

Visit our website for more QRGs with topics such as: **Create a Meeting, Attend a Meeting, Login Options, and Virtual Visits for Providers and Patients.**

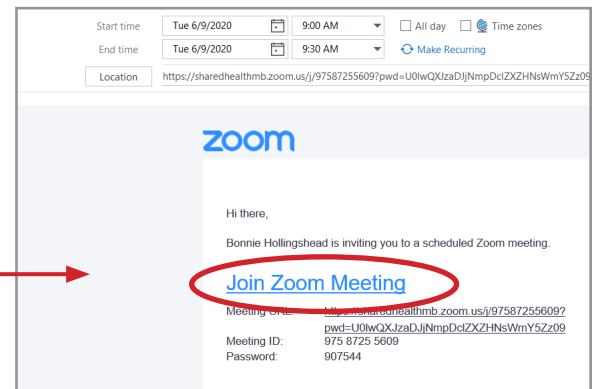
<https://mbtelehealth.ca/training/>

Connect using your computer

1 Open your Outlook calendar and double click on the appropriate meeting to select it.

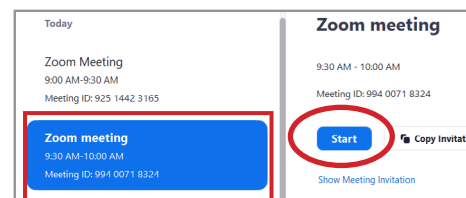
2 Click the **Join Zoom Meeting** link to start the meeting.

Your attendees would have received this same meeting link in the calendar invite.

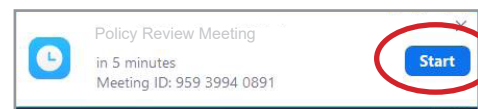


You can also start your meeting using any of the options shown below.

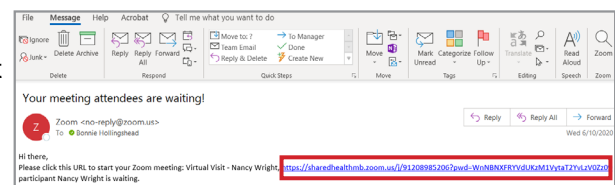
a) Click on the Zoom icon  in your system tray (bottom of your screen). Click on the meeting to select it and then click **Start**.



b) Click **Start** on the meeting reminder popup.

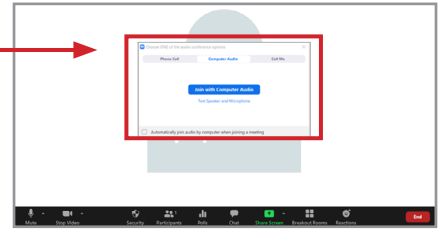


c) You will receive an email letting you know that your attendee is waiting in the lobby, click on the link to start the meeting.

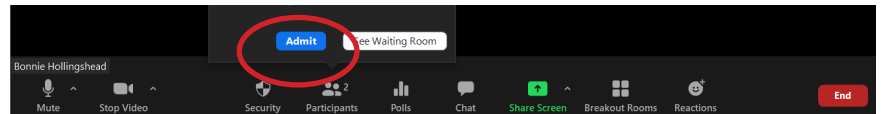


BE PRIVACY-WISE Always use Zoom for Healthcare in an appropriate and confidential location.

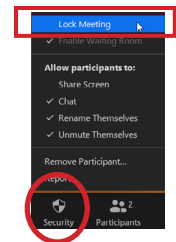
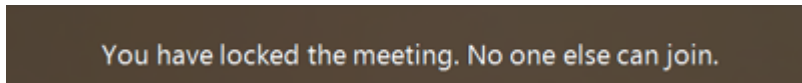
- 3 You should see yourself on the screen. Choose your audio and then Join the meeting.



- 4 You will need to admit participants to the meeting if they connect before you. Click **Admit**. If you join first, you may be prompted to admit them as they connect.



- 5 You can choose to lock the meeting if required under **Security** and **Lock Meeting**. Once locked, you'll see the message below.

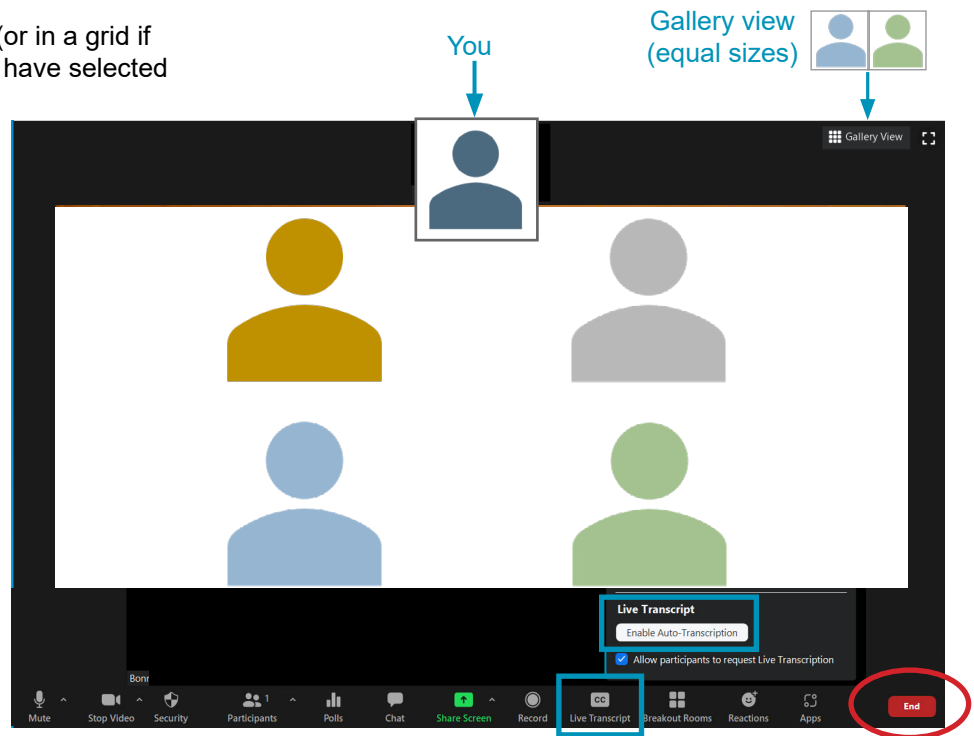
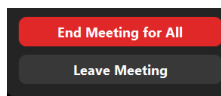


