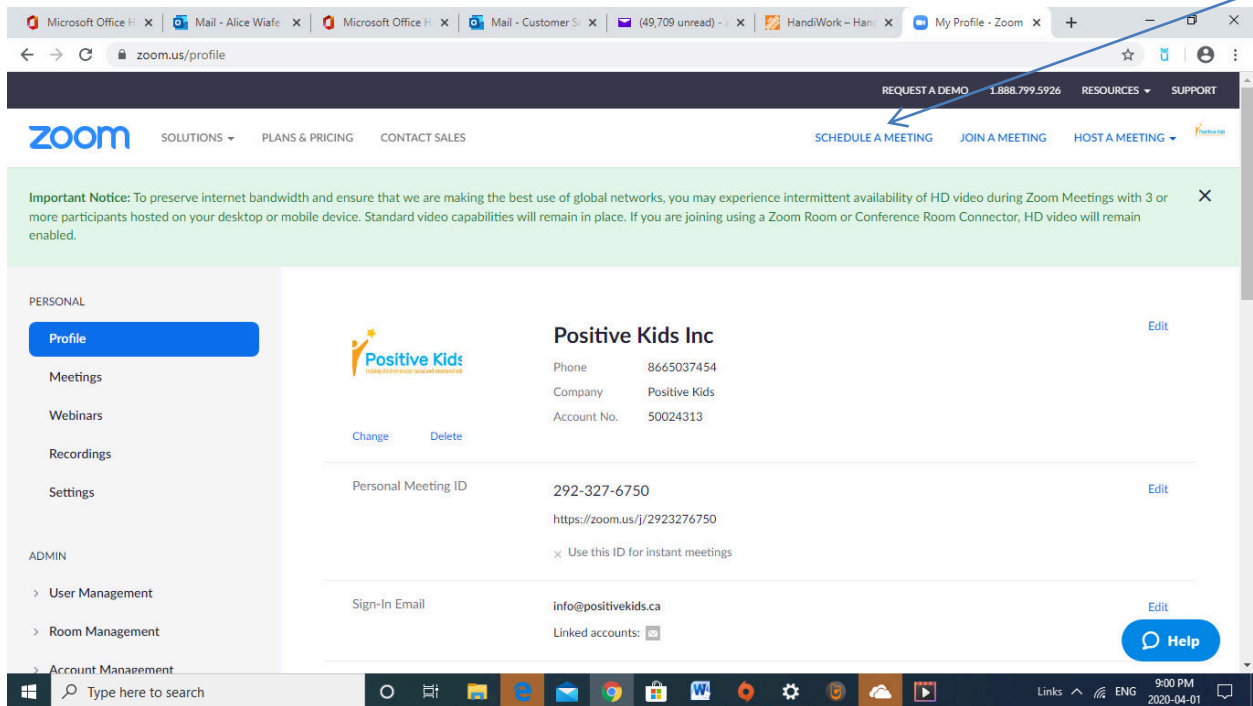Zoom Instructions

First you log on with the credentials that have been sent to you. Once in this is the screen you will see.

You will have 3 options on the top right hand corner (Schedule a Meeting, Join a meeting and host a Meeting)

-Select Schedule a meeting first – so you can send the details of the meeting to the client

