Zoom for clinicians:

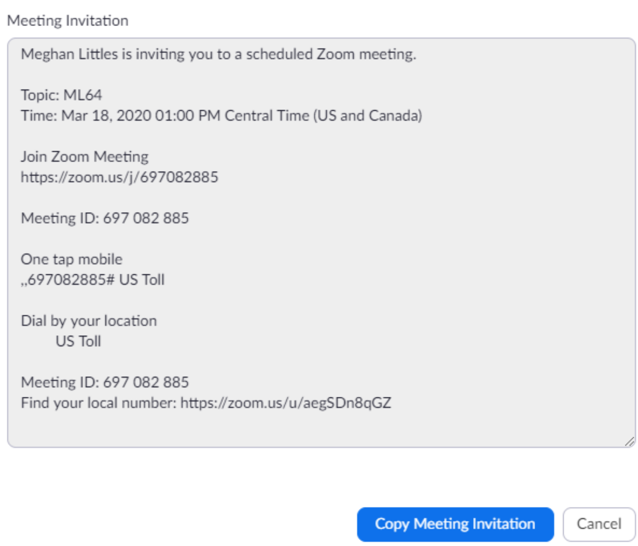
Logging into zoom

Scheduling a Meeting

1. Click on your zoom profile (photo) icon on the upper right side of the webpage
2. Select the “Meetings” option on the left side of your zoom profile.
3. Select “Schedule a New Meeting” and ensure the following options are selected:
    a. Topic – Use your initials and the last two numbers of the client number
    b. When – Select the date and time of the scheduled appointment
    c. Duration – 1 hour
    d. Meeting ID – Select “Generated ID”
    e. We do not need to require a meeting password. Ensure that this option is de-selected
    f. Video – Select “on” for ***<u>BOTH</u>*** Host and Participant
    g. Audio – Select “Both”
    h. Meeting Options – select “Enable join before host” AND “Record the meeting automatically on the local computer”
4. Save the meeting and options
5. A new page will generate with all of your saved options. It will have a “Start this Meeting” option on the upper right hand side of the page.

Sending a Meeting to Clients/Supervisors

1. On your zoom profile, select “Meetings”
2. Choose the meeting for your correct client.
3. Select “Copy the Invitation” from the right side of the page.



4. Copy the “Join Zoom Meeting” + Link and paste into an email.
5. Send the link to the following: your client (email provided on consents), Holly, Amber, Cindy, and your supervisor

Starting a Meeting

Note: You will need to have downloaded the Zoom app to your computer. Your computer will give you the option to automatically download the app when you first join a meeting. It will then be saved on the computer.

1. On your zoom profile, select “Meetings”
2. Select the meeting for the correct client and click “Start this Meeting”
3. Make sure that you select to join with video AND join with audio

Recording Sessions

1. When scheduling the meeting, be sure that you have selected the “record the meeting automatically on the local computer” under “Meeting Options”
2. When you start the session you should see a red recording button on the top left side of the video AND you will see a “pause/stop recording” option in the lower right side of the video.
3. Once the session is complete, click “stop the recording”

Saving Recordings

1. Once the session is complete and you have stopped the recording/left the session, the recording will automatically save on the computer.
2. You can find the video under the following: This PC → Documents → zoom →
3. There will then be individual folders with date/time stamps
4. Save the entire video (it will have three files inside of it) like you normally would for a session (videos → supervisor → your name). Save with your name, client initials, and date.
5. Delete the zoom folder from the documents and delete from the recycling bin, leaving only the file in the saved videos folder.
6. Deleting the “document” from zoom
    - From your zoom profile, select the “Recordings” option
    - Select “Local Recordings”
    - Mark the videos and choose “Delete Selected”
    - Note – the videos will save to the computer and will not actually be able to be viewed through the zoom profile, this is just an extra precautionary measure