

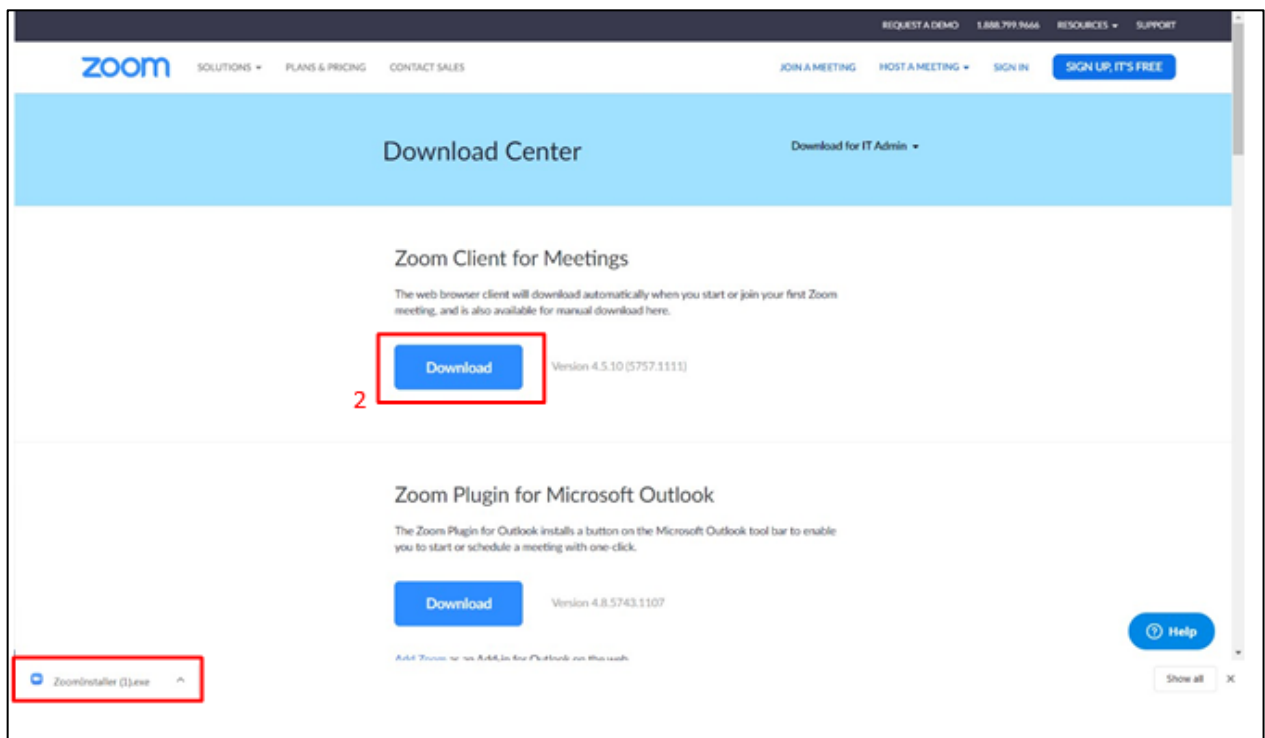
Quick Guide Zoom Account Tip Sheet Provider

Affected Roles: Clinicians using Zoom for Telemedicine.

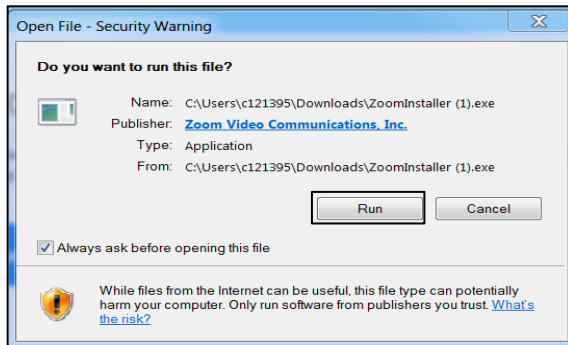
- Ensure Zoom is downloaded on Computer/laptop
- Host a Zoom Meeting
- Join a Zoom Meeting

Ensure Zoom Is Downloaded On Computer

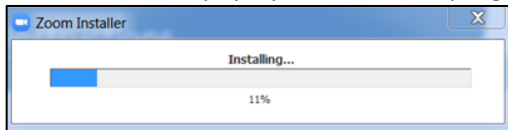
1. Go to www.zoom.us/download.
2. Select **Download** to install Zoom Client for Meetings.



