

How to Setup a Counseling Session with VSee

1. Go to VSee.com and enter your email address and click on the Get Free VSEE MESSENGER
2. Put in your email address and click the button.

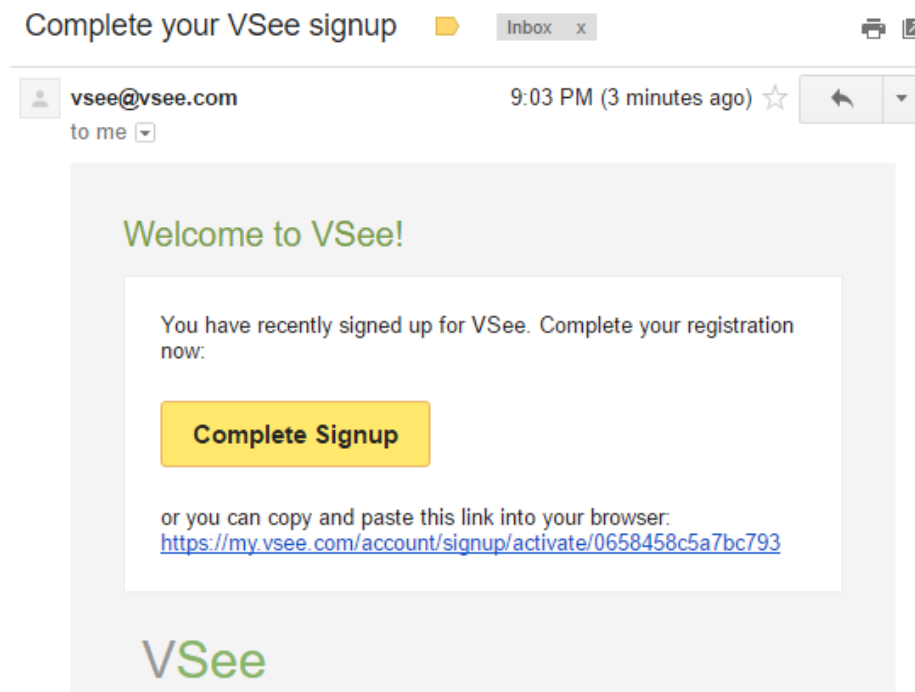
Enter your email **GET FREE VSEE MESSENGER →**

EXISTING USER? DOWNLOAD HERE


3. Once you get the notification that the activation email is shown,



4. Open your email and click the Complete Signup button



5. Complete the signup form



Complete your signup

First Name

Please fill out this field.

Last Name

Password

Confirm Password


By registering, you agree to the [Terms and Conditions](#) set out by this site, including our [Cookie Use](#).

REGISTER

6. Follow the steps below and install the application.

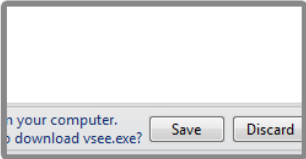
For Windows:

Save and run the installer



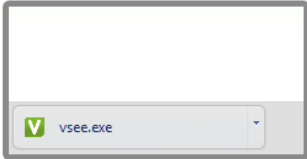
Download

Step 1



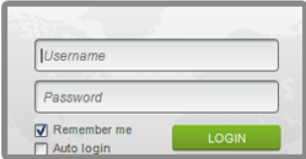
Click on "Keep" when prompted.

