

Basic Zoom Instruction for Participants (Attendees)

Before a zoom session:

1. You will need a computer, tablet, or a smartphone with speaker or headphones. There is the ability to check your audio upon joining the meeting.
2. You will receive a notice or email from the clinic or provider about your scheduled zoom session. The notification (email) will include a link to 'Join Zoom Meeting' that will be similar to this: <https://acmhs.zoom.us/j/321819265>. It will include the Meeting ID number, which is the same numbers at the end of the link. The email will also contain phone numbers for dial-in options but they do not need to be used in most cases.

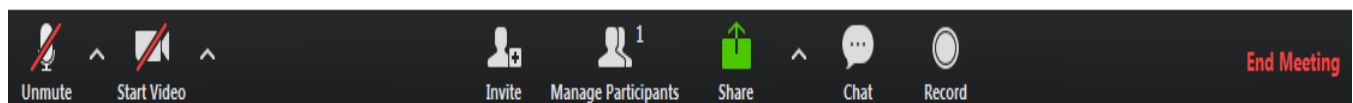
To join the zoom session:

1. Just prior to the start of your scheduled session, click on the link in your email to join via computer. You may be instructed to download the Zoom application if this is your first time using Zoom, if so follow the instructions to download and install.
2. You may be prompted to choose to join the zoom session either via a phone call or computer audio. In most cases you will want to choose to join by computer audio. You will also have the option to test speaker and microphone by clicking on a link and following the instructions.
3. If you are joining from a mobile device (Android phone/tablet, iPhone/iPad) it will simply prompt you to download the Zoom meeting app from the App/Play store.

You may also join a meeting without clicking on the invitation link by going to <http://join.zoom.us/> on any browser and entering the Meeting ID provided by your clinic or provider.

Once you have joined the Zoom session you will see the participant controls across the bottom of your Zoom session, which can be used to:

- Mute/UnMute your microphone – a red line across this icon indicates you are muted. You can click the ^ next to this icon to choose your audio options
- Start Video/Stop Video – a red line across this icon indicates your video is turned off. Click the icon to turn your video on. You can click the ^ next to the icon to choose your camera if necessary.
- The Invite icon is used to invite other participants – generally not used by the attendee.
- View/Manage Participants – this icon can be selected to view which participants are in the zoom session. You can also see your screen name in this list and change it if you desire.
- Share – this icon can be used to share your screen for the other participants – generally only used to show/display other documents to participants.
- Chat – this icon can be used to chat with other participants via a chat message window.



Generally in the upper-right hand corner of your screen will be the option to change your views, either between speaker view or gallery view. Speaker view displays the active speaker. Gallery view displays the tiles of all meeting participants. If you are in a 1-on-1 session the gallery view would not apply.