Zoom Guide
Texas Society of Psychiatric Physicians

Install Zoom

1. **Install Zoom onto your laptop**

   A. Check if you already have the Zoom application installed on your computer.
      - **Windows:** Navigate to Start > Scroll Start Menu to Zoom folder > Click "Start Zoom."
      - **Macintosh:** Launch Finder > navigate to your Applications Folder > Zoom application listed.

   B. Download Zoom directly from any of the following links:
      - https://zoom.us/support/download
      - https://zoom.us/download

   C. Follow the download instructions that appear on your screen once you click one of the links above.

2. **Install Zoom onto your tablet/phone**

   A. Open the application store on your device
      - Apple: App Store
      - Android: Google Play

   B. Search "Zoom" in the search bar and download "ZOOM Cloud Meetings".

   C. "Zoom" in the search bar and **download** "ZOOM Cloud Meetings."

   D. The icon will appear on your home screen

Sign into Zoom with the Email Address
You Provided on Your Registration Form

1. **Check email:** An invitation has been sent to the email used to register

2. This invitation is unique to you. You can also add to your calendar.

Join from a PC, Mac, iPad, iPhone or Android device:
   Click Here to Join
   Note: This link should not be shared with others; it is unique to you.
   Password:
   Add to Calendar   Add to Google Calendar   Add to Yahoo Calendar

3. Use the link provided in your email to join the confernence

4. **Click** "Open Zoom Meetings" in the pop-up

5. You are now logged in

Join the Meeting

1. You will receive an email confirming the date and time of the activity along with the Zoom link. **Please Sign-In using the EMAIL ADDRESS you provided on your registration form.**

2. **IF you are not logged in,** you will need to do so using the instructions on page 3.
   IF you are logged in:
   Zoom will automatically open and let you **test** your speaker and microphone settings before joining. Once you are satisfied with these settings, **click** "Join with Computer Audio."
   - If you are joining through your phone/tablet, join audio by using the internet

3. You will be taken directly into the webinar

Basic Meeting Procedures and Etiquette

MUTE
Participants are muted upon entering the meeting to prevent unintentional disruptions during the presentation. *Participants please remain on mute for the duration of the presentation, additional instructions will be provided during the presentation regarding asking questions.*
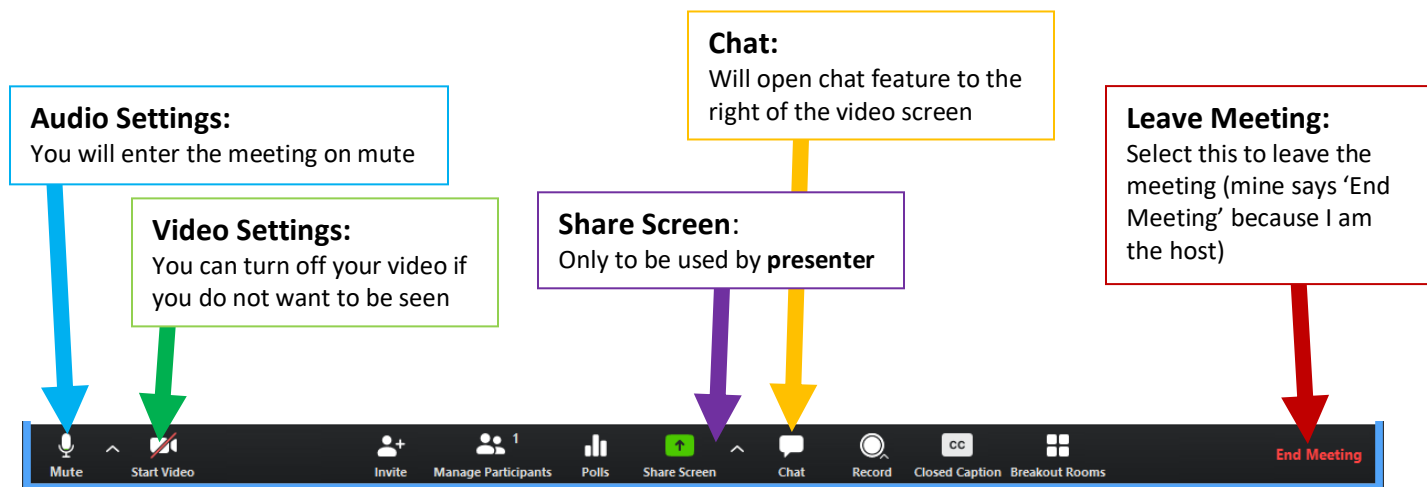
BE ON TIME
Please join the meeting on time or up to **15 minutes** prior to the start time.

