How to Instructions for Desktop

How to join a meeting

1. Click the invite link provided by the host, for example it could be a link in your portal or text message with the invitation, follow the on-screen instructions.

2. Alternatively, open the Zoom desktop client. You must install the zoom client first. To download the Zoom desktop client, follow the instructions:

   1. In your internet browser, enter https://zoom.us/.

   2. At the top-right of the page, click **RESOURCES** then click **Download Zoom Client**.
      You can also directly access the Download Center.

   3. Under **Zoom Client for Meetings**, click the **Download** button. At the bottom left of your screen, the Zoom installer (ZoomInstaller.exe for Windows, zoomusInstallerFull.pkg for macOS, or the 32-bit/64bit Linux installer) will automatically start downloading the Zoom desktop client. If downloading does not start, double-click the Zoom installer to begin the desktop client install.
      Note: After the Zoom desktop client installation is complete, a Zoom icon will appear on your desktop.

   4. Complete the installation process.

   5. For more information on Linux or macOS installation, please visit the Support articles on installing the Zoom application on Linux or macOS.

3. Click the **Home** tab .

4. Click the **Join** icon .

5. Click **Join.**

   You will then join the meeting or waiting room, if enabled by the host.

If you have access to the client portal, under appointments you will see your appointment information. At the bottom of the appointment will be the link for your Telehealth appointment. Just click on that link.

Here is an example of what that looks like, the information blued out is your therapist's name.

If you do not have access to the client portal and would like access to it, please contact the clinic for obtaining access to the client portal.

If you are receiving text messages for your appointment, you will have to click on that link to join.

Here is an example of what a text message will look like, the blue out areas is your therapist's name.

How to connect to audio

Upon joining the meeting, you will be prompted to connect to audio.

1. Click **Join with Computer Audio**.
   Other options may appear, such as calling in to the meeting or being called into the meeting, but this depends on which audio options the host has provided.
2. Click **Mute / Unmute** in the bottom-left corner of the meeting controls toolbar as needed to control your microphone.
3. (Optional) Next to **Mute / Unmute**, click the up-arrow icon ⋀ to change any of your audio settings, such as your microphone or speaker selection.

How to turn on your video

1. If the host has requested video be on by default, you will be prompted with a video preview. This allows you to see your current video and decide to join the meeting with or without video. Click **Join with Video.**
2. While you're in a meeting, click **Start Video / Stop Video** in the bottom-left corner of the meeting controls toolbar as needed to control your video.