

# ZOOM TUTORIAL

## Zoom features from the April 15 Tele-Play Therapy DC CoP chat

### Download Zoom → Different Options Depending on Technology Available:

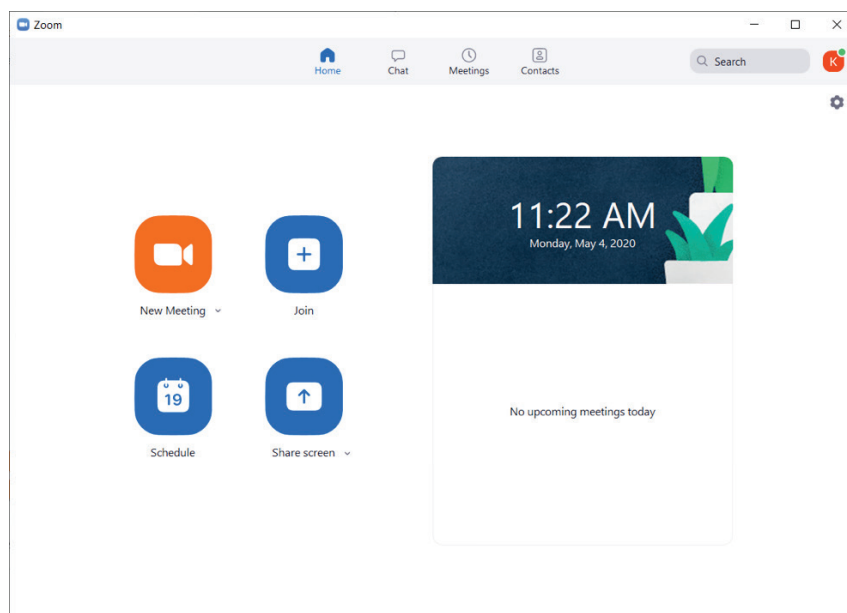
#### For Clinicians:

- Link: <https://zoom.us/download>
  - There are different options depending on what you are device you will be using for Zoom
  - Zoom Client for Meetings: an application downloaded on your computer (best option)
  - Zoom Mobile Apps: if they are using Zoom on their phone (iPhone/android)
    - **Zoom Client Plugin for Sharing iPhone/iPad:** To share your phone screen with a client (all browser extensions allow for sharing screen)

#### For Clients:

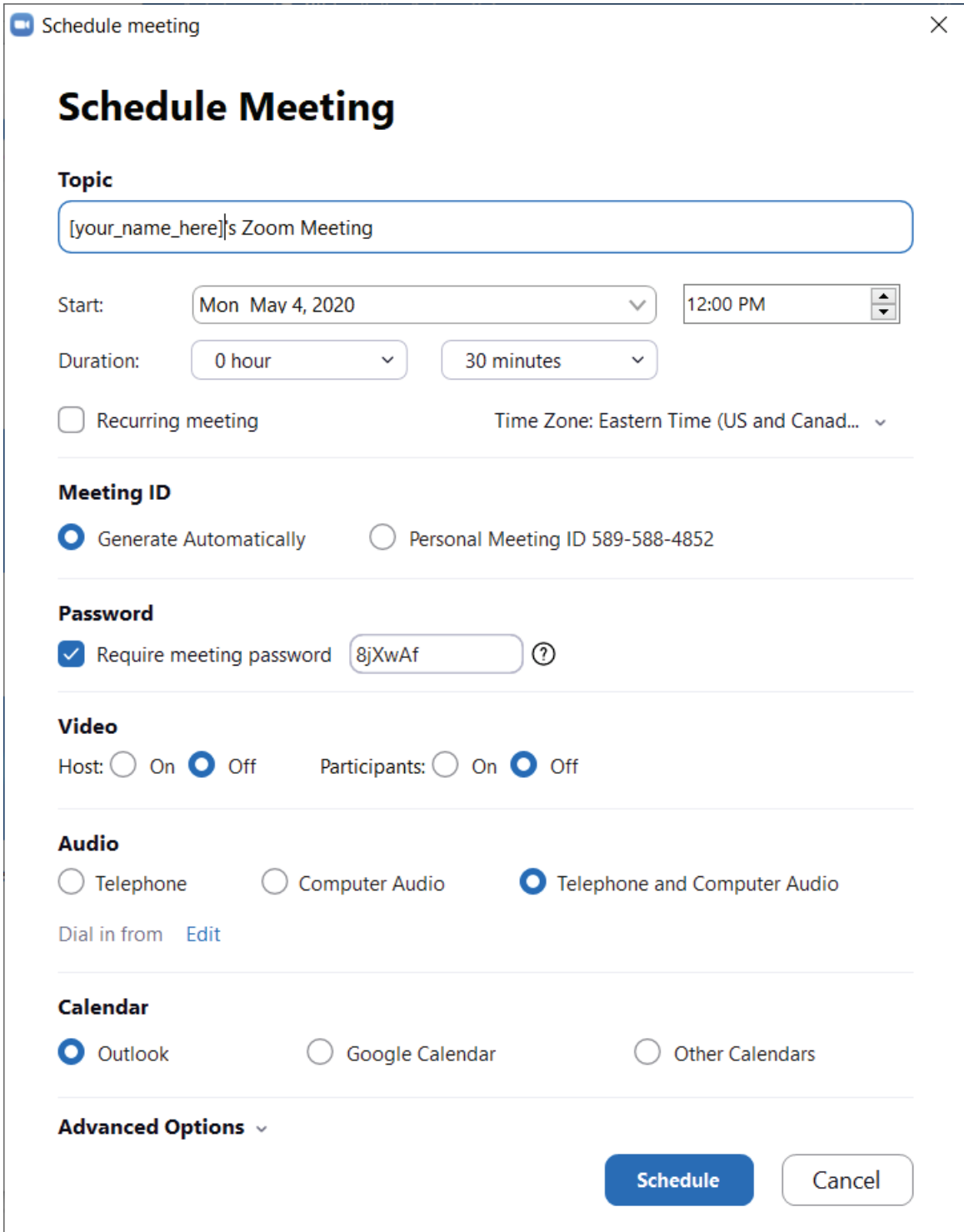
- Link: <https://zoom.us/download>
  - There are different options depending on what you are device you will be using for Zoom
  - Zoom Client for Meetings: for a computer that has Chrome or Firefox
  - Zoom Mobile Apps: if they are using Zoom on their phone (iPhone/android)

