



Log onto your PC



Open the 'NHS Near Me' shortcut from your desktop

NHS SCOTLAND Attend Anywhere

Email
dglycnman@outlook.com

Password
.....

Keep me signed in for today

[Sign in](#)

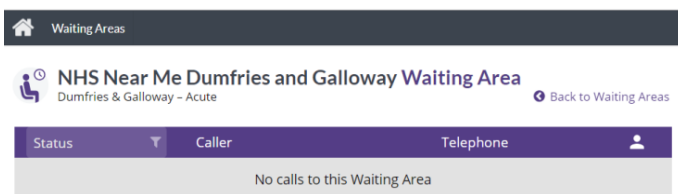
[Forgot password?](#)

Enter your email address

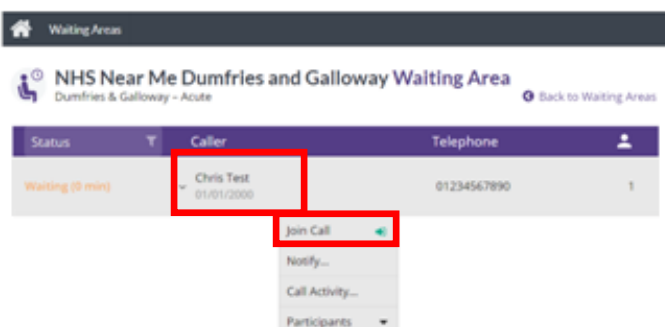
Enter your password

Tick Keep me signed in for today

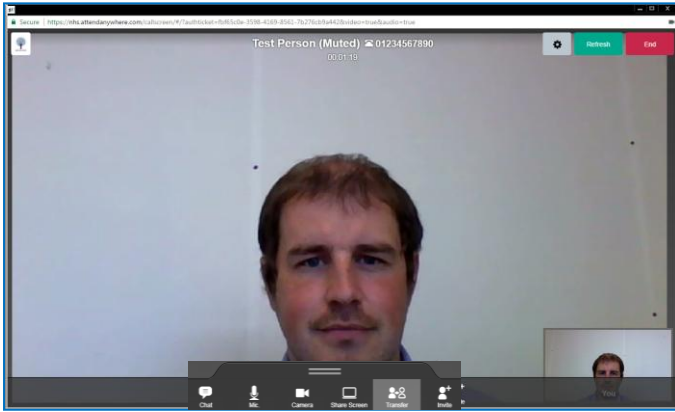
Click 'Sign in'



The NHS Near Me waiting area will be displayed

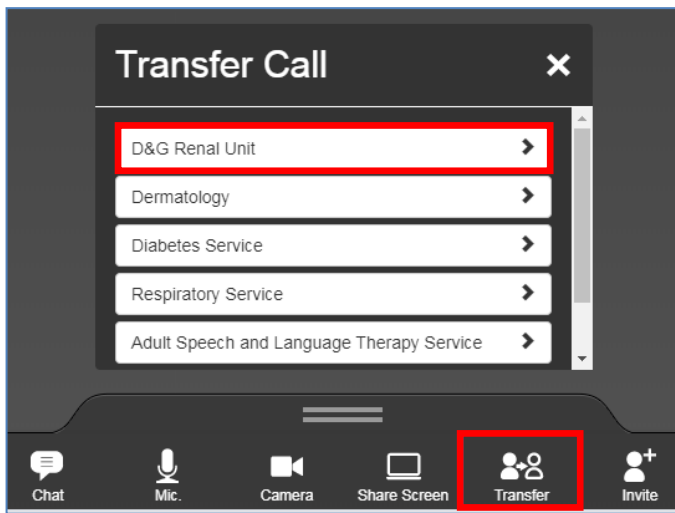


When a person arrives for their appointment click on their name and click on 'Join Call'



A new window for the call will open and you will see yourself on the screen

The screen will then change to the face of the person you collected from the waiting area

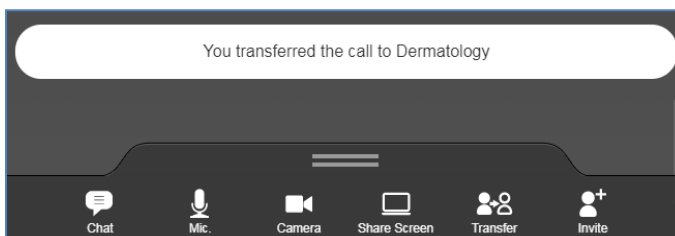


Once you have verified the person's identity and the service their appointment is with click on 'Transfer' and click on the service name they are to see

You may need to scroll down to see all the service waiting areas that you can transfer to



The name of the service waiting area will be displayed for you to confirm by clicking 'Yes'



Once the call has transferred a message confirming the transfer will be displayed above the call controls.



Click on 'End' at top right and then on 'Leave the call (just me)' to disconnect yourself from the call and leave the person in the service waiting area