Step 2



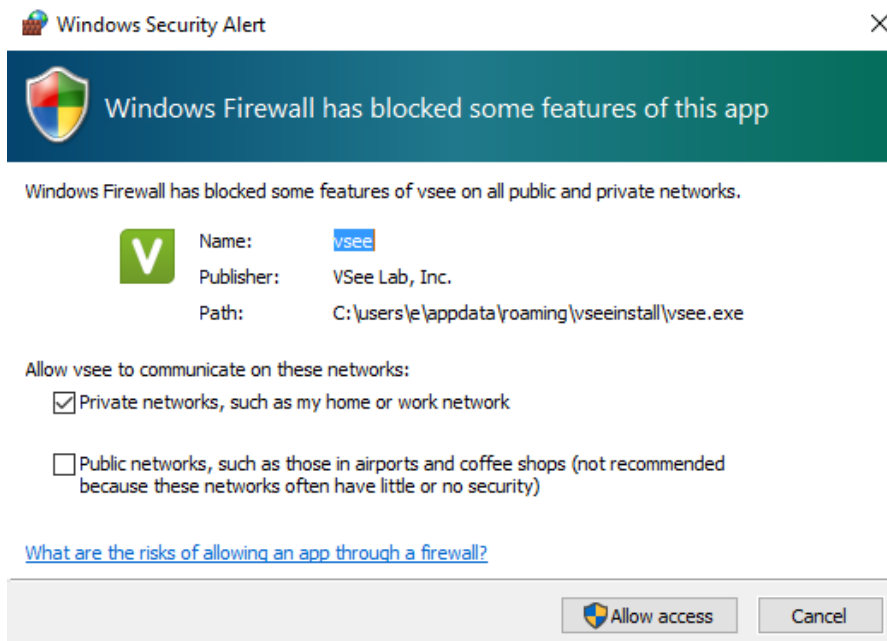
Click on the "vsee.exe" that just downloaded to run the installer.

Step 3



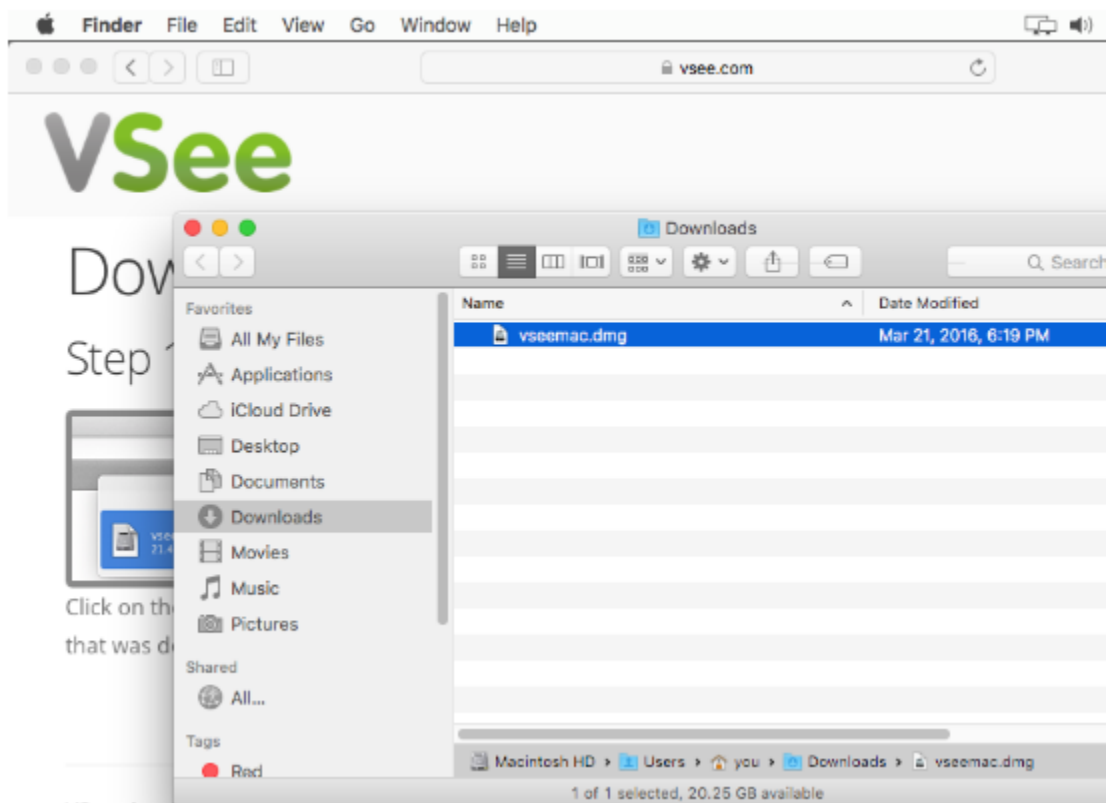
When VSee launches, log in and start connecting with your friends.