#### Once you are logged-on to the application you will see this screen:



## Schedule a Meeting

- Click on the schedule icon → this screen will pop up



The screenshot shows the 'Schedule Meeting' dialog box in Zoom. The window title is 'Schedule meeting' with a close button (X) in the top right corner. The main heading is 'Schedule Meeting'. Below this, there are several sections for configuring the meeting:

- Topic:** A text input field containing '[your\_name\_here]'s Zoom Meeting'.
- Start:** A date and time selector. The date is 'Mon May 4, 2020' and the time is '12:00 PM'.
- Duration:** Two dropdown menus. The first is set to '0 hour' and the second to '30 minutes'.
- Recurring meeting:** An unchecked checkbox.
- Time Zone:** A dropdown menu set to 'Eastern Time (US and Canad...)'.
- Meeting ID:** Two radio buttons. 'Generate Automatically' is selected, and 'Personal Meeting ID 589-588-4852' is unselected.
- Password:** A checked checkbox 'Require meeting password' and a text input field containing '8jXwAf' with a help icon (?) to its right.
- Video:** Two sets of radio buttons. 'Host: On Off' has 'Off' selected. 'Participants: On Off' has 'Off' selected.
- Audio:** Three radio buttons. 'Telephone and Computer Audio' is selected. Below this is a 'Dial in from' section with an 'Edit' link.
- Calendar:** Three radio buttons. 'Outlook' is selected, 'Google Calendar' is unselected, and 'Other Calendars' is unselected.
- Advanced Options:** A dropdown arrow.

At the bottom right, there are two buttons: a blue 'Schedule' button and a white 'Cancel' button with a grey border.

Make the appropriate changes:

- Topic
- Start
- End
- Duration
- Confirm Time Zone
- Password – if required they will need to type it in to start the meeting, makes sure no one can just click on the link and enter
- Video
  - Host – gives you more control over the meeting
  - Participants – on

**If the client does not have email or if they will be using a phone →**

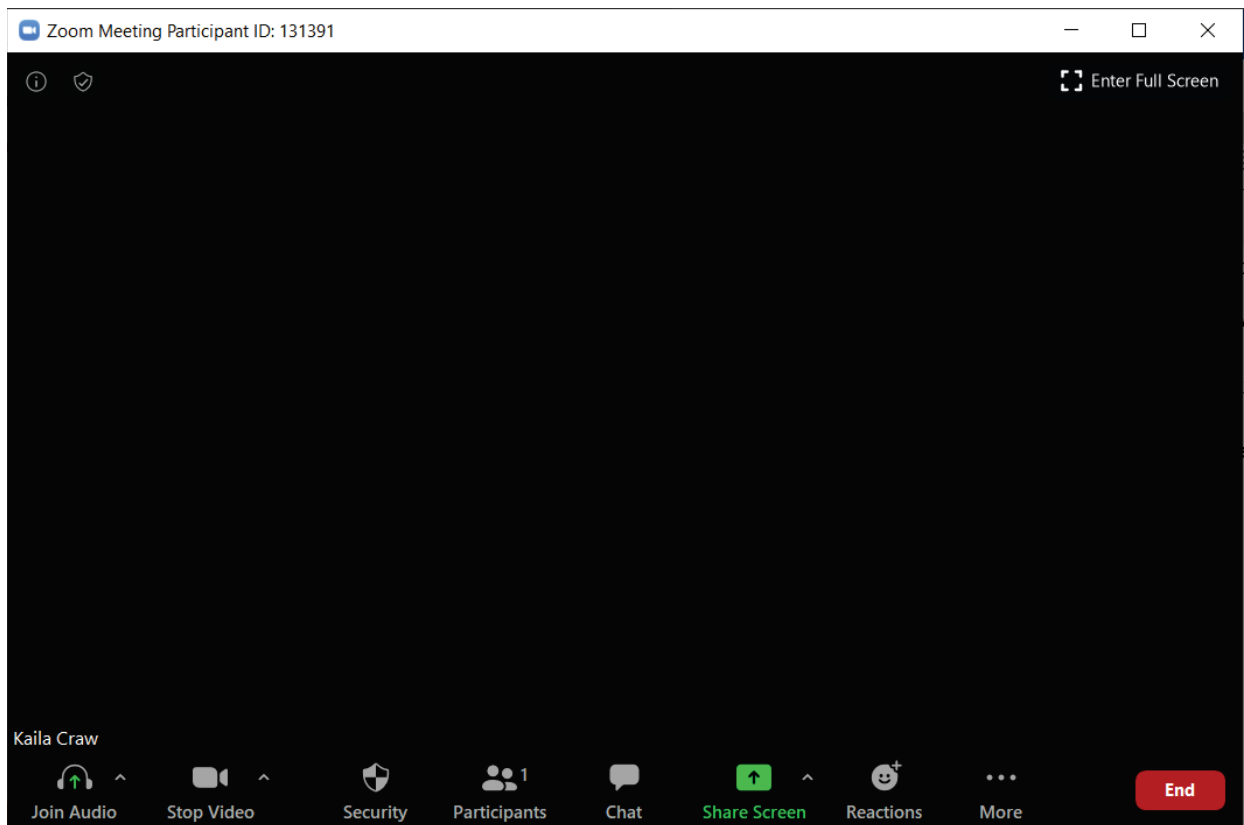
- Send the calendar invite to yourself, then text it to the client so they can easily click on the link to open the meeting.
- When they do, it will automatically open the app.
  - If they haven't downloaded the app yet, it gives them the option to download it right then, have them click "Yes."

