Zoom Guidance

If you wish to use a hospital device to video conference a patient on a ward you can use Zoom.

How to do I plan a call to my family or friends?

You must have Zoom account to **Schedule a Meeting**. This can be on computer, phone, IPad or tablet. **To install go to the App store and download to your device.**

To plan a call to a patient using Zoom you should **Schedule a Meeting.** As part of this process you will be given a **Meeting ID (See image below)** and password. The **Meeting ID** is the number that you should tell hospital staff if you are phoning. You must also provide hospital staff the **password**.

How to Schedule a meeting

1. Select the **Zoom**
2. Login using your email and password
3. Select **Schedule a meeting**
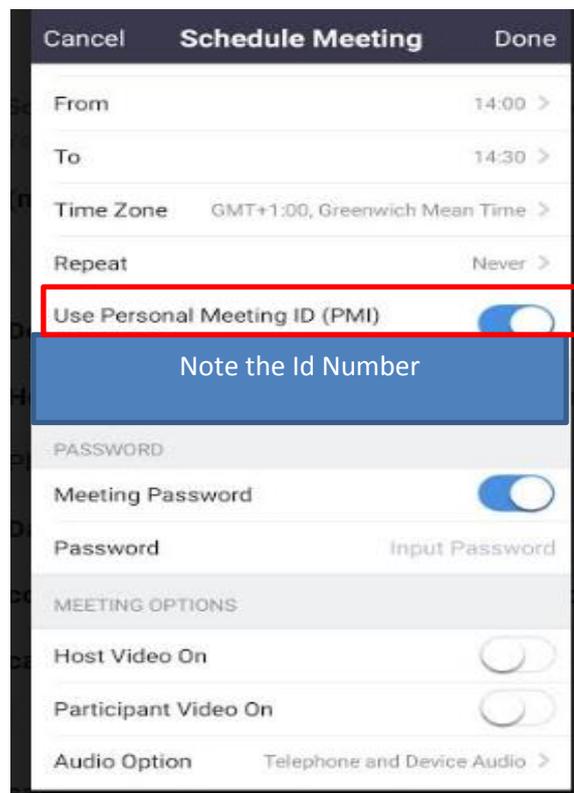
This will open the scheduler window. Settings may appear slightly differently depending on the device you are using

Meeting settings.

1. **Topic**: Enter a topic or name for your meeting.
2. **Date and time**: Select a date and time
   a. **Repeat**: This can be used to schedule a daily/weekly meeting
3. **Ensure to Use Personal Meeting ID**: - Check this if you want to use your Personal Meeting ID. If not selected, a random unique meeting ID will be generated. **This is the number that you will provide staff with for you relative to join the meeting**
4. **Require meeting password** – select and input your meeting password here. – just must let staff know this password so your family member can join the meeting

Meeting Options

   a. **Host**: Slide to choose host video on when joining the meeting.
   b. **Participant**: Slide button to choose the participants' videos on when joining the meeting.
   c. **Audio**: Slide button to choose whether to allow users to call in via Telephone only, Computer Audio only, or Both

Some other Advanced Options depending on device: Click on the arrow to view additional meeting options.

a. **Enable join before host:** Allow participants to join the meeting without you or before you join.
b. **Mute participants on entry**:
5. Click **Done/Schedule** to finish, and open the selected calendar service to add the meeting
6. The **New Event** or **Add Invitees** information window will appear
7. If you are using a phone you may need to send an invite to complete the schedule. You will not need to send an invite to the hospital staff. Take a note of the personal meeting ID & Password and tell this to staff when phoning
8. You can add this to your calendar as a reminder
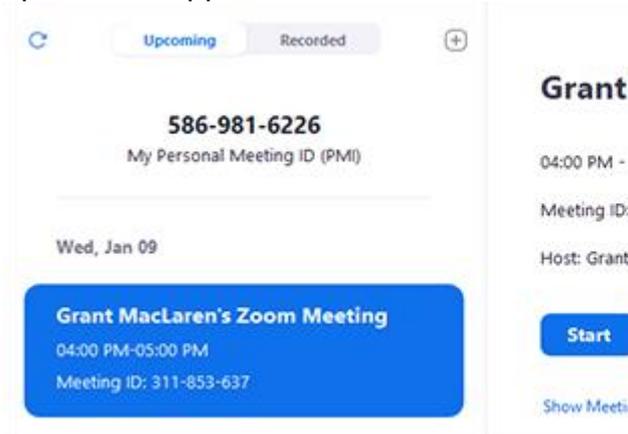
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Starting a Scheduled Meeting

On computer

1. Login into your Zoom account
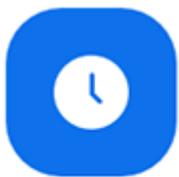2. In the Zoom client, click Meetings.

3. Under the Upcoming tab, select the meeting you want to start. Additional options will appear.

4. Click Start.

Android or IPhone

1. In the Zoom mobile app, click Upcoming.

2. Click Start next to the meeting you want to start.