Click Allow access if the screen below is displayed

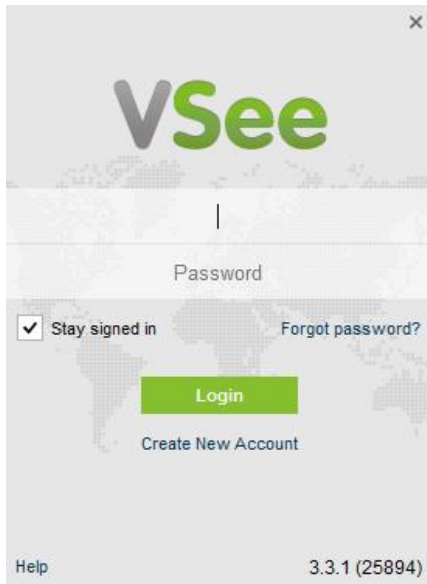


For Mac:

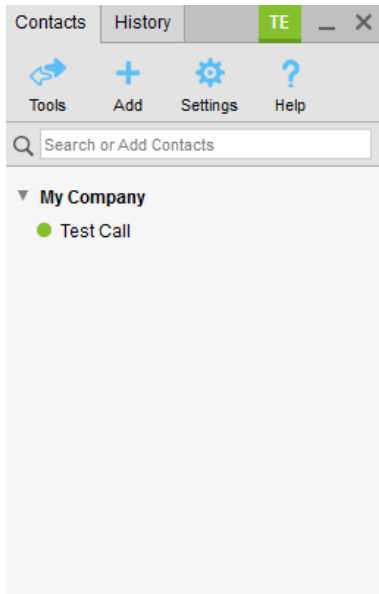
Go to Downloads and open vsee.dmg



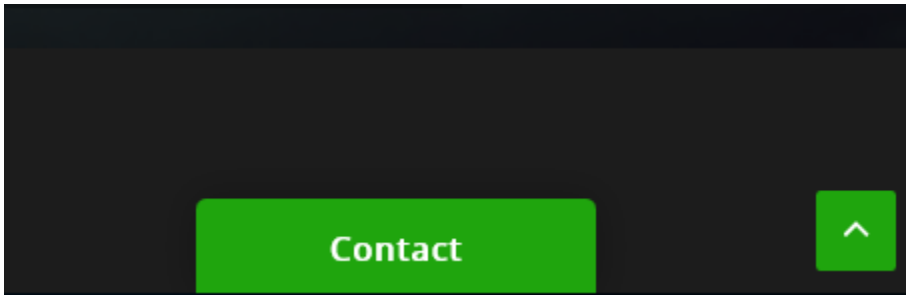
7. Put in the email address and a password you used to register and click Login



8. The VSEE Interface will open.




9. Once installed, click Home or go to <http://www.constancecromartiecounseling.com> and click Contact at the bottom right of the page



10. Click Schedule Now

Powered by vCita X



Let's Talk!

Start your journey to peace today! Set a time to meet or leave your details and I'll get back to you.

[Schedule Now](#)

