



Start an Instant Meeting from the desktop client

IMPORTANT: Do not use the web browser version of ZOOM*

1. Start the meeting

1. Sign into the ZOOM desktop client.
2. On the home page click **New Meeting**.



2. Choose your audio settings

1. Recommended options:
 - a. **Computer audio:** uses your computer's microphone and speakers
 - We recommend using the speaker and microphone test to make sure your visit runs smoothly!
 - b. **Phone call:** you phone in using the provided phone number
 - We recommend using this option if your computer audio is not working or the quality is poor

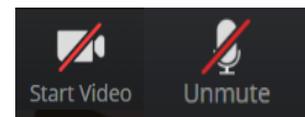
3. Invite participants to your meeting

1. In the bottom task bar, click **Invite**.
2. Methods of inviting people include:
 - a. **Contacts:** includes directory of health authority users with a ZOOM account
 - b. **Email:** automatically populates an email with invitation information. The default email service for health authority devices is Outlook.
 - c. **Phone:** calls the invitee to join via audio-only
 - d. **Copy URL/invitation:** copies the meeting information for you to share



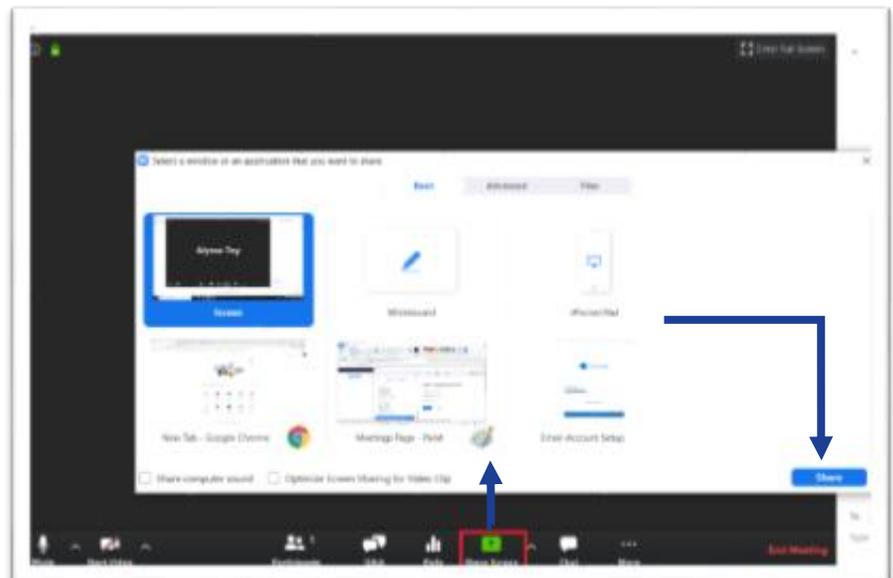
4. Start your camera feed and unmute your microphone

1. In the bottom task bar, click **Start Video** and **Unmute**.
2. If you need to stop your video or mute your microphone, click the same button.



5. Share your screen (optional)

1. In the bottom task bar, click **Share Screen**.
2. Select the resource you would like to share.
3. To stop sharing, click **Stop Share** in the task bar located at the top of your screen.





6. Send a chat message



1. In the bottom task bar, click **Chat**.
2. On the right side of the screen, the chat window will open.
3. Click in the **Type messages here...** field to type a message.
 - Note: By default the 'to' field is to everyone in the meeting. Click the field if you wish to send a chat message to a specific participant
4. Hit **Enter** on your keyboard to send the message.
5. Click the **Chat** icon again if you wish to hide the chat window.
 - If a message is received while the chat window is closed, the chat icon will turn **orange** to notify you.

6. Mute or unmute the participants

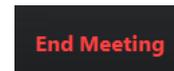


1. In the bottom task bar, click **Manage Participants**.
2. On the right side of the screen, the Participants window will open.
3. To mute/unmute:
 - a. A specific participant: Hover over their name and click **Mute or Unmute**
 - b. All participants: At the bottom of the Participants window, click **Mute All** or **Unmute All**



8. End the meeting

1. Click **End Meeting** in the bottom right corner when the meeting is finished.
2. Ensure you click **End the Meeting for All**.
 - If you **end the meeting**, the meeting will close out for all participants.
 - If you leave the meeting, the meeting will be put on hold, but will not end.



*Use the desktop client (installed) version or mobile app on LTE data to conduct meetings. The desktop client ensures video quality by adjusting to the amount of available internet bandwidth. The web browser uses more bandwidth and meeting quality varies depending on the browser used.