Patient Guide to Zoom

1. Getting set up to use Zoom. You can access Zoom via the app or the website:
   a. Using the Zoom app:
      - Download the Zoom app on your smartphone, tablet, or laptop/computer.
      - Click the "Join" button.
      - Type in the Meeting ID **OR** Zoom link given to you by your provider; type your name; click "Join" to enter the meeting.
      - When prompted, type in the password given to you by your provider.
      - The following screen (known as a "waiting room") will display "Please wait for the host to start this meeting." Your therapist will then admit you to the meeting.
   b. Using the Zoom website:
      - Using your web browser, type www.Zoom.us into the navigation bar.
      - Select "Join Meeting" in the top right corner.
      - Type in the Meeting ID **OR** Zoom link given to you by your provider; type your name; click "Join" to enter the meeting.
      - When prompted, type in the password given to you by your provider.
      - The following screen (known as a "waiting room") will display "Please wait for the host to start this meeting." Your therapist will then admit you to the meeting.

2. Helpful tips:
   a. For best audio quality, use earbuds or headphones to reduce noise feedback.
   b. Utilize a safe, quiet, private space. Ensure that others in your home know that you will be "in session" so that they do not disturb you.
   c. The option to enable/disable your video and/or audio is at the bottom of the screen.
   d. Use "Gallery View" to see your face and your therapist's face side-by-side **OR** use "Speaker View" to view your therapist's face as the main image and your face as a thumbnail image.
   a. If you have documents or worksheets to share with your provider, use the guide on the following page:

Using In-Meeting file transfer

1. During a Zoom meeting, click on **Chat** in the toolbar (shown below).
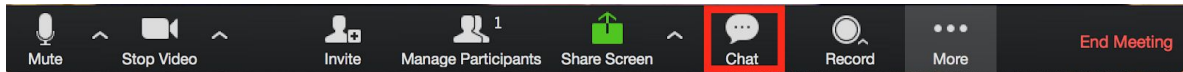
2. Select **More** button in bottom right corner of chat window. Select **Share file in meeting**.
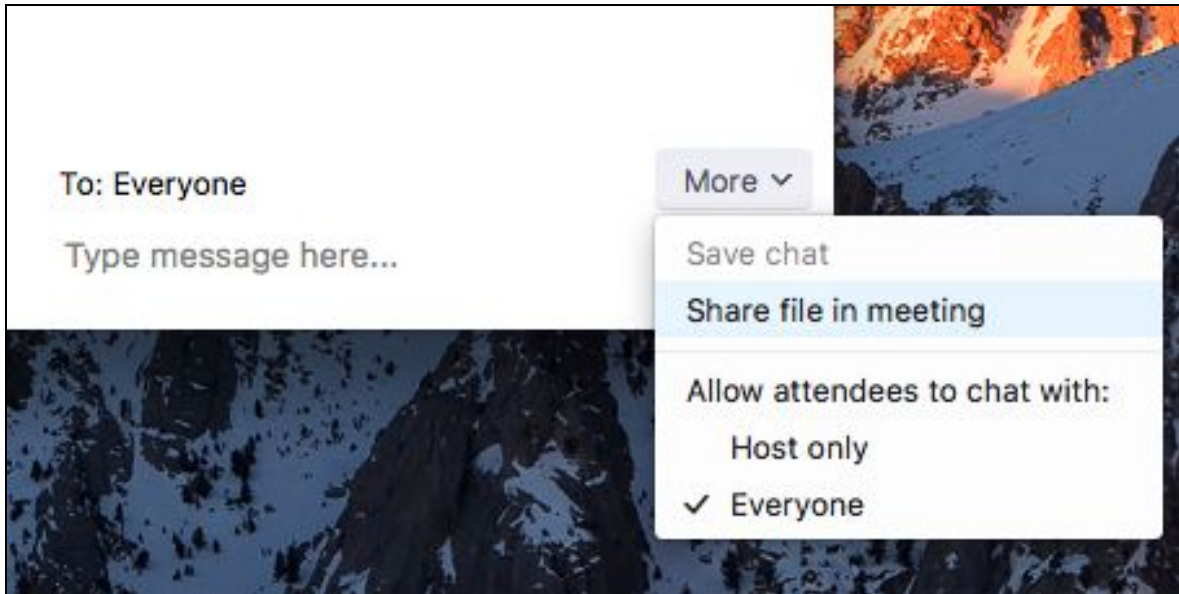
3. The green check indication (shown at right) will appear, indicating that the file has successfully sent.

4. The participants will see a notice when a file is sent and will be given the option to download the file.
Once **Download** is selected, they will be able to view the file.