At the time of the meeting, click on the link as well and you should be all set to start your meeting, congrats!

## **Zoom Features → covered in this document (in order of appearance):**

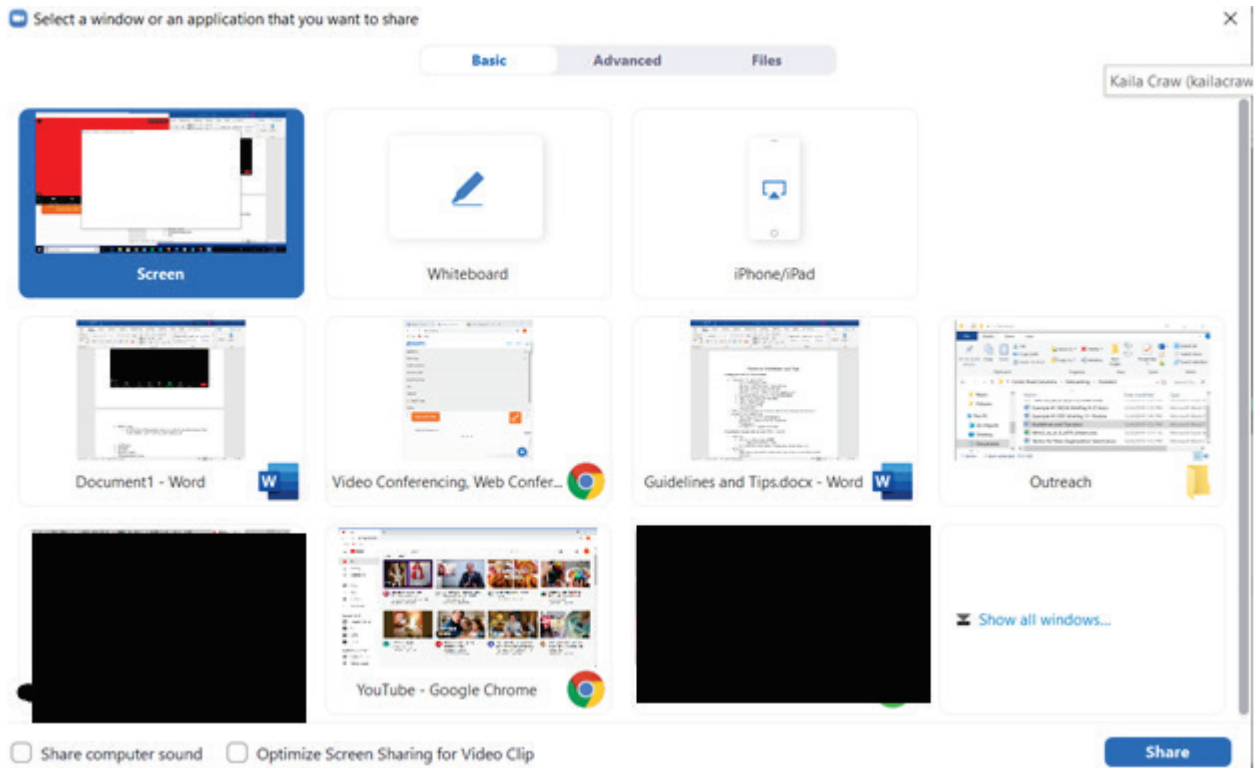
- Screen share (pages 5-6)
- Whiteboard (pages 7-8)
- Annotate (page 9)
- Remote Control (page 10)
- Changing backgrounds (pages 11-12)
- Chat (page 14)

Here is a basic picture of what your screen will look like (with you/your client shown):



Screen share → <https://www.youtube.com/watch?v=YA6SGQIVmcA>

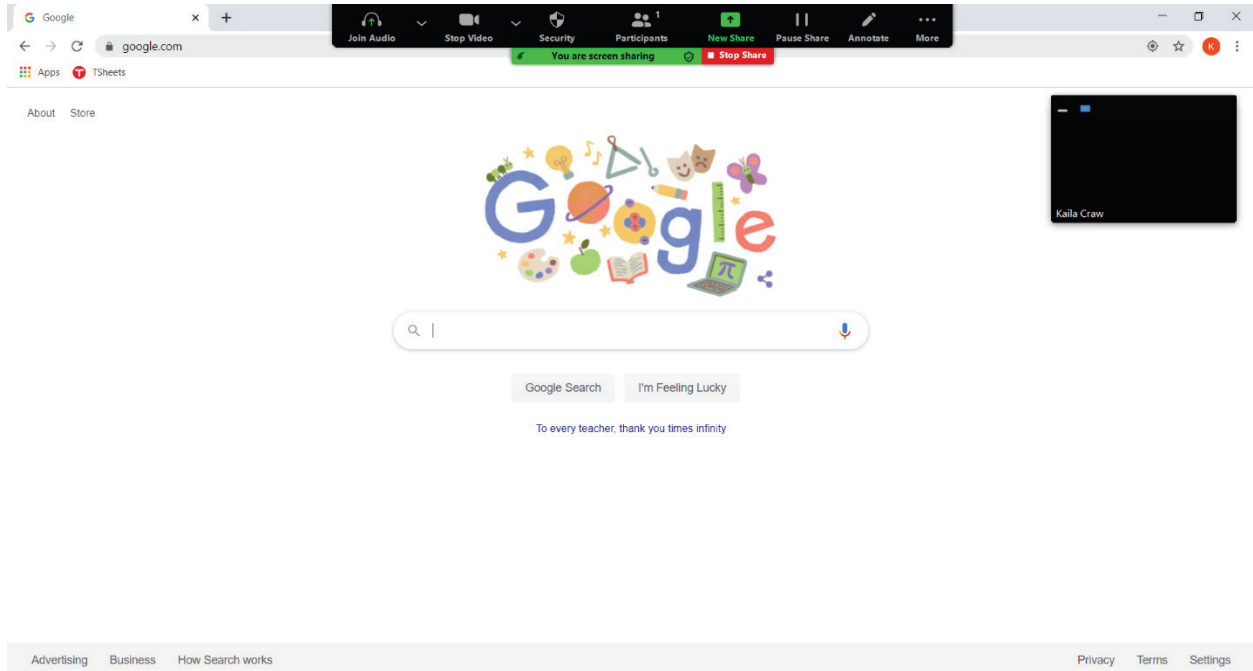
- On the bottom of the window, there are a row of icons including one titled “Share Screen.” Click it and the screen shown below will pop up.



