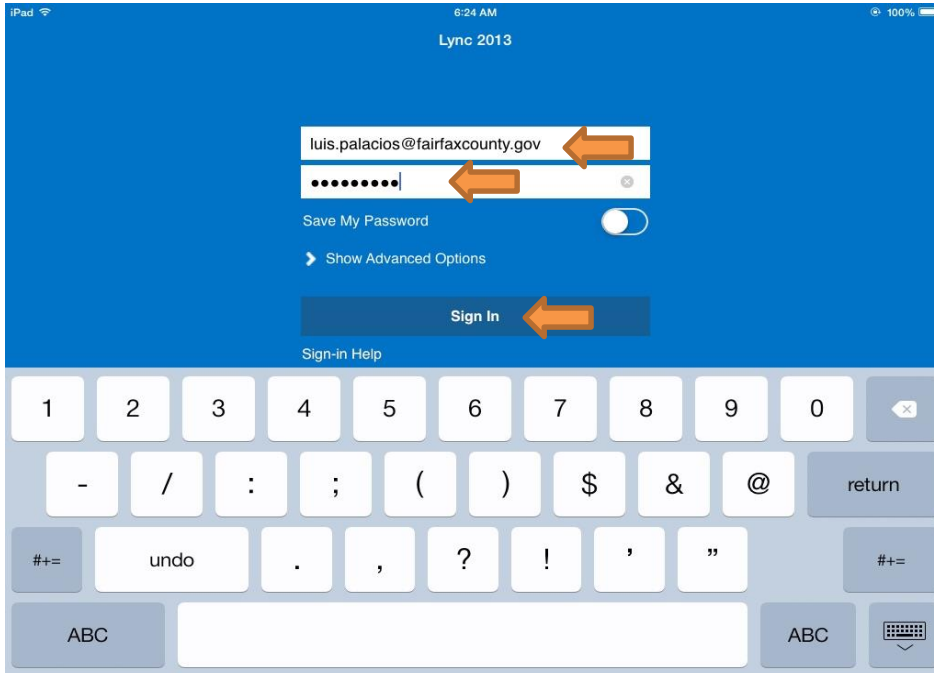


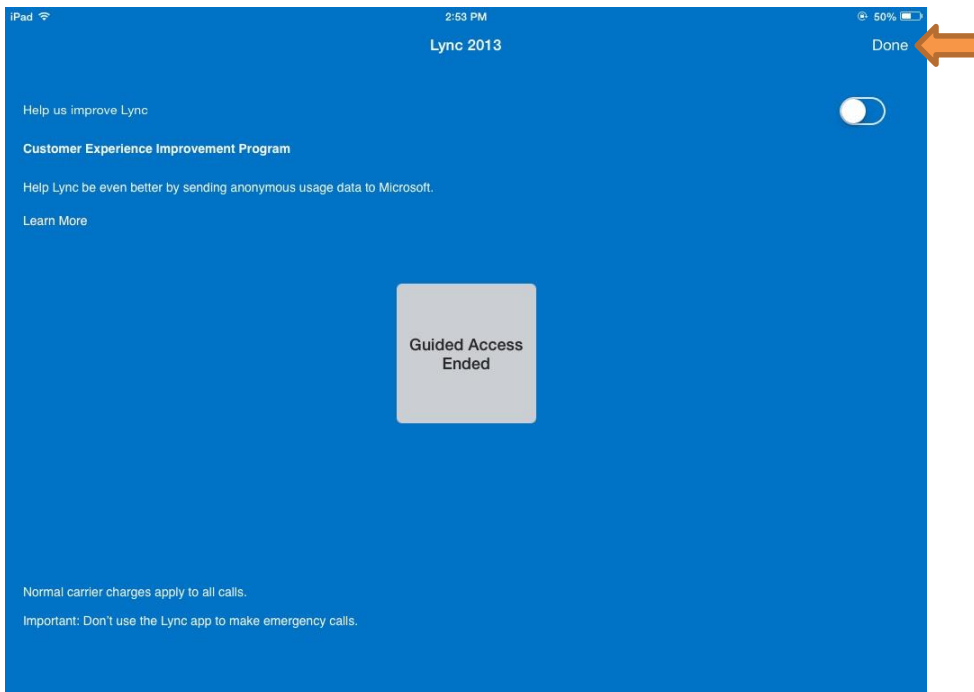
Teleconference for Mental Health Services

