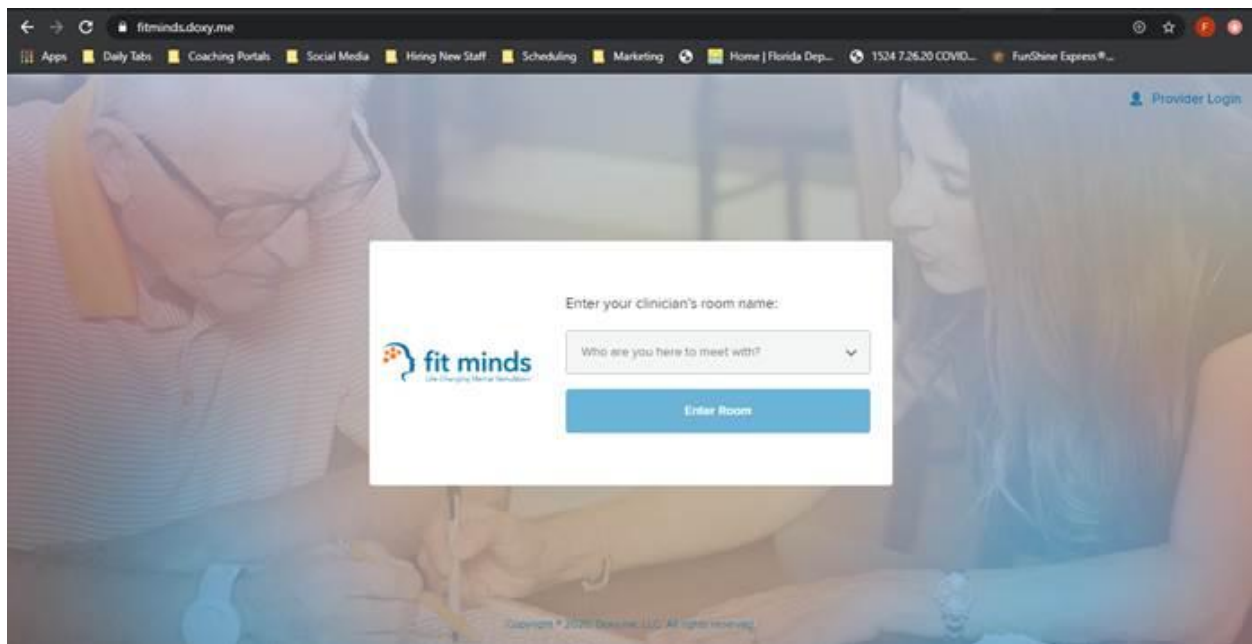


Starting your Doxy.me Calls and Screen Share

1. First, Log in as a "Provider"
 - a. The link in the calendar invites that are emailed to you are for the **CLIENTS ONLY**.
 - i. If you are asked to sit in on a session with another coach, you **will need** to use the **client login** through the calendar invite.
 - b. <https://FitMinds.doxy.me>



- c. This is what your dashboard controls will look like:







Starting your Doxy.me Calls and Screen Share

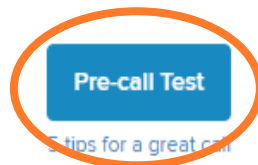


PATIENT QUEUE



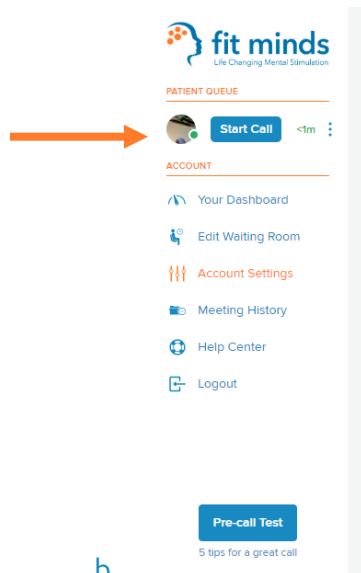
ACCOUNT

-  Your Dashboard
-  Edit Waiting Room
-  Account Settings
-  Meeting History
-  Help Center
-  Logout