- Click which screen you would like to share.
- If you are sharing a video make sure to check the bottom left hand corner to “Share computer sound.”
- Click the share icon.

## Zoom Tutorial from the 4/15/2020 DC CoP Chat

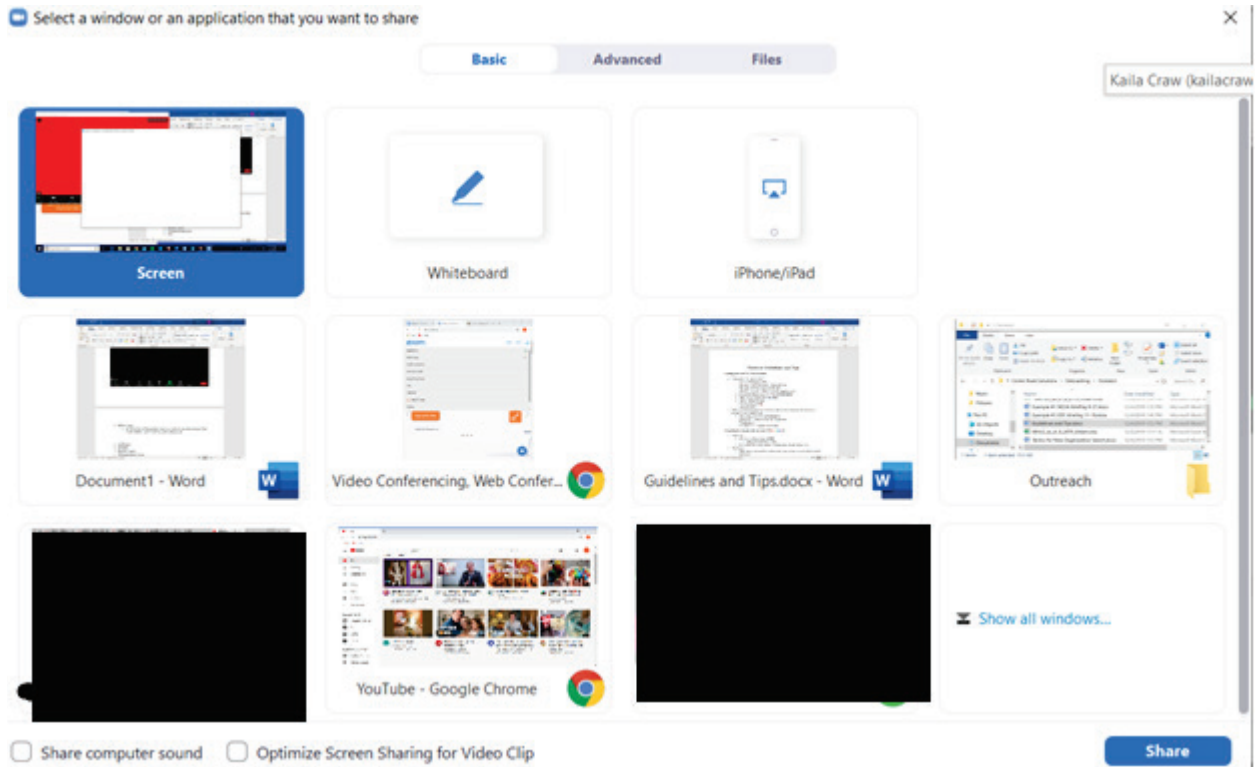
- Below, you will see that once you click “Share,” the window you chose will pop up, your video will move to the upper right-hand corner, and the list of icons has moved to the top of the screen.



- When you are done sharing your screen, click the red “Stop Share” icon directly under the share screen icon.