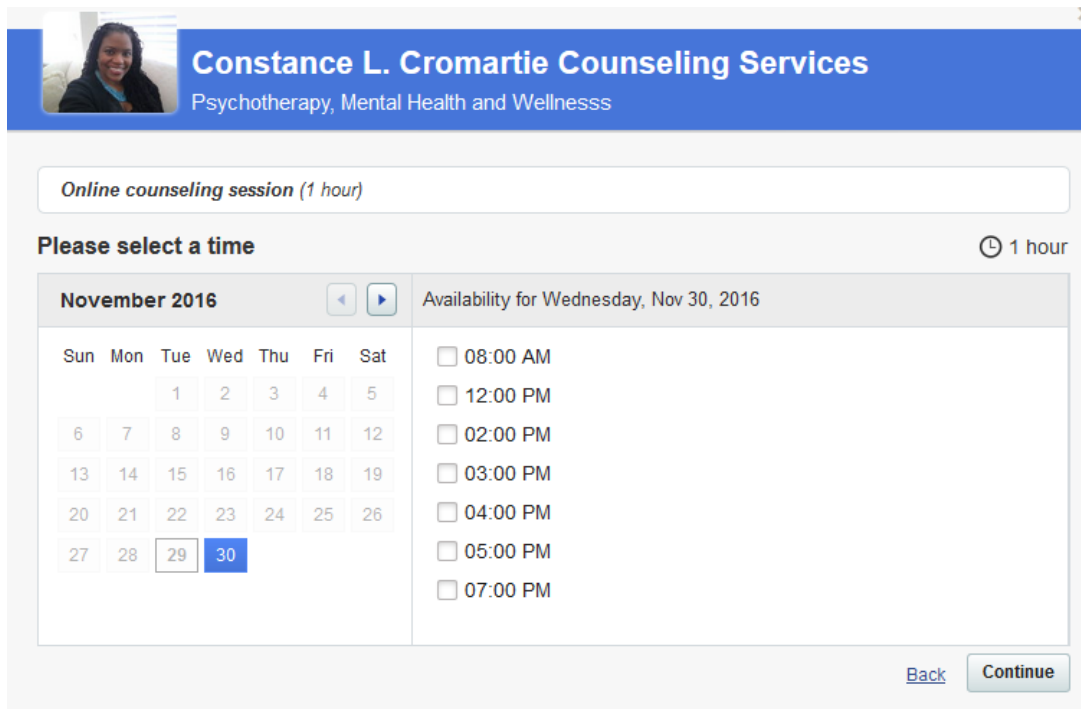
[Schedule Now](#) [Leave Your Details](#) [My Account](#)

A screenshot of a scheduling interface. At the top right, it says "Powered by vCita X". On the left is a small profile picture of a woman. The main heading is "Let's Talk!". Below it is a short paragraph: "Start your journey to peace today! Set a time to meet or leave your details and I'll get back to you." A large green button with a right-pointing arrow says "Schedule Now". At the bottom, there is a horizontal menu with three items: "Schedule Now" (with a calendar icon), "Leave Your Details" (with an envelope icon), and "My Account" (with a person icon).

11. Click "Online counseling session"

A screenshot of a scheduling window titled "Constance L. Cromartie Counseling Services" with the subtitle "Psychotherapy, Mental Health and Wellness". The window contains a section titled "Please select:" with three options: "Introductory phone call" (30 minutes), "In-office appointment" (1 hour), and "Online counseling session" (1 hour). At the bottom, it says "Online Scheduling by vCita".The screenshot shows a scheduling window with a blue header. The header contains a profile picture of a woman and the text "Constance L. Cromartie Counseling Services" and "Psychotherapy, Mental Health and Wellness". Below the header, there is a section titled "Please select:" followed by a list of three options, each with an icon, a description, and a duration. The first option is "Introductory phone call" with a phone icon and a duration of "30 minutes". The second option is "In-office appointment" with a person icon and a duration of "1 hour". The third option is "Online counseling session" with a video camera icon and a duration of "1 hour". At the bottom of the window, it says "Online Scheduling by vCita".