3. Select the **Zoom Installer** at the bottom of your screen.
4. Select **Run**.



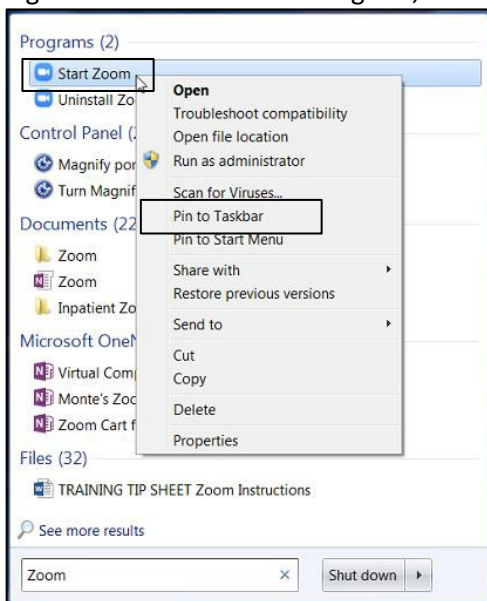
- Zoom Installer – pop up should show progress of install .



- When installation is complete, go to the Start Menu on your computer & type “Zoom” in your search field.



- Right Click on **Start Zoom** Program, and “Select Pin to Taskbar”.



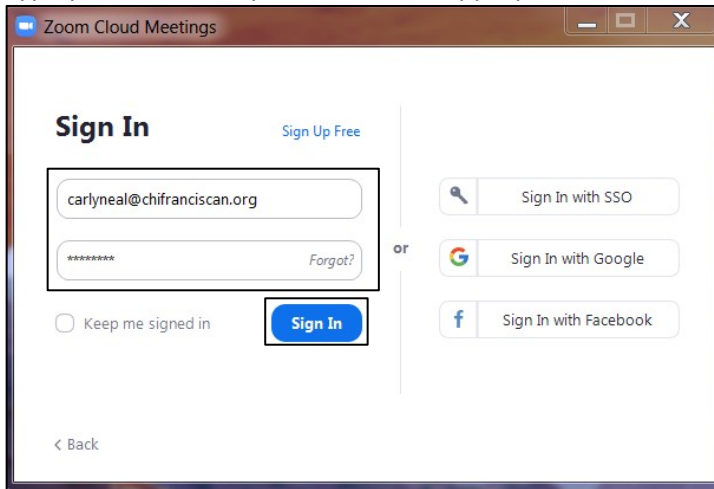
Host a Zoom Meeting

Note: “*Meeting*” is terminology used for Zoom. This could entail hosting a virtual consult with a patient, a virtual companion hosting a virtual room for remote sitting, hosting a teleconference meeting, etc. Use this workflow if YOU are the host of the Zoom Meeting ID.

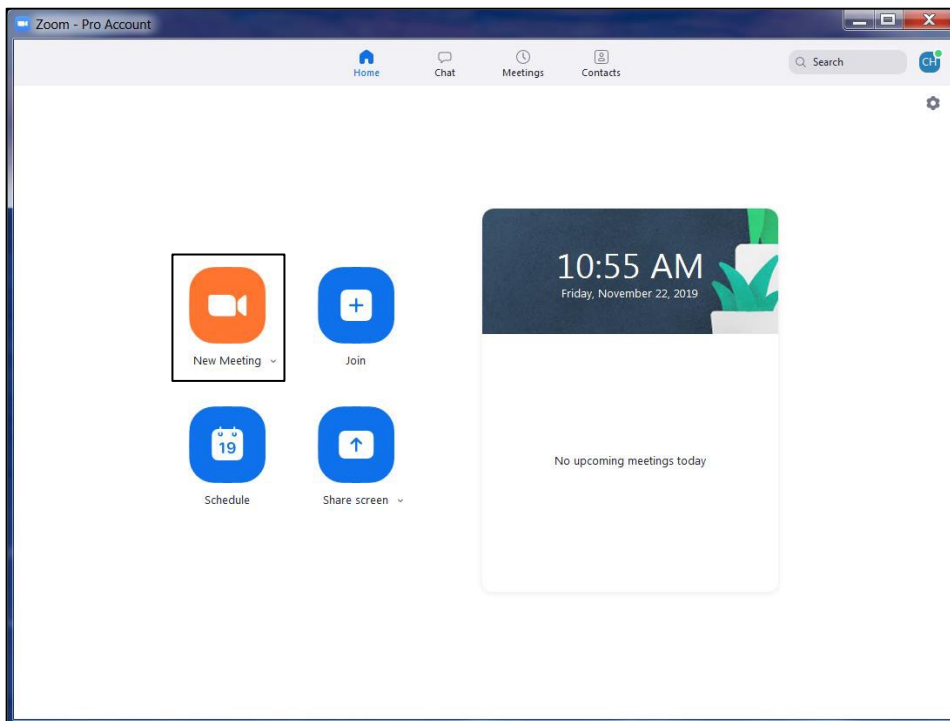
- Open Zoom** program, and select **Sign In**.



