

# **Zoom Instructions**

## Zoom can be accessed via internet on your computer, laptop, or cellular phone.

Zoom can be downloaded on your phone as an application through the Apple App Store or for Android Users by accessing the Google Play Store, Zoom is Free.

## Logging into Zoom

Please visit https://zoom.us from your web browser. Or access your Zoom App from your cellular phone. We'll send you a link to the zoom meeting via email which will also allow you join.



## Select "Join" circled above (upper right hand corner of page)

If accessing from the Zoom app and not web browser, you will select "Join A Meeting" at the bottom of the main page once you open the app.

#### Join Meeting

Meeting ID o	r Personal Link Name
Enter M	eeting ID or Personal Link Name
By clicking Privacy Stat	Join", you agree to our Terms of Services and
Thracy Stat	and the second
	loin

## **Enter Meeting ID and Password**

If you have successfully logged in, you should see a message informing you that the host must let you into the meeting, please wait for this to occur.

# **Zoom Guidelines**

- 1. Program Times- Please login at least 10 minutes prior to session. Process Group will begin promptly at 9:00am.
- 2. Please mute your mic if you are not talking/interacting in group.
- 3. Please make sure your camera is positioned so we can always see you.
- 4. Do not include any non-participants in the same room while engaged in programming due to HIPAA (confidentiality) compliance.
- 5. Follow group breaks or alert staff if you need to step away.
- 6. No smoking while group is in session, only during designated break time.
- 7. Please be respectful and mindful of confidentiality.
- 8. Do not use your phone during group time, unless you have an emergency.
- 9. When break occurs and you step away from the screen, please turn your mic/video off to further protect your confidentiality and privacy.
- 10. Please treat this group session as if you are attending in person.
- 11. You are expected to attend groups each day, if you are going to miss groups, you must notify your therapist.

# Need help?

Send us an email at (pending) or call outpatient at 719-444-8484 and press option 4.