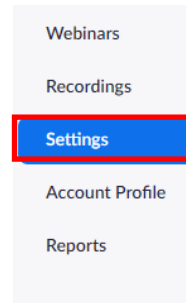


# ZOOM WEB STARTUP GUIDE

## Managing your Virtual Waiting Room:

### Disabling Chat

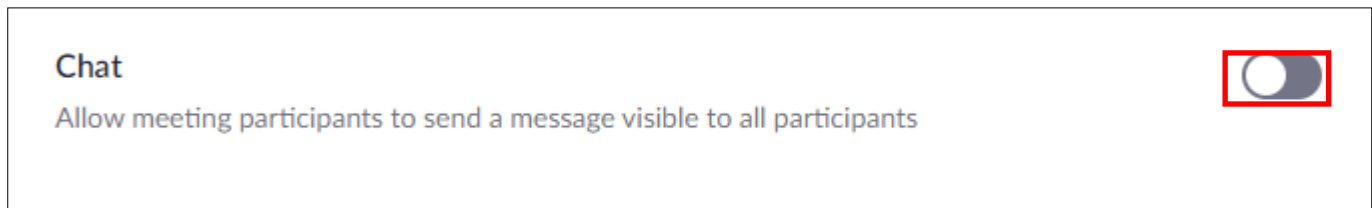
- Log in to your Zoom account in your web browser
- Go to Settings
- Go to **In Meeting (Basic)**



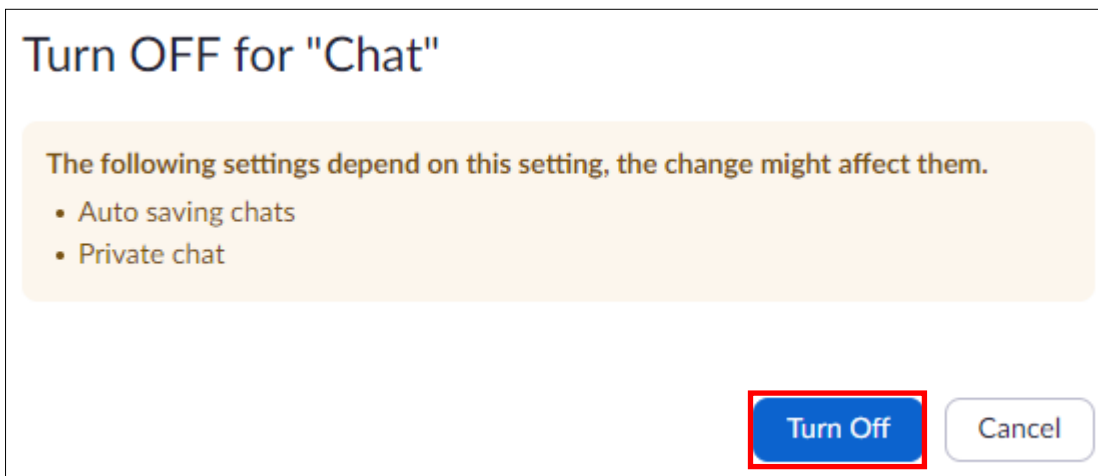
Schedule Meeting

In Meeting (Basic)

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



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

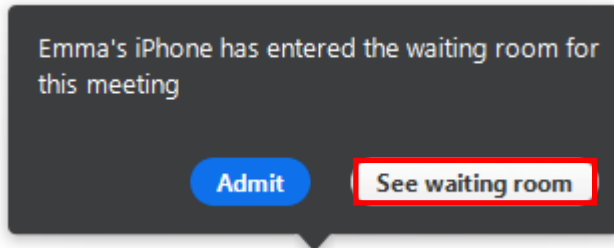


# ZOOM WEB STARTUP GUIDE

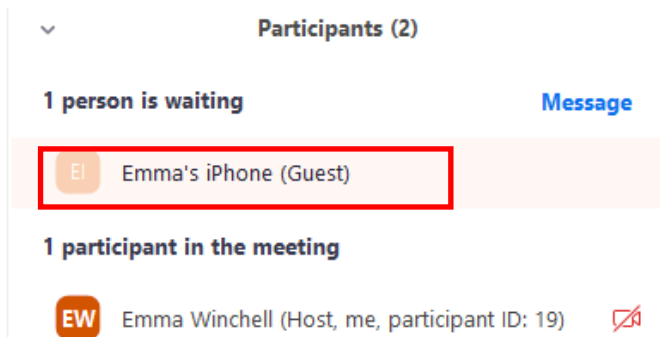
## Managing your Virtual Waiting Room:

### Moving a patient out of the Waiting Room

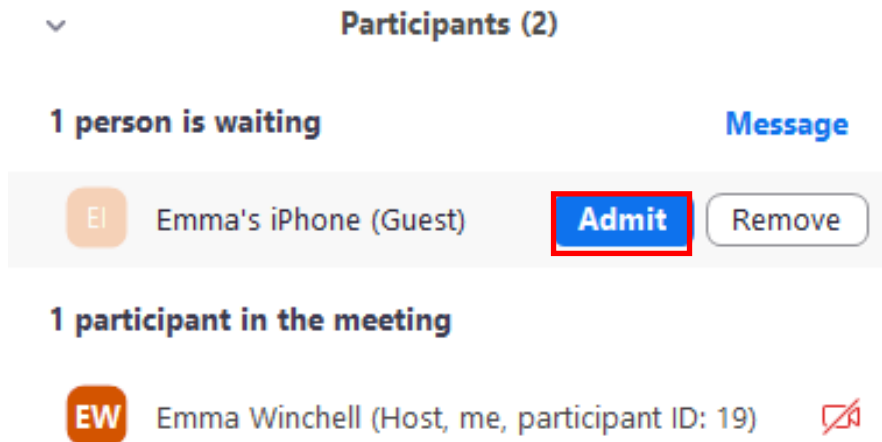
- When a patient joins your Waiting Room, you will see this pop-up:



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



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

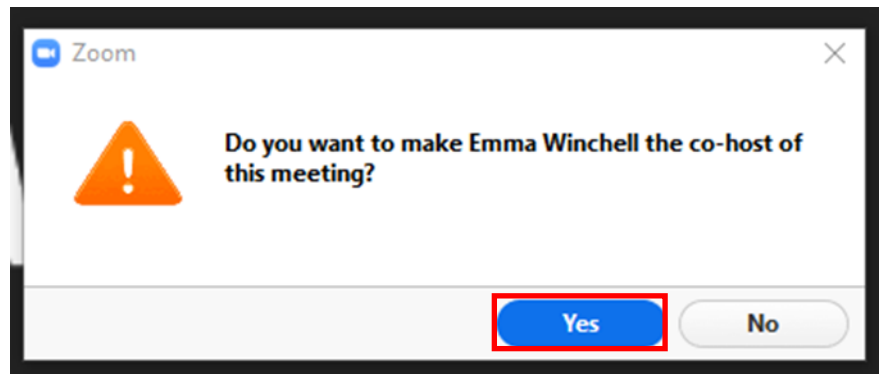
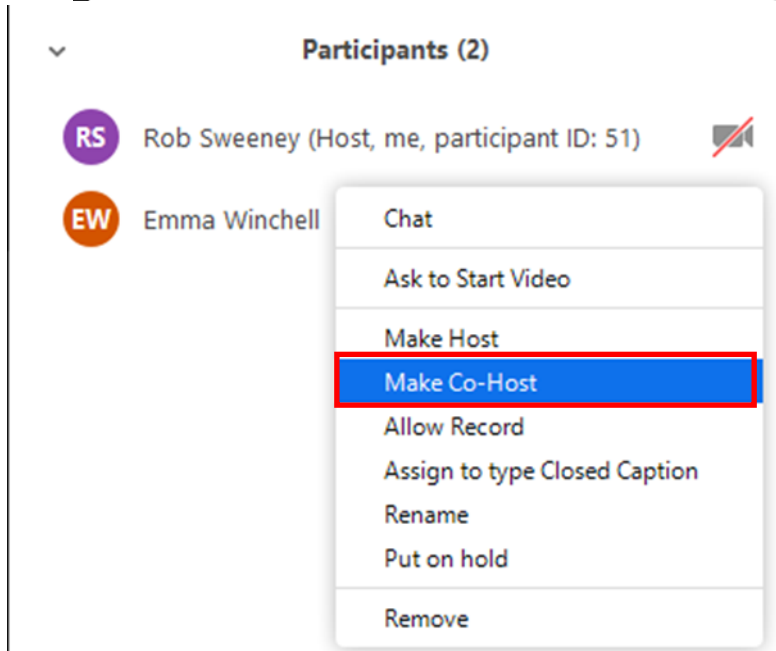
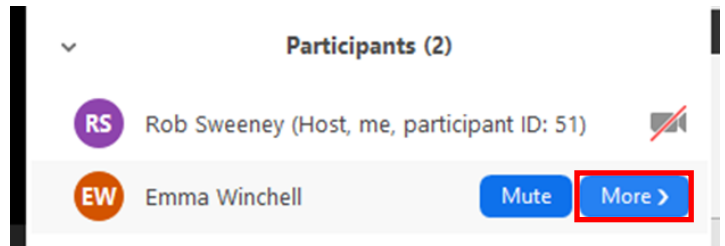