1

This is the screen that pops up when you select schedule a meeting
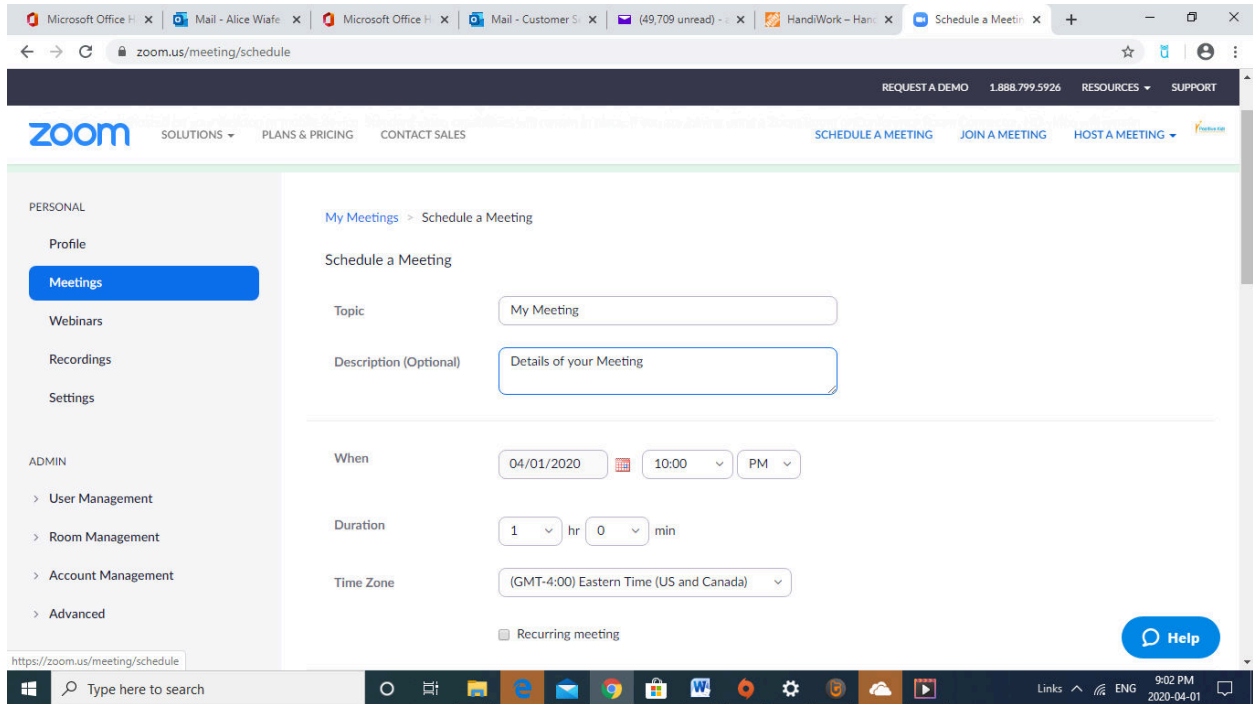
You want to fill out ONLY a few fields and leave the others on the default
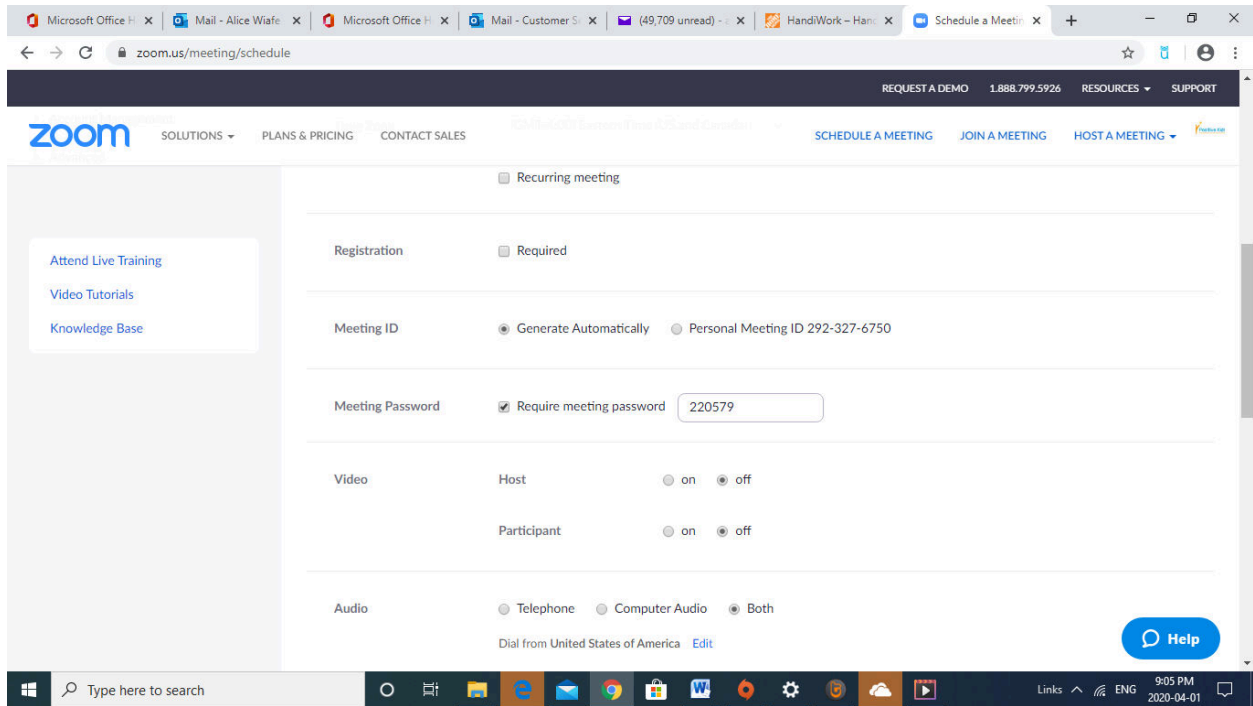
Fields to fill out :

