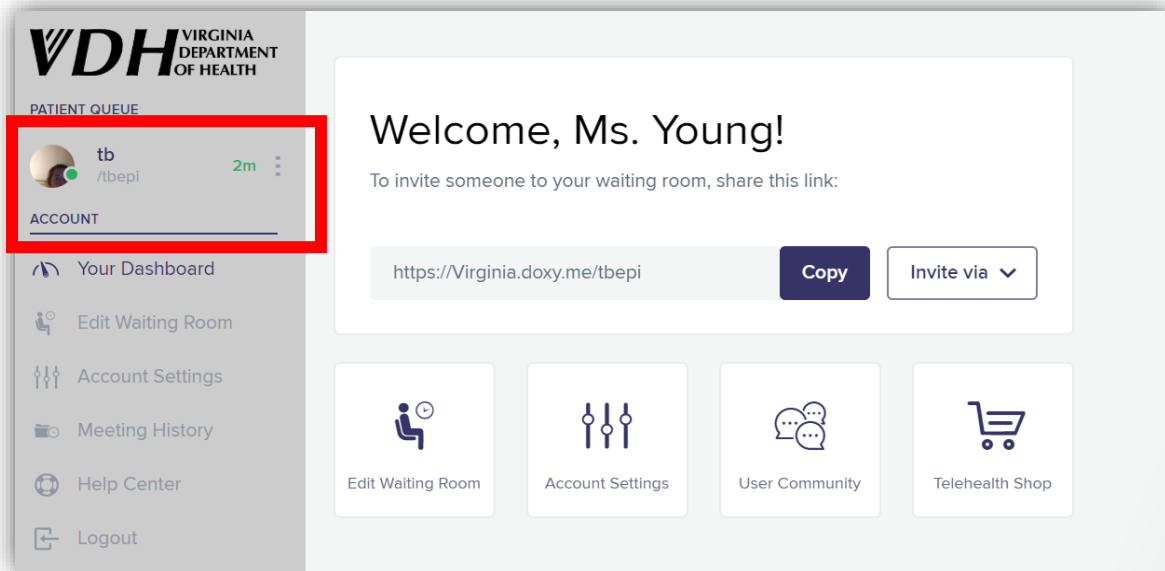
7. Meanwhile, you will go to virginia.doxy.me in the web browser on your phone.

Click “Provider Login” in the top right corner and enter your login details.

Your patient can also go to virginia.doxy.me and enter your room name in the white box to join the visit (instead of using the full web address from step 4).



- Once you have logged in you will be able to see if your patient has checked in and is ready for your VET visit. If they have checked in you will see them in your patient queue.



On a smaller phone or screen, you may have to click on the menu bar in the upper left hand corner to see the patient queue. If a patient is in the queue you will see a red dot on this menu bar.

- To initiate the call, select your patient's name from the patient queue and then select the option to start a video call and your video session will begin!