### **DO NOT Remove the patient**

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

# ZOOM WEB CO-HOST (MOVING IN AND OUT OF A ROOM)

1. Provider Login to Zoom and JOIN Zoom Room
2. Care Team Member (CTM) Joins Zoom Room
3. Provider admits CTM to the room
4. Provider selects **MORE** next to CTM name in the Participants window
5. Select **MAKE CO-HOST**
6. Select **YES**



Provider can now LEAVE (End Meeting select LEAVE) and re-join and the CTM can admit the Provider. As long as the Room stays active and the meeting never ends then the CTM and Provider can move in and out admitting each other before they leave.

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# ZOOM SCREEN SHARING GUIDE

Configure your Screen Sharing settings so that Screen sharing is turned on (Button is RIGHT and the color is BLUE):

## Screen sharing

Allow host and participants to share their screen or content during meetings



Then select **Host Only** and select **Save**.

## Screen sharing

Allow host and participants to share their screen or content during meetings



### Who can share?

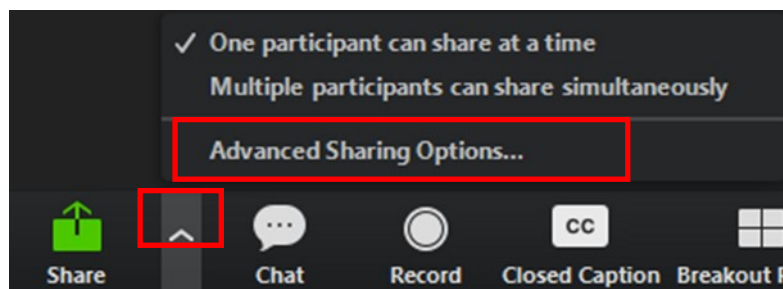
Host Only  All Participants ?

### Who can start sharing when someone else is sharing?

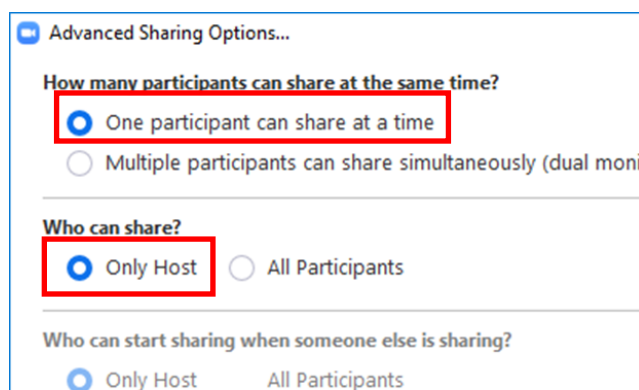
Host Only  All Participants ?

You can also adjust your sharing options in the Zoom meeting:

Select the **arrow** next to the Share button, and select **Advanced Sharing Options**.



Select **One participant can share at a time** and **Only Host** can share.



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# ZOOM SCREEN SHARING GUIDE



If you anticipate that your patient will need to share any files with you, then you will need to turn your **Chat** feature **ON** (Button is RIGHT and the color is BLUE), check the box for **Prevent participants from saving chat** and press **Save**.

## Chat

Allow meeting participants to send a message visible to all participants



Prevent participants from saving chat

**Save** Cancel

The **Private Chat** feature will be turned **ON** (Button is RIGHT and the color is BLUE), and **Auto saving chats** should be turned **OFF** (Button is LEFT and color is GREY).

## Private chat

Allow meeting participants to send a private 1:1 message to another participant.



This option has been changed because

- Chat is updated.

## Auto saving chats

Automatically save all in-meeting chats so that hosts do not need to manually save the text of the chat after the meeting starts.



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