

Preparing for a Virtual Patient Education Class Using Zoom

Step 1 – Choose a Device

- Laptop Computer with a Display, Speakers, Built-In or External Camera and Microphone
- Desktop Computer with a Display, Speakers, External Camera and Microphone
- Tablet with a Camera and Microphone
- Smart phone with Display, Camera and Microphone

Step 2 –

- A. **If using a Laptop or Desktop:** Download Zoom using this link: <http://zoom.us/download>

* You must have internet access (secure Wi-Fi Source) using at least one (1) of the following browsers: Google Chrome, Internet Explorer (IE 7+), Firefox or Safari 5+

- B. **If using a Smart Phone:** Download the FREE Zoom App by type of device.

Apple products iOS: [Download](#)



Android: [Download](#)



Step 3 – After downloading Zoom; Follow prompts to test your device; <https://zoom.us/test>

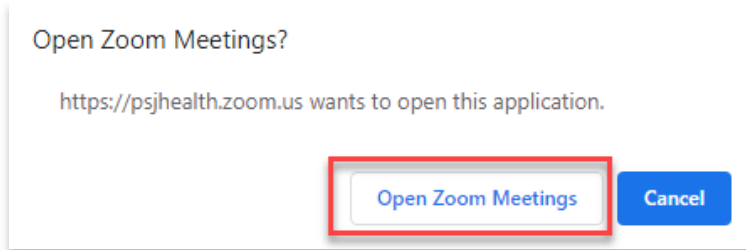
- **Smartphone or tablet:** Follow the prompts to confirm camera, microphone and speakers are working.
- **Laptop or Desktop:** When prompted choose “Join Audio Conference by computer.” Hover your mouse over the Zoom toolbar. Your camera is working if you can see yourself. To test your microphone, unmute the microphone and speak. Microphone icon will flicker green when you speak, if operational.

Step 4 – Joining Virtual Patient Education Class

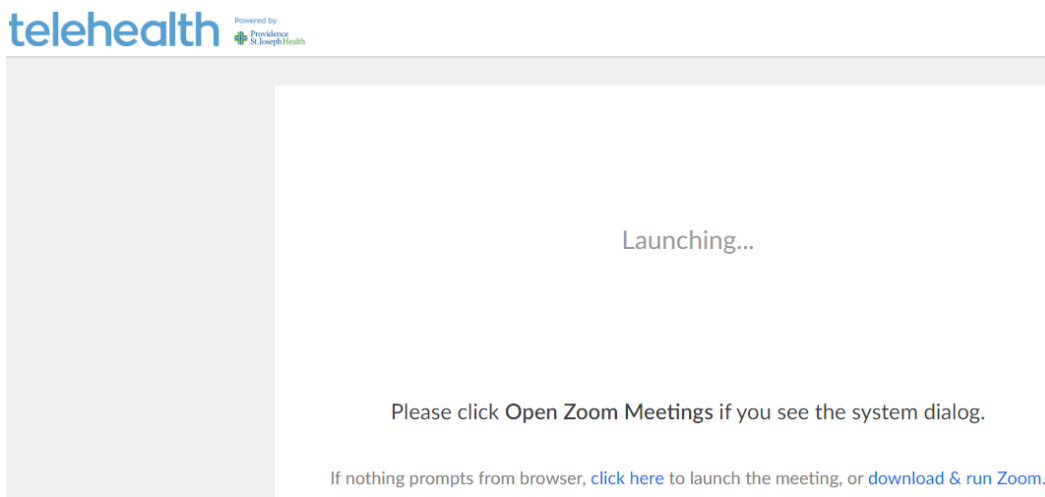
At the date and time of your patient education class, we recommend you login to the Zoom meeting 5 minutes prior to the class starting time to ensure the best possible online class experience.

- Click on the Zoom link provided in your registration email. If you have difficulty, please copy and paste the Zoom link into the internet browser of your choice.

- Click on the “Open Zoom Meetings” when prompted.



- You should see a Zoom screen like the screen shot below as the Zoom meeting is launching.



- Select “Join a Meeting”





- When prompted, input the Zoom Meeting ID number provided in your registration email for the patient education class. Then, input your full name. You have the ability to turn off your video (last radio button option before joining the meeting.)

A screenshot of the Zoom 'Join Meeting' dialog box. The window title is 'Zoom' with a close button (X) in the top right corner. The main heading is 'Join Meeting'. Below the heading are two input fields: the first is labeled 'Enter meeting ID or personal link name' with a dropdown arrow, and the second is labeled 'Enter your name'. Below the input fields are three checkboxes: 'Remember my name for future meetings' (checked), 'Do not connect to audio' (unchecked), and 'Turn off my video' (unchecked). At the bottom are two buttons: 'Join' and 'Cancel'.

- The Zoom group facilitator, the patient educator, will greet each participant and add them to the group one by one from the online waiting room.
- Important features while in the Zoom class:
 - **Mute:** Please mute yourself so others do not hear your background noise
 - **Questions:** If you have a question, please type it in the chat OR raise your hand so your instructor can see you have a question.

If you have any questions or issues logging into the Zoom patient education class, please contact HOI's Education Department at 949-727-5750.