**Whiteboard** → <https://www.youtube.com/watch?v=T1F5sBMWZyk>

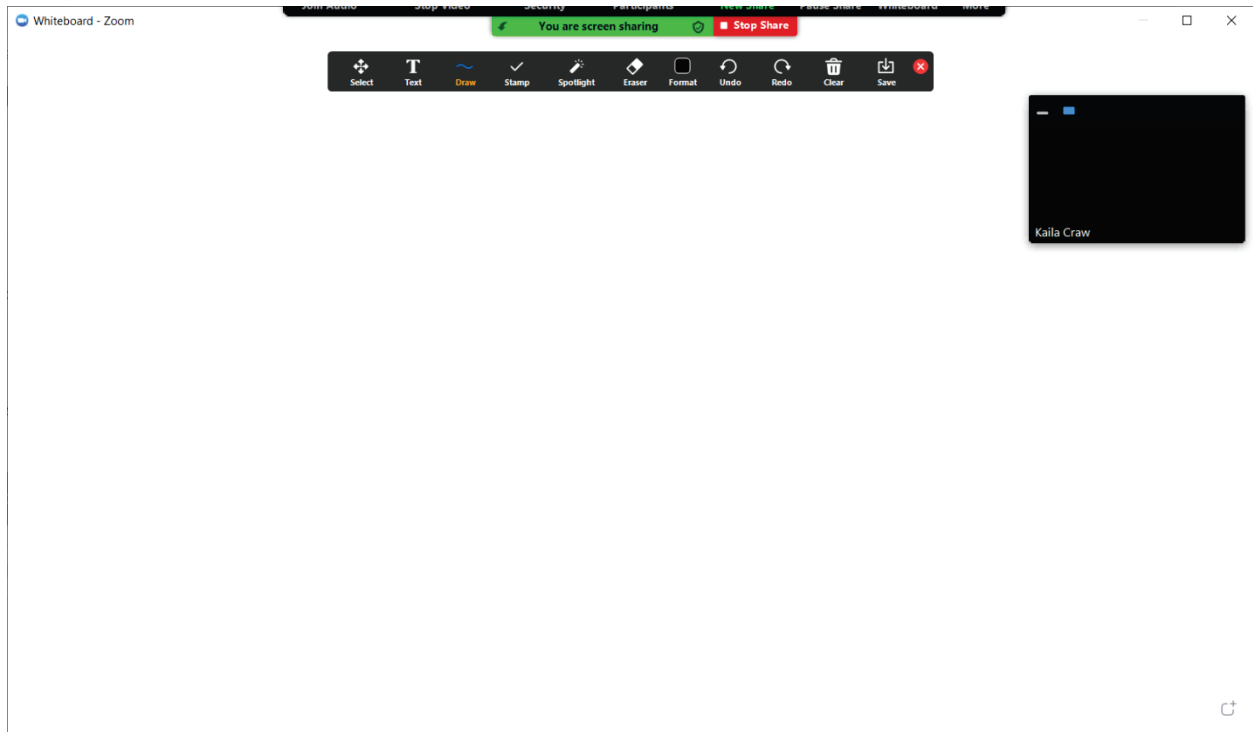
- On the bottom of the window, there are a row of icons including one titled “Share Screen”. Click it and this screen will pop up.



- Click on the Whiteboard application, seen here in the middle of the top row, then click “Share.”

## Zoom Tutorial from the 4/15/2020 DC CoP Chat

- Below you will see that once you click “Share,” a new window will pop up, your picture is in the upper right hand corner, and the list of icons has moved to the top of the screen.

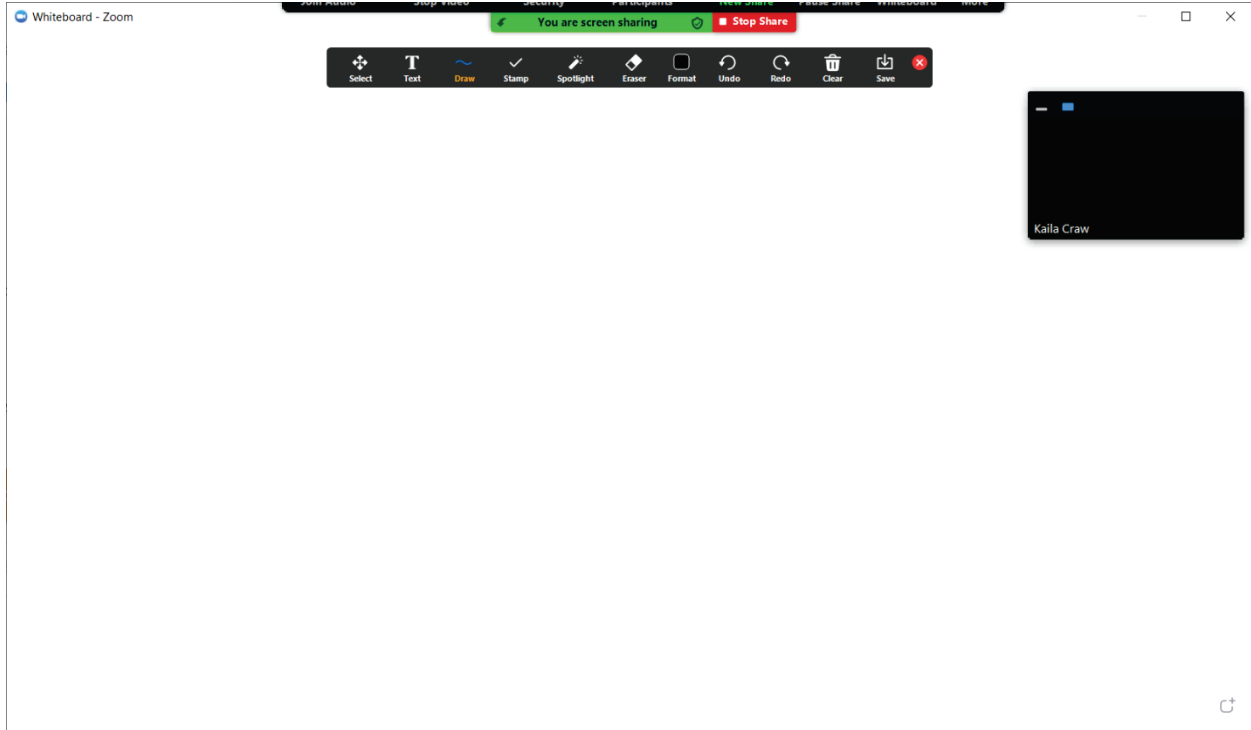


- With the toolbar of icons at the top of the screen, you be able to mark up and draw the Whiteboard screen.
- We suggest you take a little bit of time before your first meeting to play with the tool, to see what works best for you.