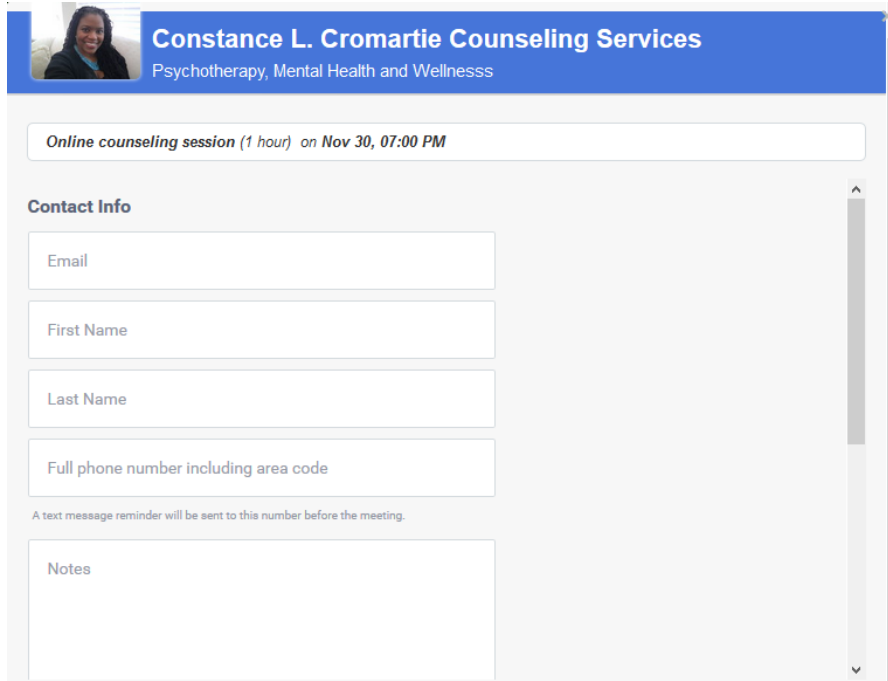
12. Select a date and time for your session and click continue



The screenshot shows a web interface for "Constance L. Cromartie Counseling Services". At the top, there is a blue header with a profile picture of a woman and the text "Constance L. Cromartie Counseling Services" and "Psychotherapy, Mental Health and Wellness". Below the header, there is a text box containing "Online counseling session (1 hour)". The main section is titled "Please select a time" and includes a clock icon and "1 hour". A calendar for "November 2016" is displayed, with the date "30" selected. To the right of the calendar, there is a list of available times for "Wednesday, Nov 30, 2016": 08:00 AM, 12:00 PM, 02:00 PM, 03:00 PM, 04:00 PM, 05:00 PM, and 07:00 PM. At the bottom right, there are "Back" and "Continue" buttons.

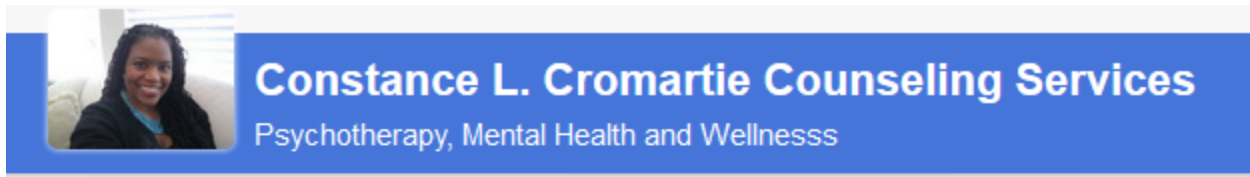
13. Fill out the contact form and click Submit at the bottom of the form.

***Please note Co-payments and deductibles are due at the time of service**



The screenshot shows a contact form for "Constance L. Cromartie Counseling Services". At the top, there is a blue header with a profile picture of a woman and the text "Constance L. Cromartie Counseling Services" and "Psychotherapy, Mental Health and Wellness". Below the header, there is a text box containing "Online counseling session (1 hour) on Nov 30, 07:00 PM". The main section is titled "Contact Info" and includes several input fields: "Email", "First Name", "Last Name", and "Full phone number including area code". Below these fields, there is a note: "A text message reminder will be sent to this number before the meeting." At the bottom, there is a "Notes" field. A vertical scrollbar is visible on the right side of the form.

