

ZOOM WEB STARTUP GUIDE

1. Log in to Zoom with appropriate credentials.

Providers will access appointments via their **Personal Meeting ID (PMI)** which can be found on your main **Profile** page in Zoom.

Send this link to your telehealth scheduler

Personal Meeting ID

https://[redacted].zoom.us/j/[redacted]

Managing your Virtual Waiting Room:

Setting up your Waiting Room

- Log in to your Zoom account in your web browser
- Go to Settings
- Go to **In Meeting (Advanced)**

Schedule Meeting

In Meeting (Basic)

In Meeting (Advanced)

Webinars

Recordings

Settings

Account Profile

- Ensure the **Waiting Room is selected**
- Switch Waiting Room participants to **“Guest Participation only”**
- **Check the box** to “Allow internal participants to admit guests from the waiting room if the host is not present”
- Press **Save**

Waiting room



Attendees cannot join a meeting until a host admits them individually from the waiting room. If Waiting room is enabled, the option for attendees to join the meeting before the host arrives is automatically disabled.

Choose which participants to place in the waiting room:

All participants

Guest participants only ?

Allow internal participants to admit guests from the waiting room if the host is not present

Save

Cancel

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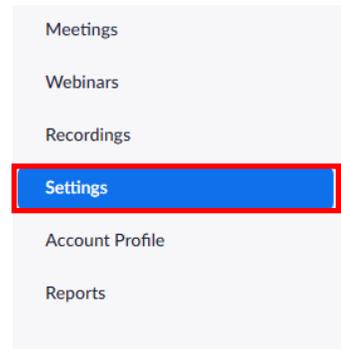
Managing your Virtual Waiting Room:

Disabling Chat

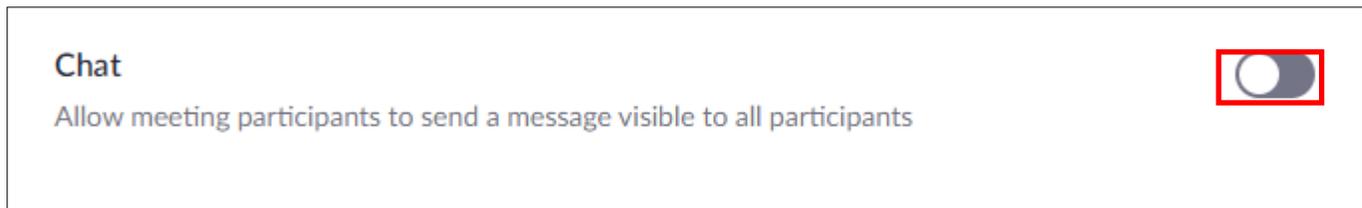
- Log in to your Zoom account in your web browser
- Go to Settings
- Go to **In Meeting (Basic)**

Schedule Meeting

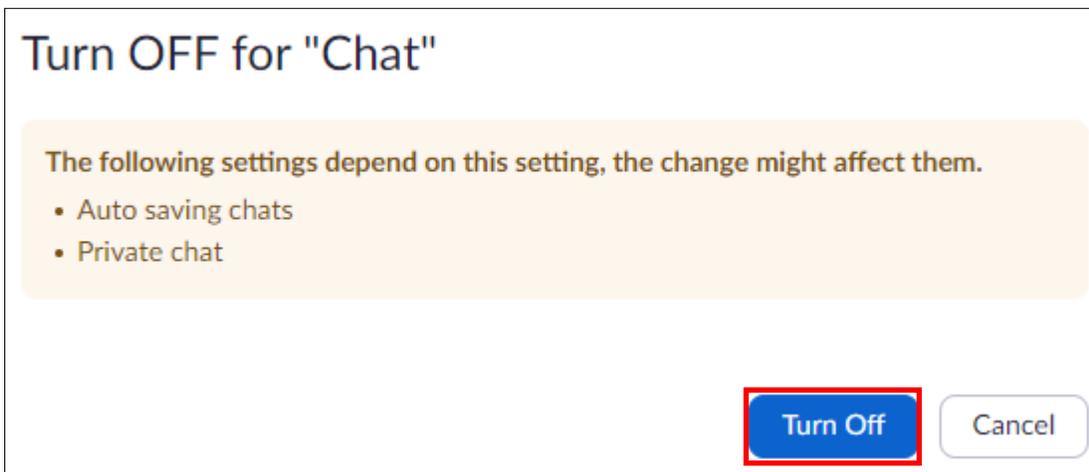
In Meeting (Basic)



- Ensure the **Chat** feature is **unselected**



- Confirm this change by selecting **Turn Off**



ZOOM WEB STARTUP GUIDE

Test your connection (Web):

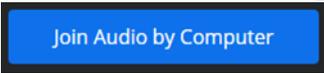
1. Navigate to <http://zoom.us/test> in Google Chrome (preferred browser) or [click this link](#)
2. Click 
3. Click **JOIN FROM YOUR BROWSER**

Launching...