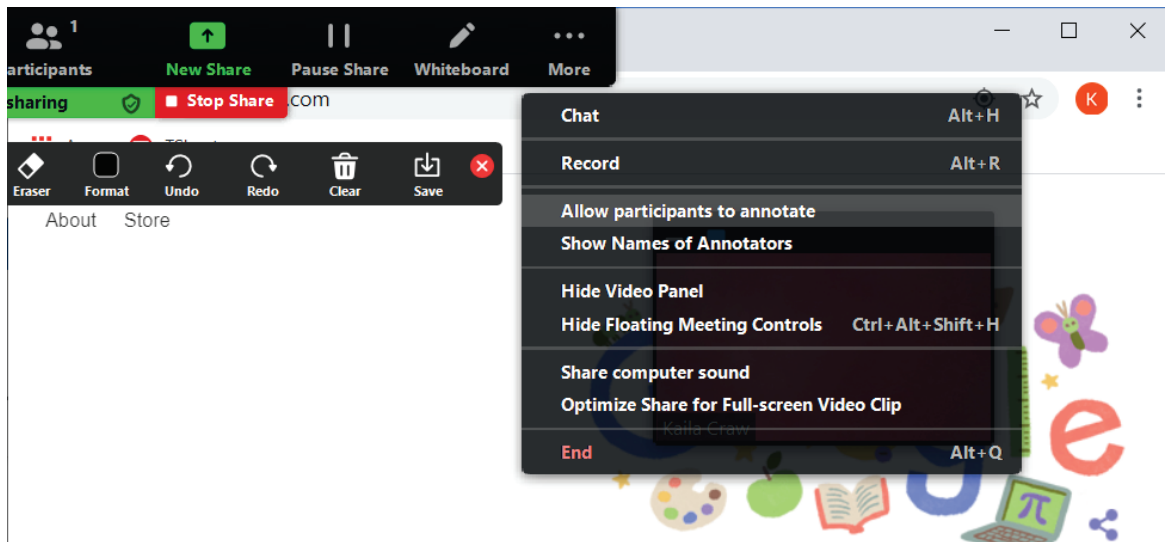


Annotate → <https://www.youtube.com/watch?v=aGRf0hL9ObQ>

- When the whiteboard screen is open (pages 7-8), all members of the Zoom meeting have the option to annotate. This means, they have the option to use the different icons at the top of the screen to add text, draw, stamp, etc.

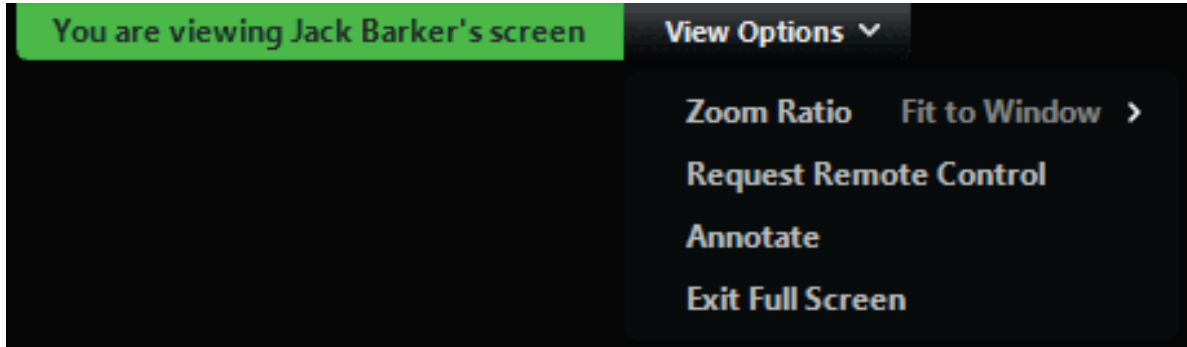


- If, for some reason, the client is unable to make changes on the whiteboard screen, the settings might be disabled. To turn it on, click on the “more” icon, and then in the drop-down menu, click the third option down which states “Allow participants to annotate.” If it says, “Disable annotate,” the option has already been enabled and participants should be able to annotate on the whiteboard.

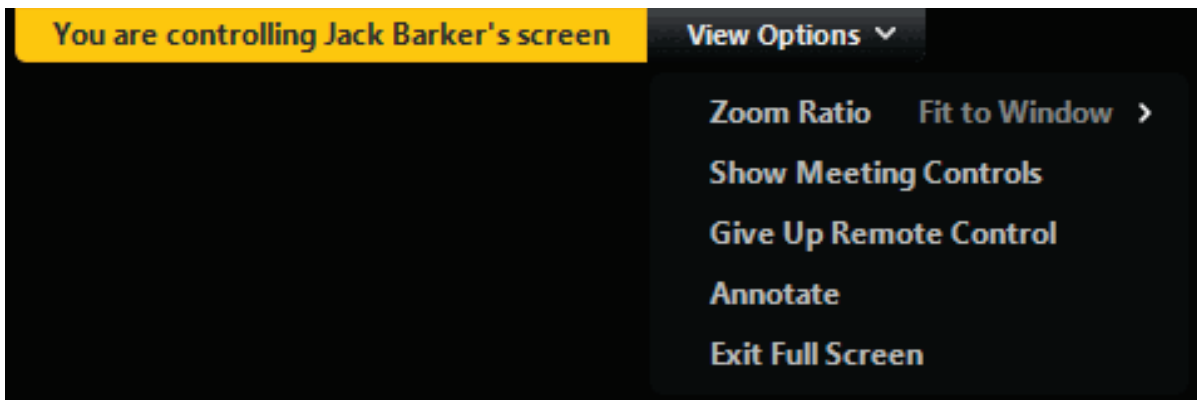


**Remote Control** → <https://www.youtube.com/watch?v=c6oWPKoMfVg>

- This feature allows you to take control of the client’s screen during the meeting.
- To request control, the client will first need to be sharing their screen. To walk them through how to do this, refer to pages 5-6.
- Once their screen is shared, you will see an icon at the top that says, “You are viewing [client]’s screen.” Click the “View Options” tab next to it.
- A drop-down menu will appear, click “Request Remote Control” (second option pictured below). Another screen will pop up, click “Request” to confirm.