- 6 You will see the participant full screen (or in a grid if there are multiple participants and you have selected gallery view).



If you use **Share Screen**, ensure you do not have anything confidential on your screen and click on the document that you would like to share. Press **Stop Share** when done.

- 7 Press **End** on the far right, and then **End Meeting for All**.



Click **Live Transcript & Enable Auto-Transcription** so participants are able to view Closed Captions at the bottom of their screen or the Full Transcripts on the right.

Connect using your smartphone (images below are based on iPhone)

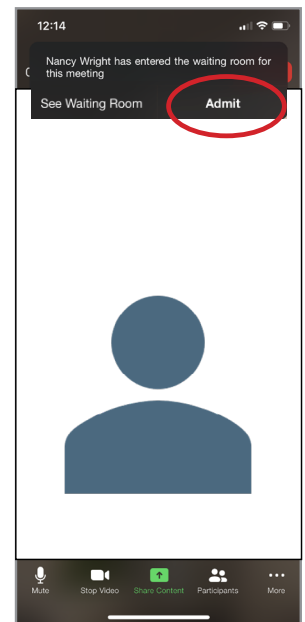
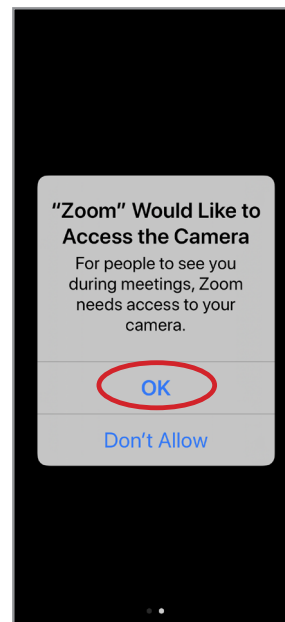
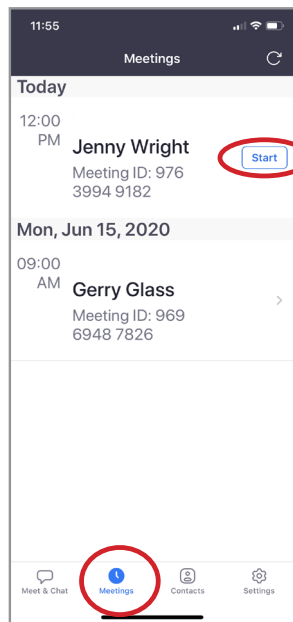
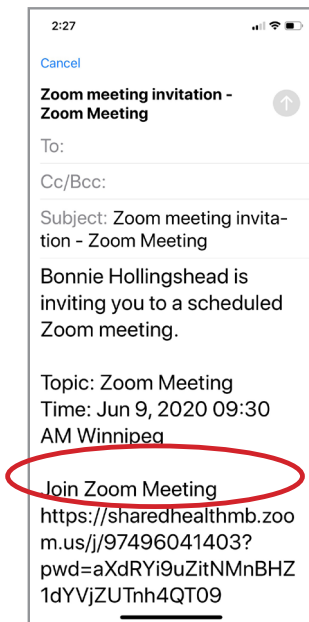
- 1** Tap on the **Join Zoom Meeting** link in the meeting invite.

OR

- Tap **Meetings** and then tap **Start** beside the applicable meeting.

- 2** Tap **OK** to allow access to camera and microphone.

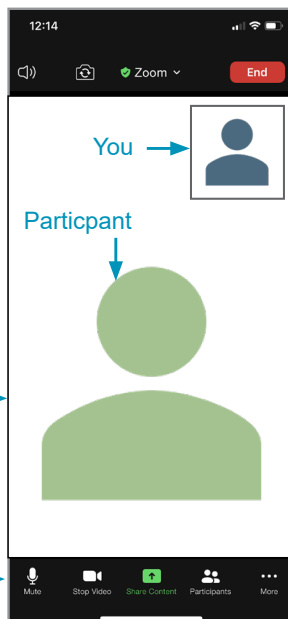
- 3** Depending on your meeting settings, you may be prompted to admit participants into the call. Tap **Admit**.



- 4** Once connected, you will see the participant full screen (or in a grid if there are multiple participants and you have selected gallery view).

Tap your screen to show toolbar

Ensure your camera and microphone are on.



- 5** Tap **End**.

Tap **End Meeting for All**.

Tap **More**, then tap **Live Transcript & Enable Auto-Transcription** so participants are able to view Closed Captions or the Full Transcripts.