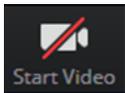
Please click Open Zoom Meetings if you see the system dialog.

If nothing prompts from browser, [click here](#) to launch the meeting, or [download & run Zoom](#).

If you cannot download or run the application, [join from your browser](#).

4. Enter your name and Click 
5. Click 

6. Click **ALLOW**

7. Click 

8. Click **ALLOW**

If you see a video of yourself then you are setup for your telehealth visit. If you experience any trouble please refer to Zoom support .

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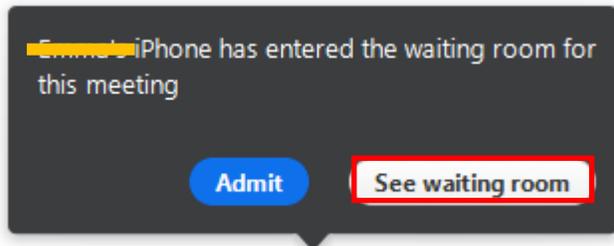
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ZOOM WEB STARTUP IN-CALL GUIDE

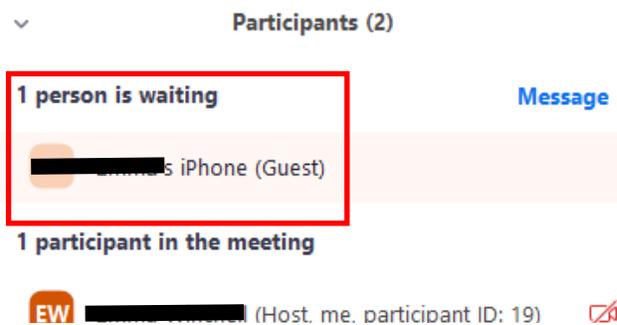
Managing your Virtual Waiting Room:

Moving a patient out of the Waiting Room

- When a patient joins your Waiting Room, you will see this pop-up:



- Select **See Waiting Room**
- Select the waiting patient



- If you are ready to see the patient, select **Admit**



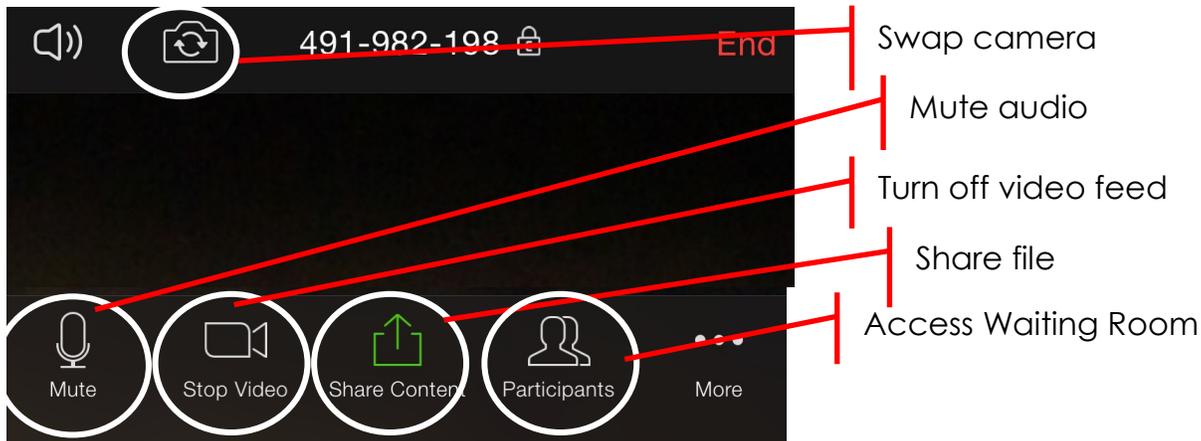
NOTE: DO NOT Remove the patient

If you accidentally remove the patient, end the meeting and rejoin your meeting room

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Move your mouse anywhere on the screen to bring up these controls:



NOTE: DO NOT record meeting

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