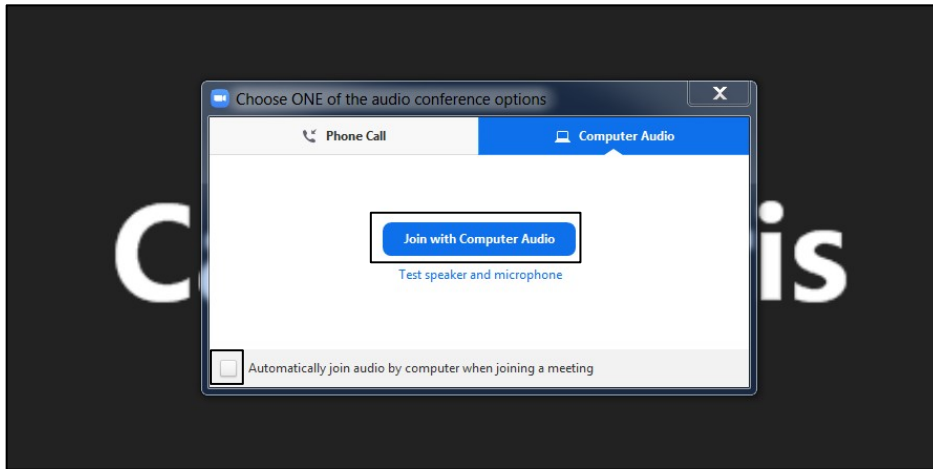
2. Type your email and password in the appropriate fields, and select **Sign In**.



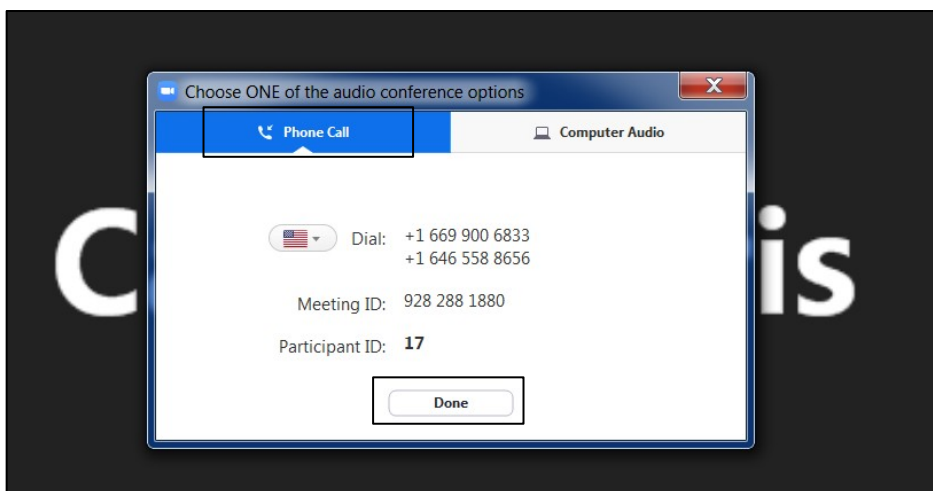
3. Select orange **New Meeting** icon to begin hosting your meeting.



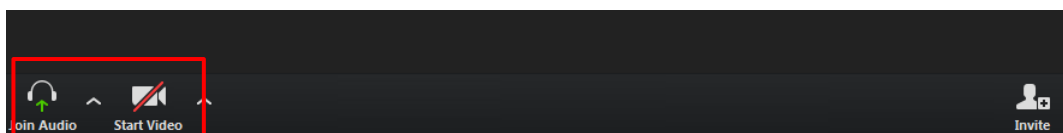
- 4a. If you are using your computer speakers or a computer headset, select **Join with Computer Audio**.
Note: If you will always be using computer audio, select the checkbox to “*automatically join audio by computer when joining a meeting*”.



