

Overview

Use this guide to create effective sessions using ZOOM for the following:

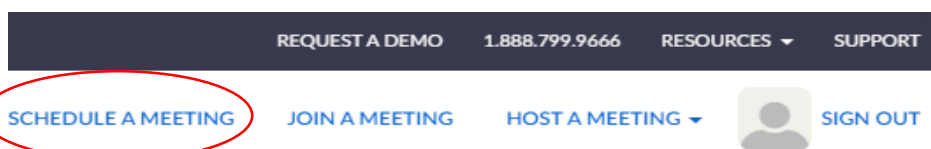
1. Setting up you Account
2. Scheduling Meetings
3. Sending the Meeting to Others
4. Joining your Meeting
5. Facilitate your Meeting
6. End your Meeting

Setting up your Account

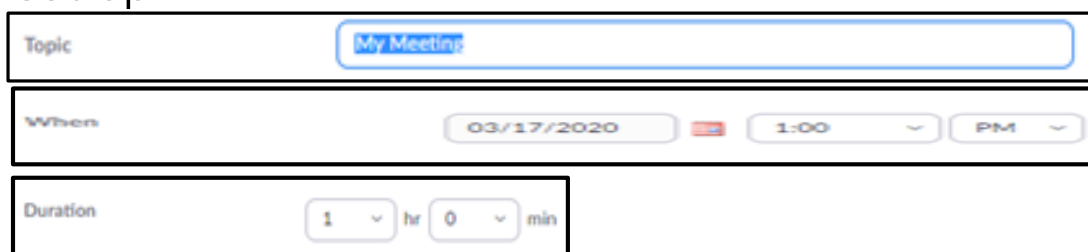
1. Use Google Chrome and go to "zoom.us/signup"
2. Enter your corporate email (firstname.lastname@unityhealth.to).
3. Zoom will send a confirmation link to your corporate email. Click on the link in the email to begin using Zoom
4. Finalize the registration Process by entering your password

Scheduling Meetings

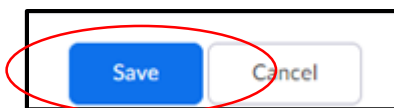
1. To schedule a meeting, select "Schedule Meeting"



2. Enter the following information to set up the meeting
 - a) Topic
 - b) When
 - c) Duration

A screenshot of the Zoom meeting scheduling form. It consists of three main sections, each enclosed in a black box. The first section is labeled 'Topic' and contains a text input field with the value 'My Meeting'. The second section is labeled 'When' and contains a date input field with '03/17/2020', a time input field with '1:00', and a dropdown menu for 'PM'. The third section is labeled 'Duration' and contains two dropdown menus for '1' hour and '0' minutes.

3. Select Save to finalize the meeting

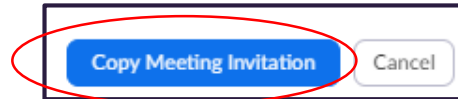


Sending the Meeting to Others

1. Go to "Join URL" in meeting details and select "Copy the invitation"



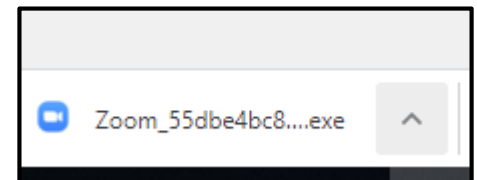
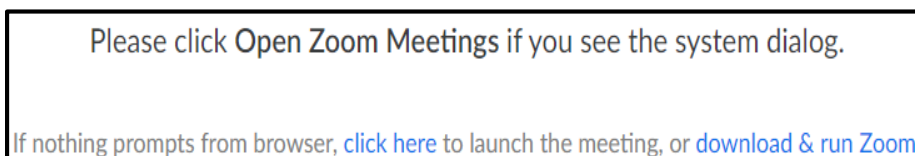
2. On the Next Screen, Select Copy Meeting Invitation



3. Next, go to your Outlook 2016 and start a "New Email" and include who you will be sending the email to in addition to the subject.
4. In the body of the email, copy and paste (Ctrl + V, or Right Click "Paste") to copy meeting invitation
5. Send the email

Joining your Meeting

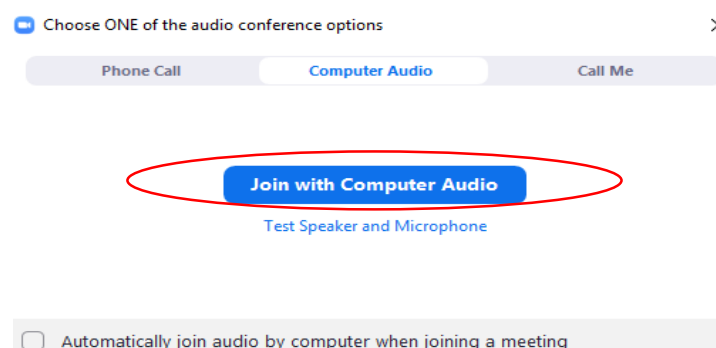
1. Click on the Zoom URL in your original meeting invitation
2. The System will ask you to open "Zoom" , select "download & run Zoom" and then run the launcher



3. Enter the Meeting Room and select "Join with Computer Audio" if you have speakers and microphones

OR

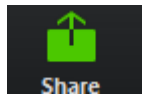
Select "Phone Call" if you need to use a speakerphone. Dial the number on your speakerphone to connect your speakerphone to your browser instance



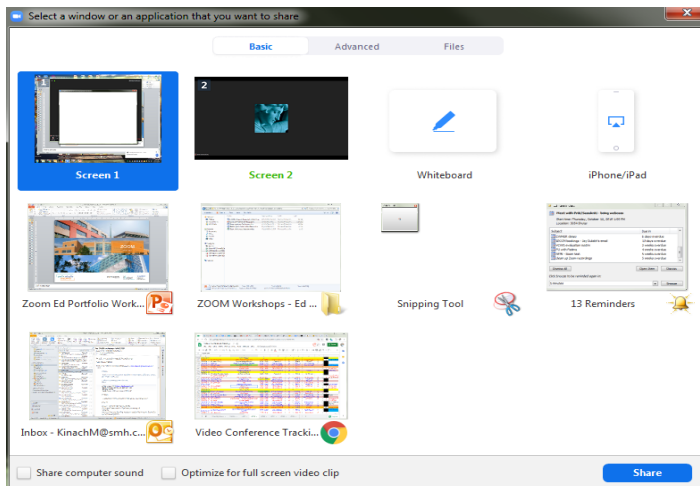
Facilitate your Meeting

1. Unmute your Audio and start your video when you are ready
2. Click on "Manage Participants" to see who is in your call
3. If you are not sharing content, you are ready to start your meeting!
4. If you are sharing content, open up the file(s) you want to share.

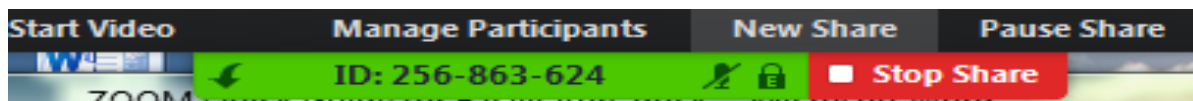
Select the "Share" Icon



5. Select the screen or software you wish to share (PowerPoint, Word, Desktop)



6. Click "Stop Share" when you are finished



End Your Meeting

1. Sign off verbally with your remote participants before ending your meeting
2. Select "End Meeting" on the right side of the ZOOM toolbar
3. Select "End Meeting for All"

