Connection is only a click away.

How to use video conference services such as Zoom and Google Meet.

Video conferencing tools have gone mainstream in the past year. Whether it be due to pandemic social distancing or the convenience of communicating face-to-face, this tool connects family, friends, and coworkers across the globe. While video conferencing programs have become widespread, significant portions of society have been hesitant to engage due to the technological learning curve. This guide will get you connected.

Before you join your telehealth appointment, make sure you are in an environment free of distractions and can speak freely.

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How to Make a Virtual Meeting:

1 **Go to the video conferencing page and sign in or download software.**

- Zoom will require you to download the software and create an account.
- Google Meet will require you to sign in to a Gmail account (If you do not have a gmail account you will need to create one).

2 **Once the software is downloaded or you have signed in, choose to start a meeting or join a meeting.**

- Start a meeting by clicking on 'Start Meeting' on the homepage. On both platforms your screen will transition to a video conference where you will either see your face (camera on), or a black slate (if your camera is off).
  - *To invite people to your meeting, go to the bottom corner of your screen to either invite users by email or share your private meeting link.*

- Join a meeting through an invite emailed to you or a meeting specific link. Invites are most commonly sent through the email associated with your Zoom or Google account.
  - *You will only be able to join a meeting when it begins. If you are joining through a meeting specific link, simply type that link into any internet browser search bar.*

3 **Once on a video conference call, you will be able to mute/unmute yourself, turn your camera off/on, and rearrange how you see other people. To do so, use the menu bar at the bottom of your screen.**

- Your mute button is labeled with a microphone icon,
- Your camera button with a video icon
- To rearrange your screen click the three dots in the bottom right hand corner.

4 **To end the meeting simply click 'Leave Meeting" or click 'End Meeting for All.'**

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