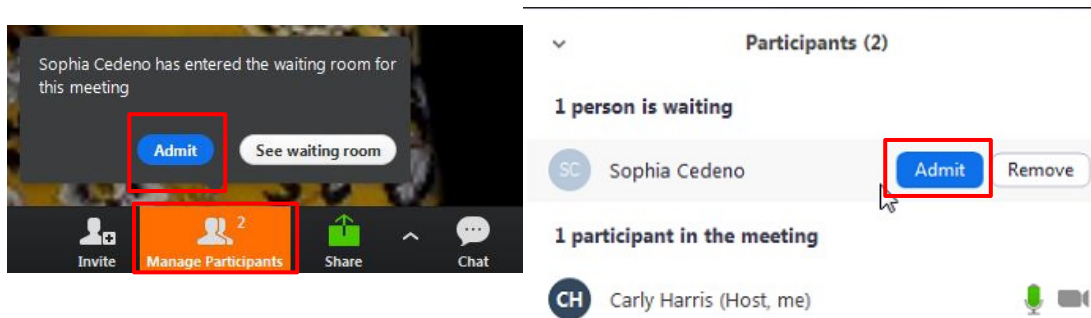
- 4b. If you are using your telephone for audio, select the **Phone Call** tab, and dial one of the telephone numbers, then dial the meeting ID and participant ID when prompted. Select **Done** with complete.



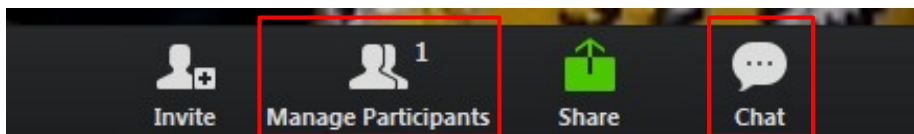
5. To adjust **audio** and **video** controls move the mouse on screen to reveal meeting controls on the bottom of the screen. If you see a red line through the camera icon or microphone icon, select it to enable Audio and Video.



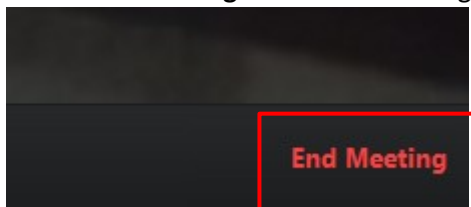
6. When someone joins your meeting, you must select **Admit** to allow them into your meeting room. An initial pop up will appear where you can select **Admit**. Once that pop up disappears, you can select **Manage Participants** to **Admit** them from the Participants list.



7. You can also **Share Content** or use **Chat** to type a message to people in your meeting room.



8. Select **End Meeting** to End the Meeting for All participants.



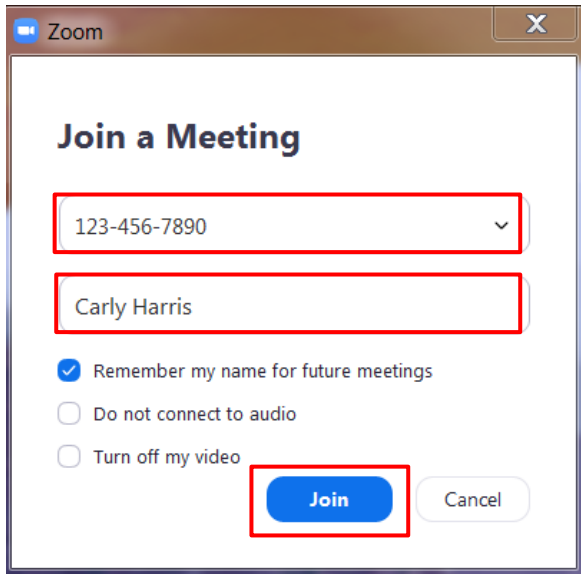
Join a Zoom Meeting

Note: “Meeting” is terminology used for Zoom. This could entail joining a virtual consult with a patient, a nurse joining a virtual companion for remote sitting, etc. Use this workflow if YOU are the joining someone else’s Zoom Meeting.