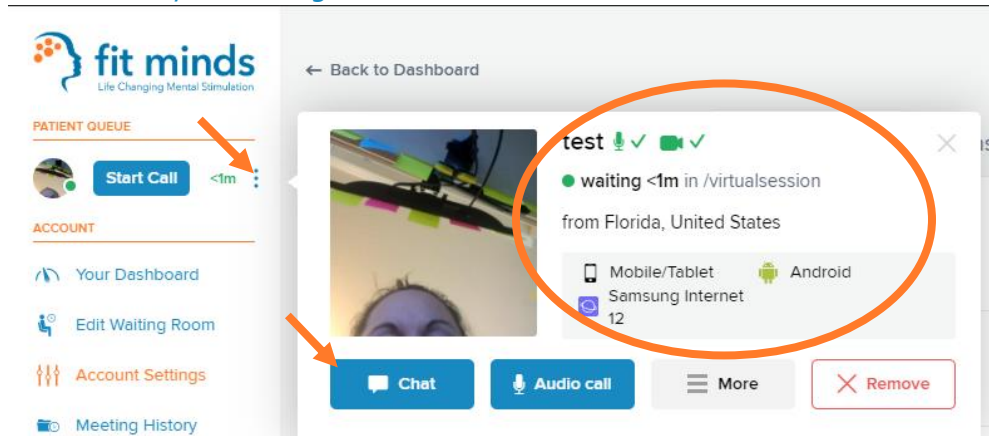


- d.
- e. Once you are here, please complete a "Pre-Call Test". This will ensure that your camera, audio, etc., are working with the Portal.
 - i. This step does not have to be done every time you log in. Have this done before your first initial call, and use as a troubleshooting step, if needed.
2. You will see that you have a client in the waiting room.
 - a. If you hover over the name of the client, it will bring up a "Start Call" button. Click that to start the call.

Starting your Doxy.me Calls and Screen Share

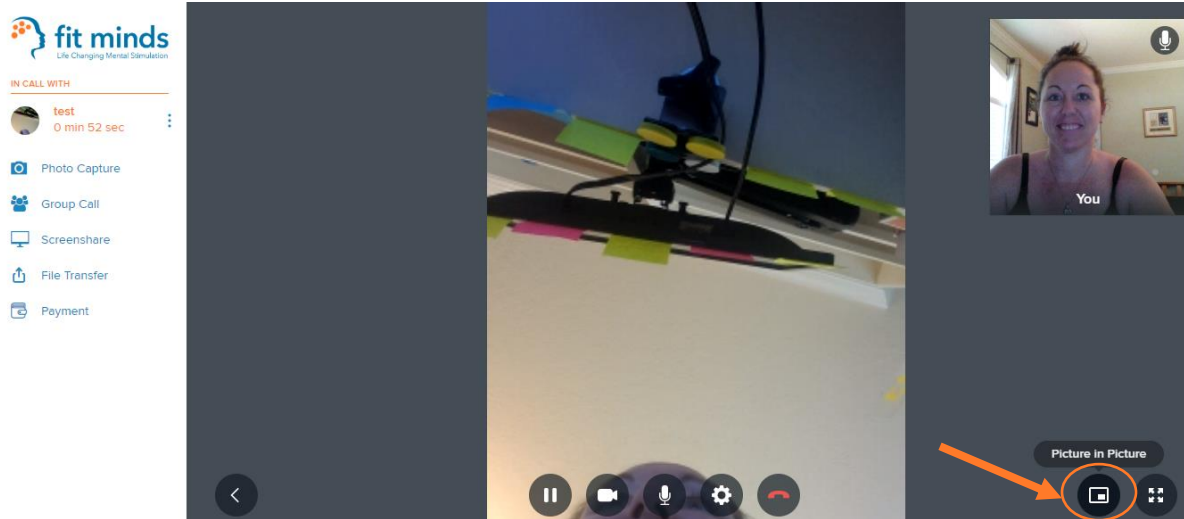


- b.
- c. If you click on the “3 Vertical Dots” it will open these options shown below such as the “Chat” feature.
- d. You will also be able to see if the client’s audio and video are working, and how they are calling in.