Topic-   Name of Session. Eg. Counselling Session
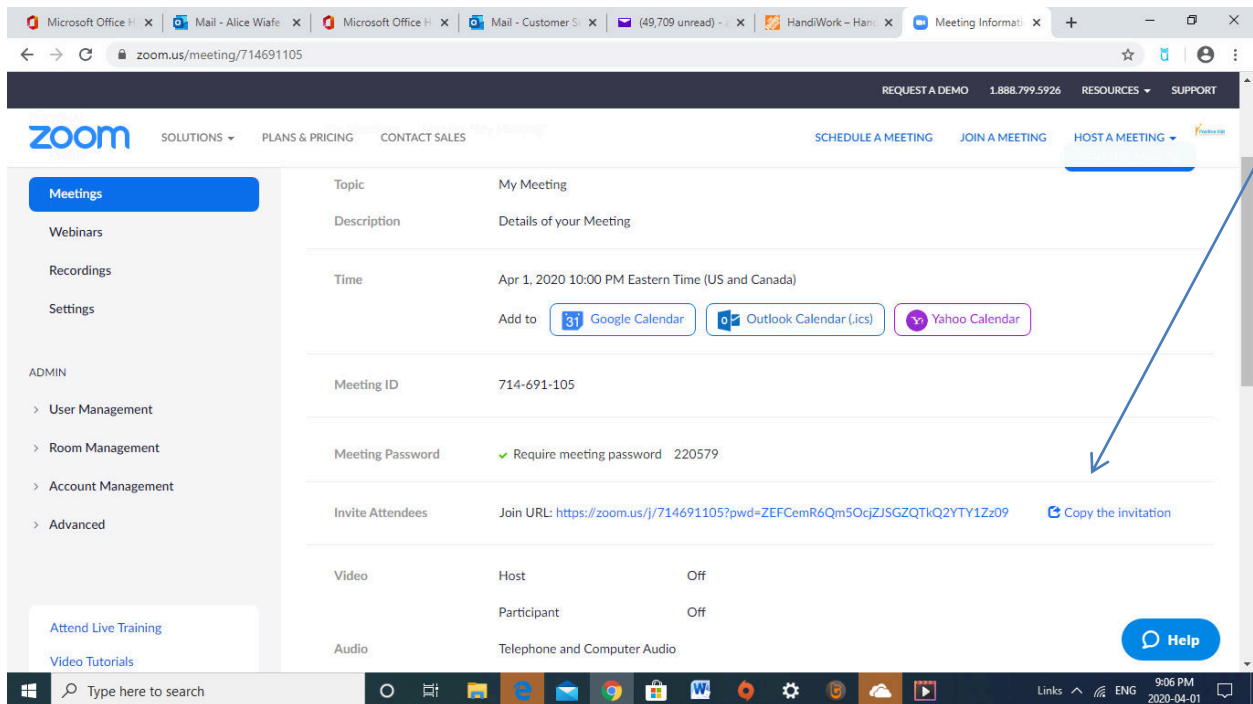
Description: One Hour With Counsellor