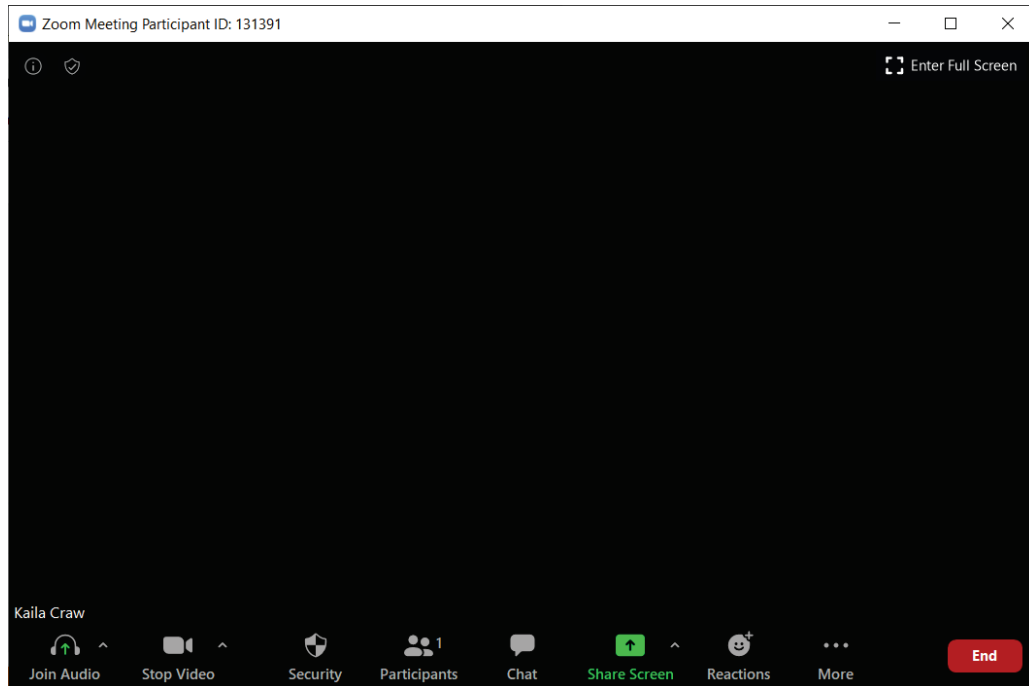


- Once they allow remote control, click inside the screen and you will be able to control their screen.
- To stop remote control, you will see an icon at the top of the screen that says, “You are controlling [client]’s screen.” Click the “View Options” tab next to it.
- A drop-down menu will appear, click “Give Up Remote Control” (third option pictured below).

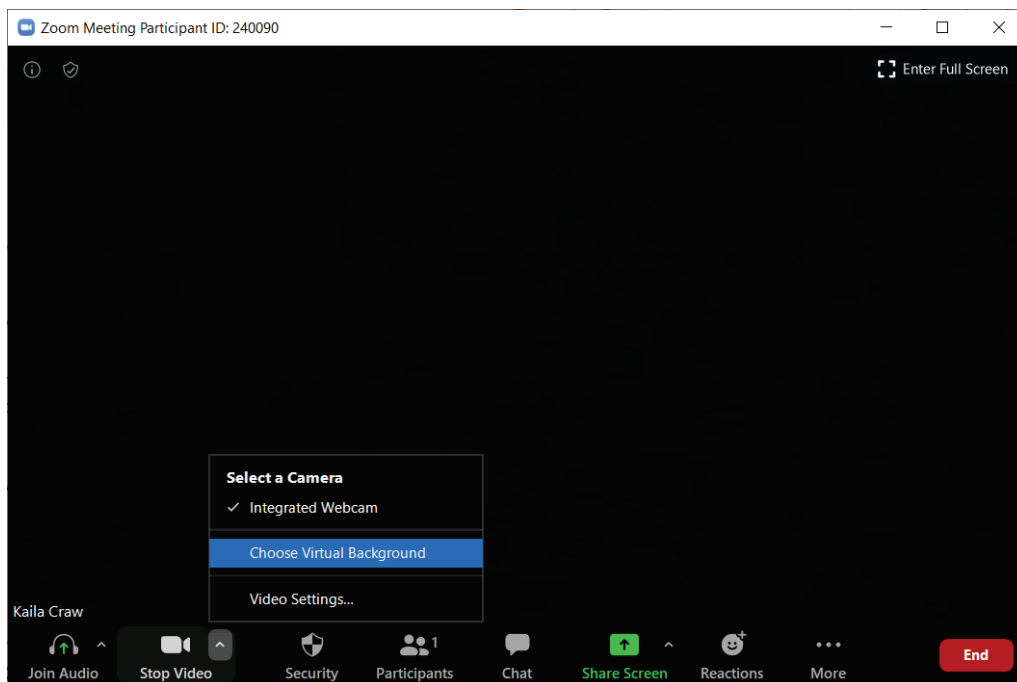


**Changing backgrounds** → [https://www.youtube.com/watch?v=3Zq-b51A3dA&feature=emb\\_logo](https://www.youtube.com/watch?v=3Zq-b51A3dA&feature=emb_logo)