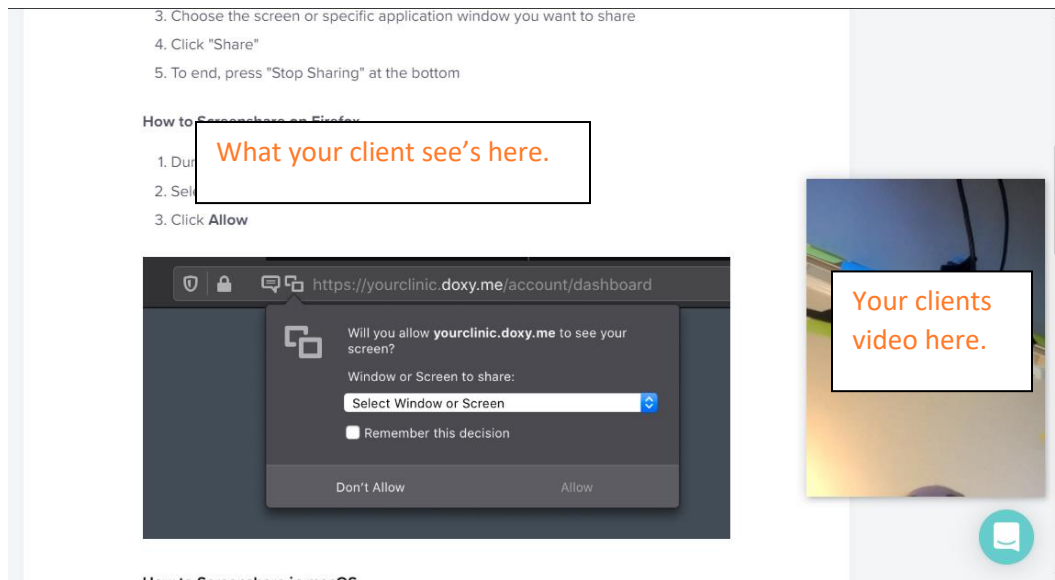


Starting your Doxy.me Calls and Screen Share

3. If you have **one monitor**, you will need to use the "Picture in Picture" feature to be able to see your client **while** screen sharing.
 - a. **This will need to be activated before you turn on screen share.**
 - b. Click on the 'toggle' indicated below by the orange arrow.



- c. You will see what you are sharing with your client, along with a floating window of your client's video. As shown below.

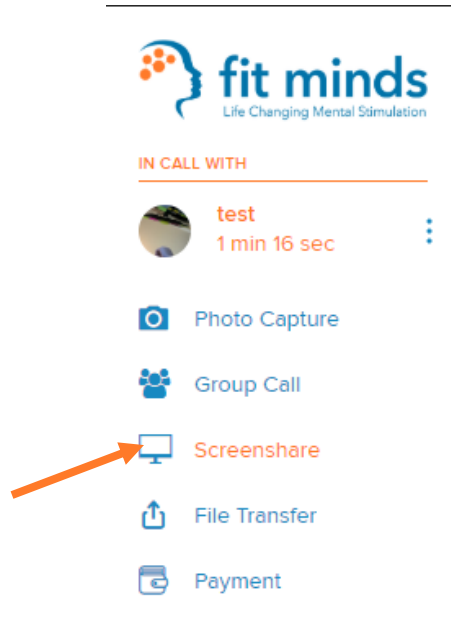


- d. If you have **Dual Monitors**, you will be able to put what the client see's on one monitor, and the video call on another.

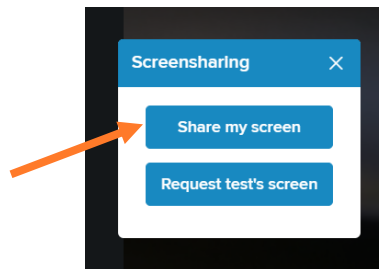
Starting your Doxy.me Calls and Screen Share

- Once you have activated Picture in Picture, if needed, you will then go to your dashboard and click on "Screenshare"

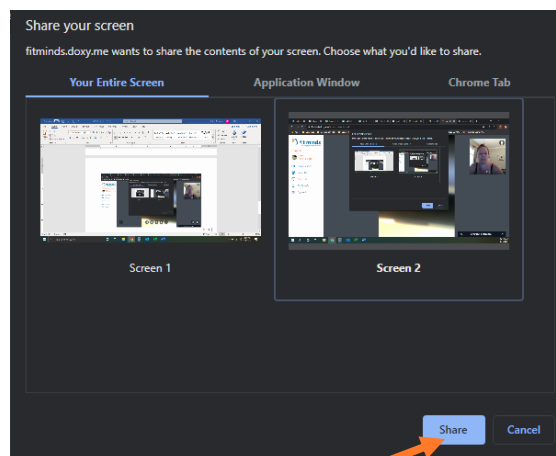
a.



- Click on "Share my screen"



- Select which Screen you want to share, and then click "Share". If you only have **one monitor**, it will say "Share entire screen" instead of "Screen 1" and "Screen 2".



- If you stop sharing your screen, and you need to share again, you will have to go back to your dashboard.

Starting your Doxy.me Calls and Screen Share

1. If your client has trouble seeing all the content on their screen during a screenshare, please have them enter into **FullScreen Mode**.