How to connect to Merrifield Emergency Services

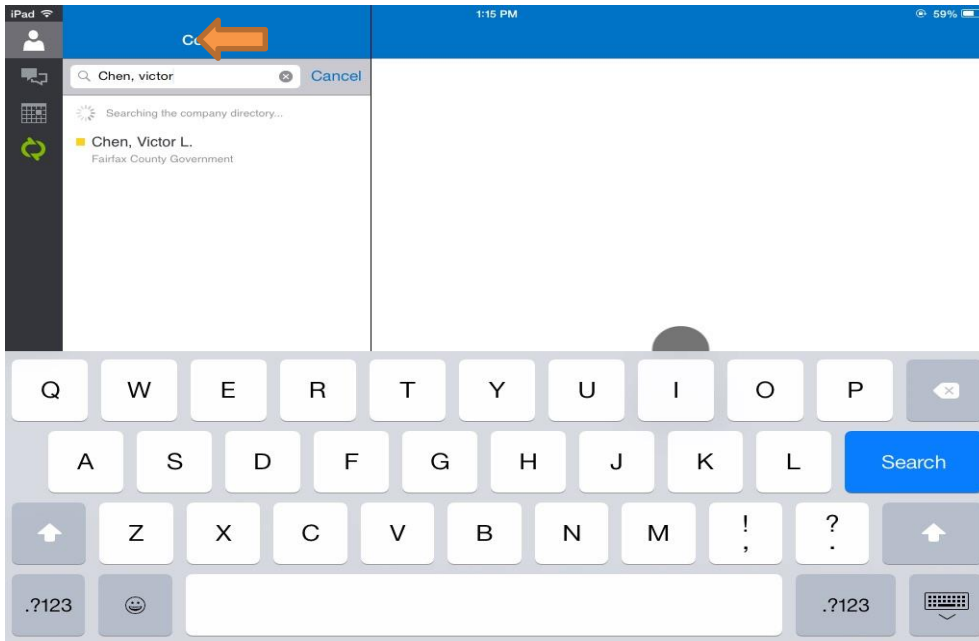
1. From the Lync 2013 logon screen, type your email address and your county's network password and click on Sign In (Do not click on "Save My Password")



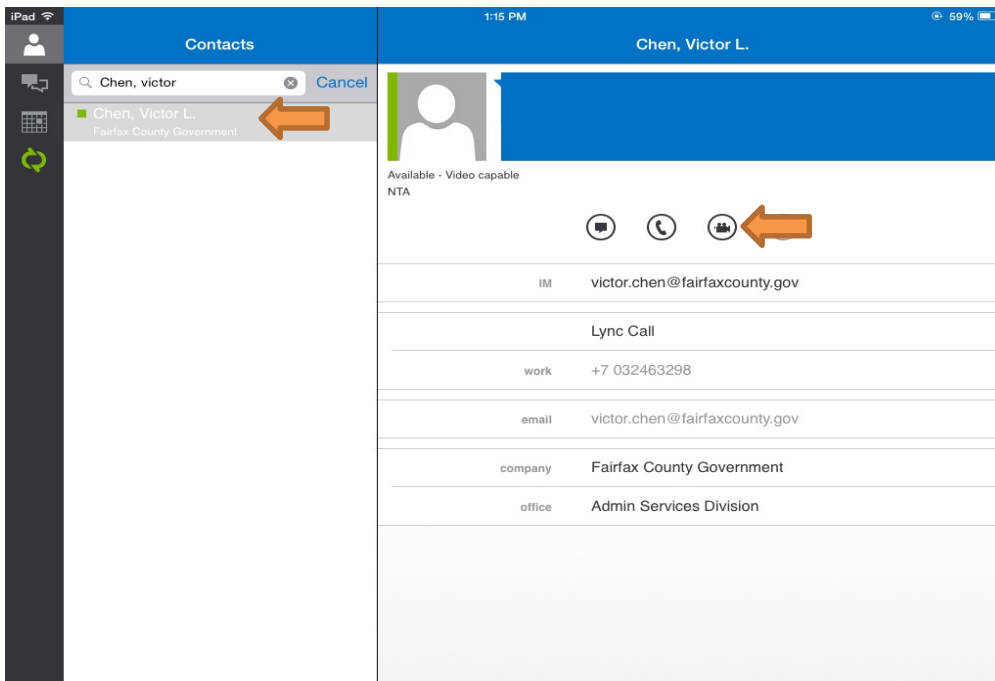
2. If you get the following screen after you sign on, click done on the upper right corner.



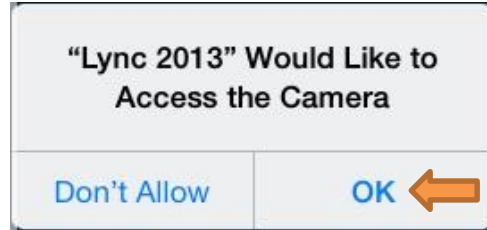
3. In the Search field type the “last name, first name” of the Merrifield Emergency Services staff member provided.