When- Select Date, and Duration

(Don't worry about time zone unless the client lives in a different zone. Other wise, it should default to Eastern Standard Time

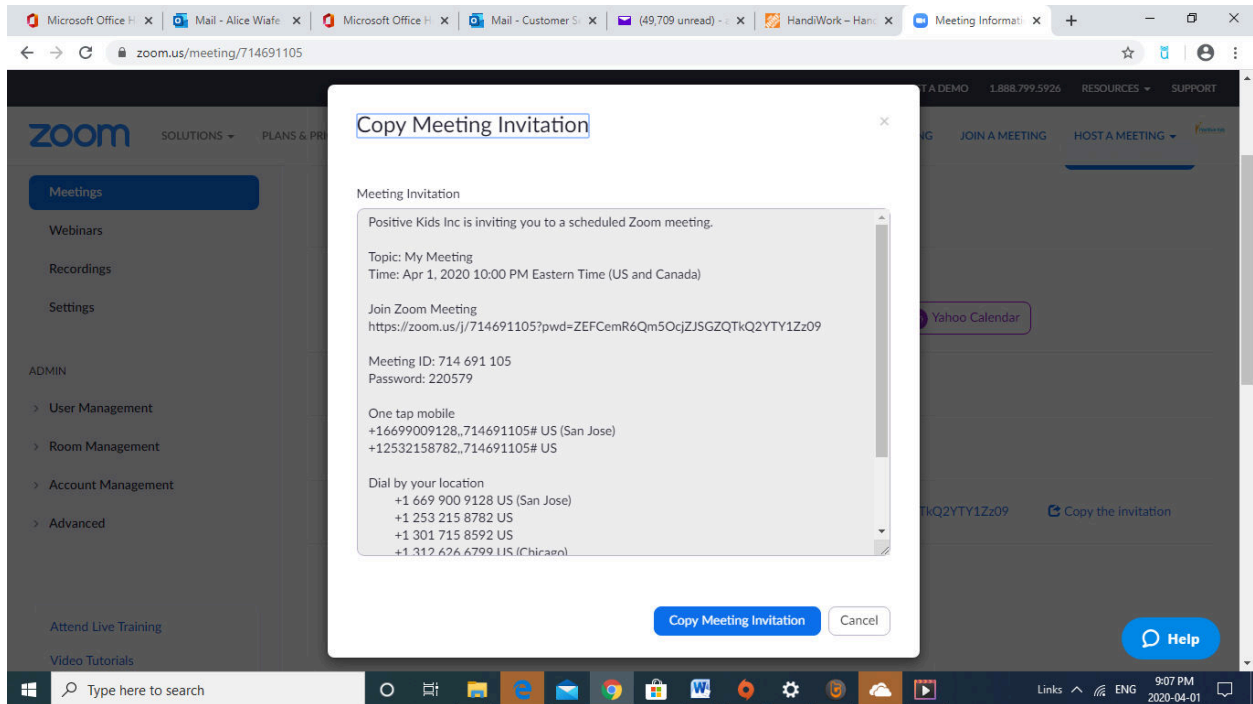This is the latter portion of the same screen above. Leave everything as is. DO NOT CHANGE ANYTHING

Once you select SAVE at the bottom, it should bring you the screen below:

Click where the arrow is pointed which reads " Copy the Invitation"

A screen like this will appear on your screen:

Copy the invitation and send it to your client. This will direct them on how to access to zoom site. They can use their phone (will have to download app) or a laptop – which will require them to download it as well.

Either way, it will require audio and video – to communicate with client. You and recipients have the ability to disengage from video or audio at any time.