

Setting Up Doxy.me Information

For staff:

You will need to set up an account with doxy.me at <https://doxy.me/> (only supported in Safari, Chrome, FireFox)

Select the Sign up for free option on the upper right

Select I am a Provider option

Enter your information

Be aware: the salutation defaults to Dr., so please be sure to change this.

Room Name will be used for your internet domain so keep it simple and professional, ex: MLibster, MarandaLibster or Maranda) No spaces, letters or numbers allowed)

Email – Please use your work email address

Please be sure to write down your password and store in a safe location (only you will know it)

Once account is created your home screen will appear

To invite clients to session – select invite via – select email (text messages are not supported by the free version) You can send an email using your default client email to the client – this will email a link your domain

You can also copy and paste your domain in a text to a client as an alternate method ex:

<https://doxy.me/maranda>

Once a client selects link via email or text, enters their name and enables video text they will appear in your waiting room

Select the waiting client and select call

There are chat box features if a client prefers to type at any time during the call, should someone walk into the room, etc.

To end the session, select the red phone icon

For Clients

Must have a device with internet access, a camera and microphone/speaker, cell phone, laptop, tablet, iPad, desktop – if using a desktop they must have a headset / speakers

Only the latest released versions of Safari, Google Chrome or Firefox is supported by doxy.me (google app is not supported)

Your web domain can be emailed to clients via doxy.me or you can text it to them using your iPad

Clients will be prompted to enter their name – can be first name or first initial and last name, whichever they feel comfortable with

Refresh your screen and you will see them appear in your waiting room