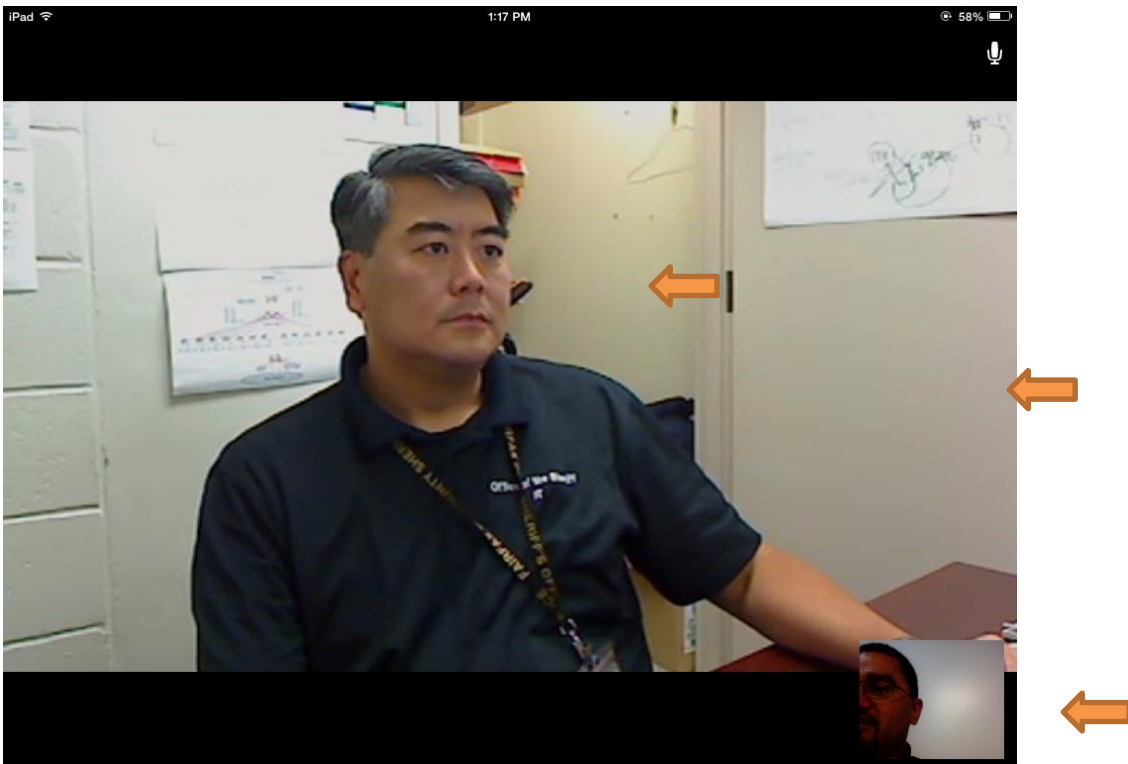
4. Select the person’s name you are contacting and click on the video camera icon to initiate the video conference.



5. If you received the following two warning messages click Ok to both of them.



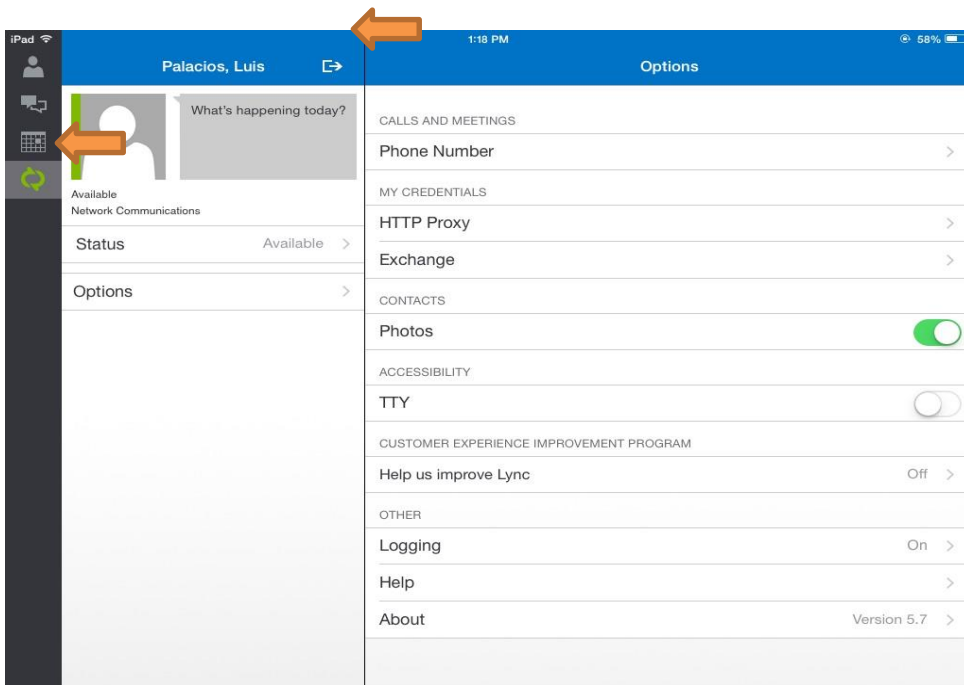
6. When connected you will see the Emergency Services Staff member on the main screen and yourself on the bottom right square window.



7. When ready to End the call, tap anywhere on the screen until you see the toolbar with the red handset icon and click on it.



8. Remember to always logoff from Lync 2013. Click on the “continuous circle” icon on the left side of the screen and then click on the half square with the arrow.



Revised: March 2016