CHAT: You may need to use the chat "everyone" feature in Zoom
The chat box can be opened by clicking the "Chat" button in the menu bar at the bottom of your screen. You may have to move your cursor over the Zoom meeting window to see the menu bar.
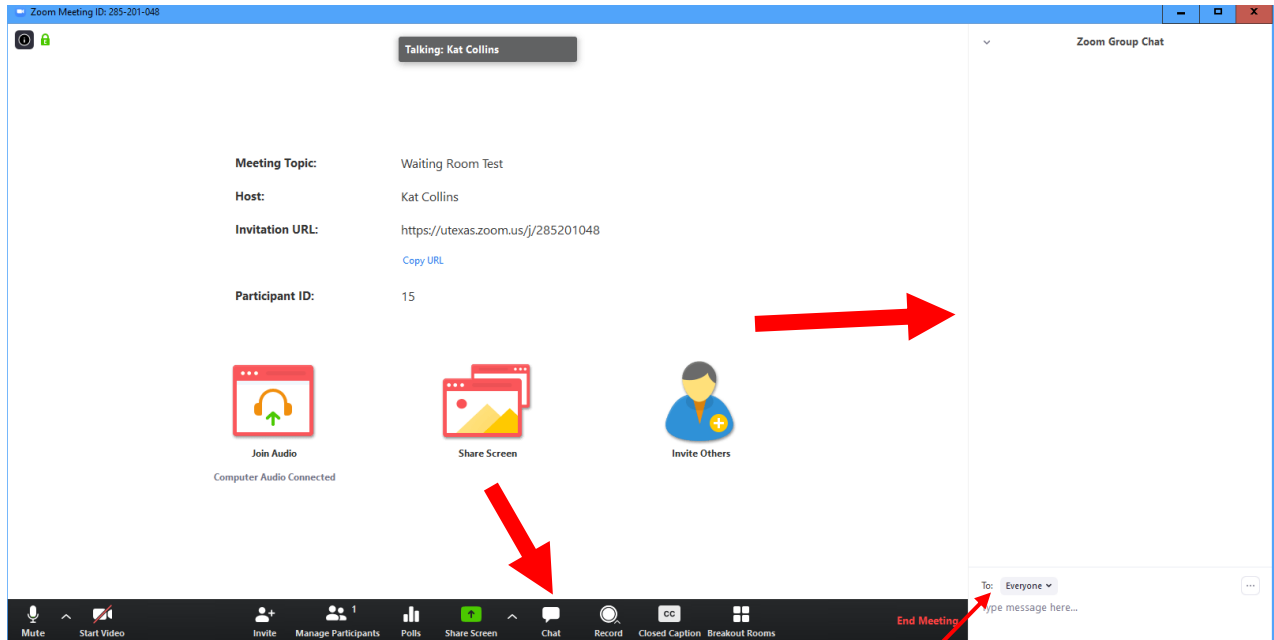
Zoom Menu Options
You may have to move your cursor to the bottom of the Zoom meeting window to see the menu bar

Chat:
Will open chat feature to the right of the video screen

Audio Settings:
You will enter the meeting on mute

Leave Meeting:
Select this to leave the meeting (mine says 'End Meeting' because I am the host)

Video Settings:
You can turn off your video if you do not want to be seen

Share Screen:
Only to be used by **presenter**

Asking Questions at the Meeting

1. Following each speaker's presentation, the speaker will review all questions that are posted by the audience in the Chat feature, select the questions he or she chooses to answer, repeat the question to the audience and answer

2. How to ask your question in "Chat."
   At the bottom center of your Zoom window, you will see a menu. Clicking the "Chat" button will make a chat box appear in the right of your window. Type your question in the chat text box, direct it to "everyone" and press "Enter".

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