

# Lizard Telehealth Technology Guide



## Zoom Instructions



## ZOOM

Zoom is an application that facilitates meetings between multiple parties.

If you're just joining a Zoom meeting, you don't need to have Zoom installed on your computer. However, if you're the host, you'll need to download and install the software package.

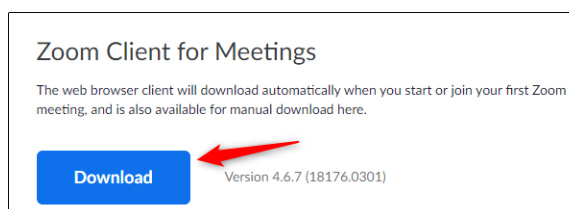


### Downloading:

1. To Download, go to Zoom's Download Centre and select the "Download" button under "Zoom Client for Meetings."

2.

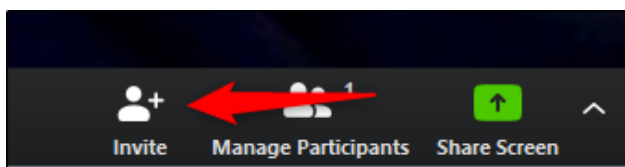
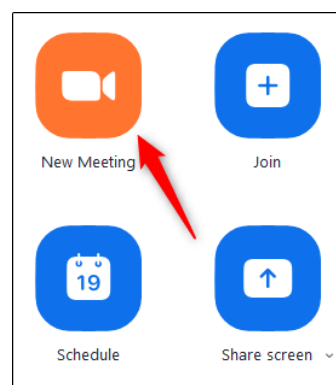
<https://zoom.us/download>



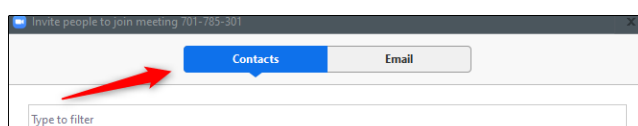
3. Once the download is complete; follow instructions to install Zoom on to your drive. Once complete, Zoom will open automatically.

### How to Set Up a Zoom Meeting:

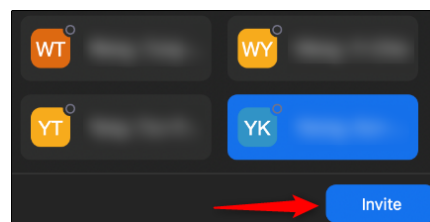
1. When you start Zoom, you'll be offered a few different options. Select the orange "New Meeting" icon to start a new meeting.
2. Once selected, you'll now be in a virtual video conference room. At the bottom of the window, select "Invite."



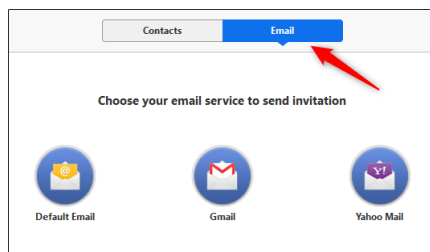
3. A new window will appear, presenting various methods for inviting people to the call. You'll be in the "Contacts" tab by default.



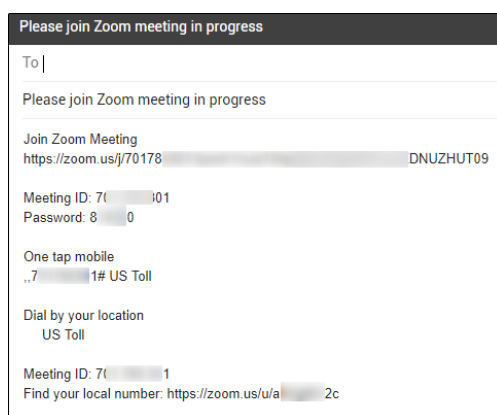
- If you already have a list of contacts, you can simply select the person you want to contact and then click the “Invite” button in the bottom-right corner of the window.



- Alternatively, you can select the “Email” tab and choose an email service to send the invitation.



- When you select the service you’d like to use, an email will appear with the different methods for the user to join your meeting. Enter the recipients in the “To” address bar and then select the “Send” button.



- Once you’re ready to end the conference call, you can do so by selecting the “End Meeting” button in the bottom-right corner of the window.

## How to Join a Zoom Meeting:

- Either:

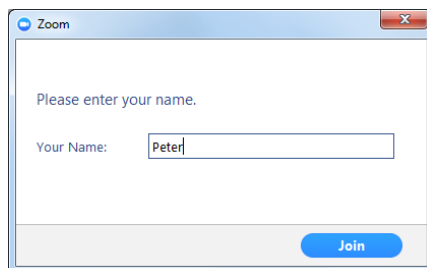
Click on the Zoom link you may have been provided with (it will look something like this: <https://otago.zoom.us/j/123456789>)

OR

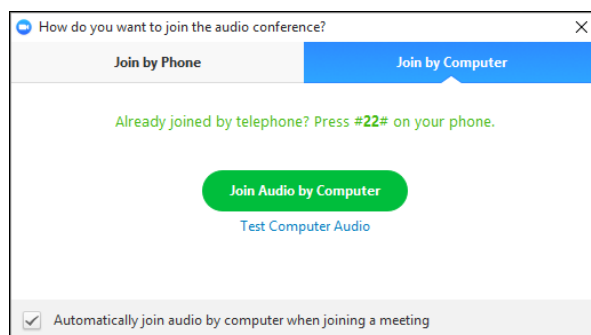
Go to <https://otago.zoom.us/join> and enter the Meeting ID that you have been provided with in the appropriate field and click ‘Join’ (the Meeting ID will be a 9 or 10 digit number)



2. Just before entering the meeting you will be prompted to enter a display name.



3. You will then be prompted how you wish to join your audio. If you wish to join audio via the telephone, follow the instructions further down, otherwise simply select Join Computer by Audio (TIP: by ticking the “Automatically join audio by computer...” option box first, will mean you won’t get prompted again in the future)



4. It is possible to use a combination of computer for video and phone for audio.

If you use this option, then enter by computer first and select the **Join By Phone** tab when the audio pop-up window appears (see example below). This will display the NZ dial in number for you (or you can change it to display one of the many other countries which have a “local” dial in number by clicking on the flag icon), as well as the Meeting ID to enter and your Participant ID.

Dial in as noted above, however after entering the Meeting ID, you will be prompted to enter your Participant ID. Simply enter this number followed by # and your video and audio will then be synchronised.