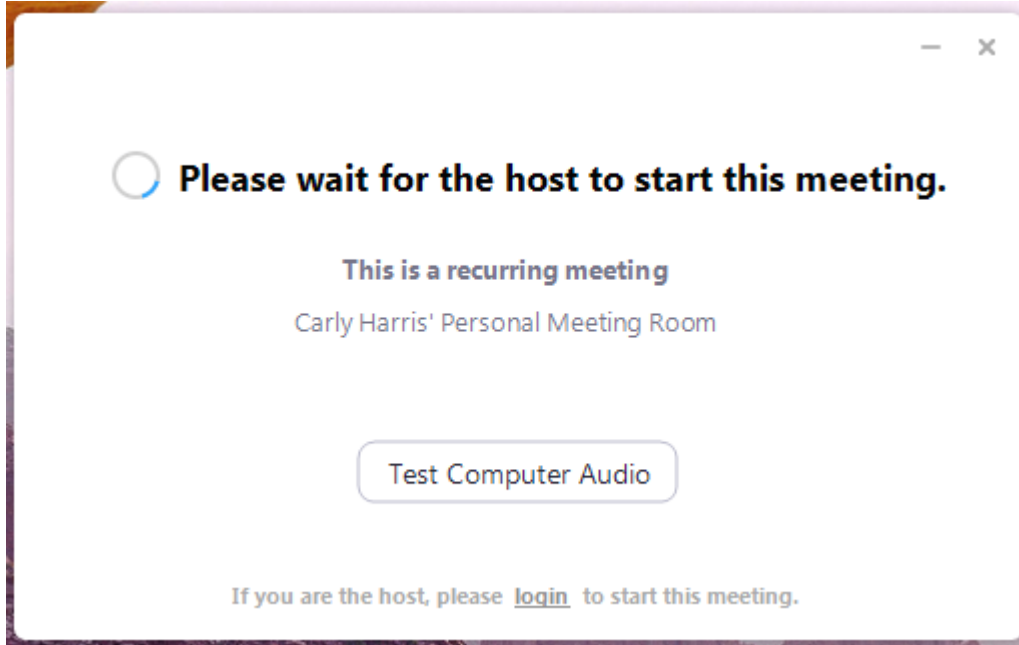
1. Open Zoom program, and select **Join a Meeting**.



2. Enter **meeting ID** of the host you are trying to join, **your name**, and select **Join**.

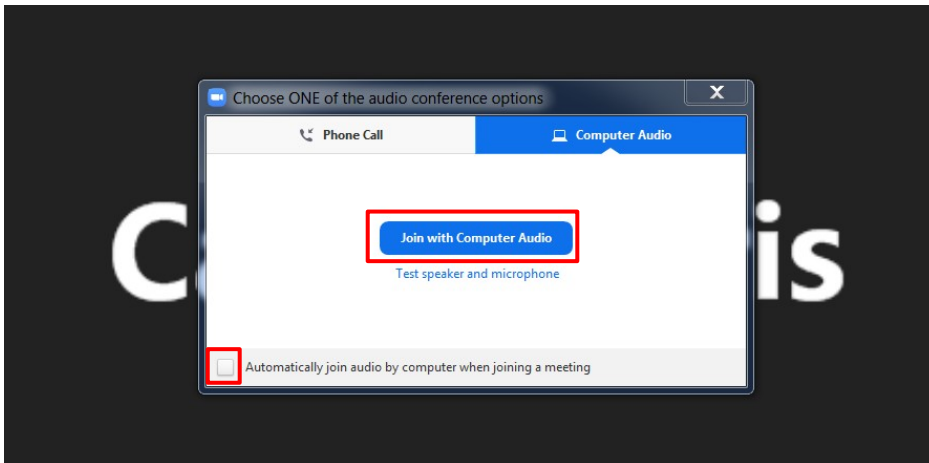


3. Screen will show “Please wait for the host to start this meeting” until the host signs in and start the meeting. This can take 1-2 minutes. *Do not make any further selections while waiting.*

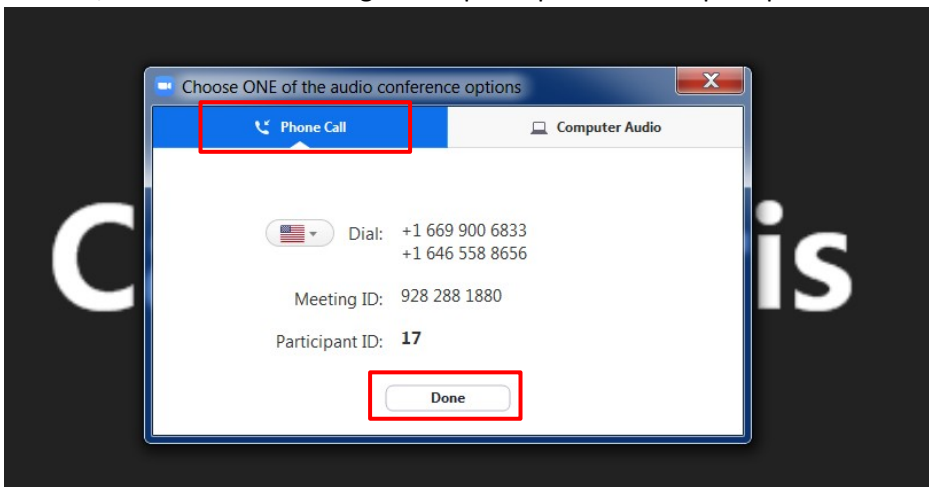


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