A confirmation email/text will be sent to you



Constance L. Cromartie Counseling Services
Psychotherapy, Mental Health and Wellness

Online counseling session (1 hour) on 30 Nov 07:00 PM

Appointment scheduled with Constance L. Cromartie Counseling Services

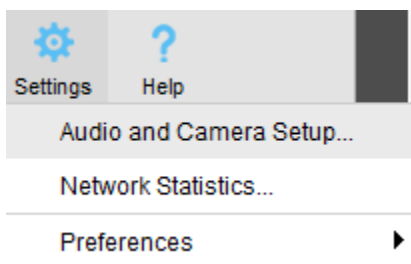
Thank you for your appointment request.
A confirmation email with the appointment invitation has been sent to [REDACTED]

[Additional booking](#)

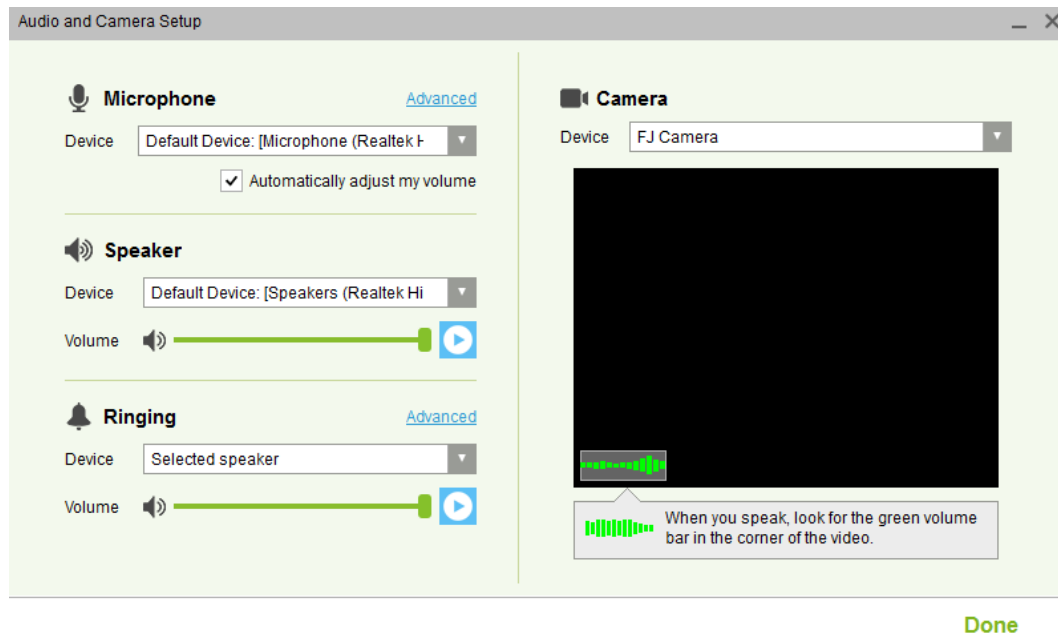
14. At the date/time scheduled, click on the VSee icon in your system tray to open the program



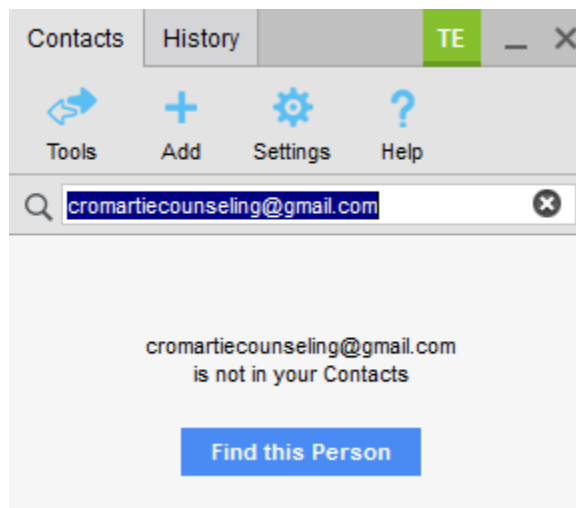
15. Click on Settings > Audio and Camera Setup to configure your Camera and microphone before the chat session



16. Once the video and sound are verified, click Done.



17. In the search box, type in cromartiecounseling@gmail.com can click Find this Person



18. When the email address is found, click Chat to begin your session