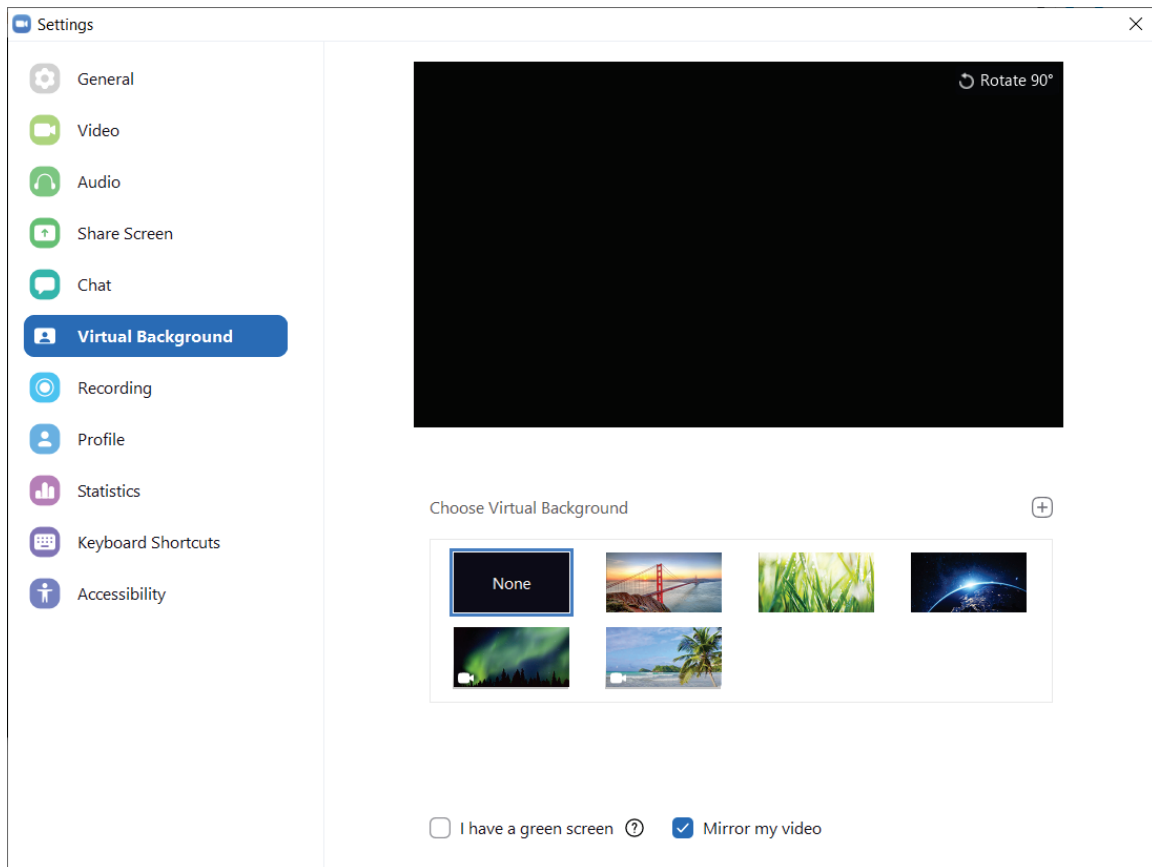
- In Zoom, you can choose your own picture or video to display as your background.
- Once the meeting has started, click on the arrow to the right of the “Stop Video” icon.



- Click on the option to “Choose virtual background.”



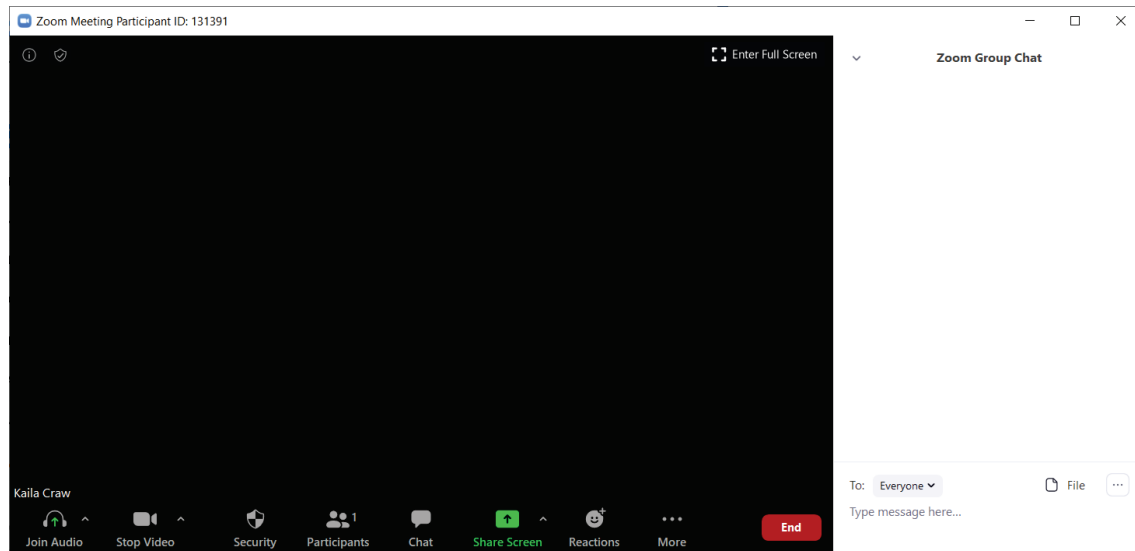
- The screen below will appear.



- Here you can select one of the options provided or can click on the plus sign to select a picture/video that is saved on your computer.

## Chat

- At the bottom of the window, there are a row of icons including one titled “Chat.” Click it and the right part of the screen will open the “Zoom Group Chat” as seen below.



- Click in the box at the bottom of the chat that says “Type message here...” to type your message.
- When using the chat box, make sure the client is aware that you have sent them a message. On their end, they must open the chat box as well in order to see any chat messages.