

# Zoom Guide

## Texas Society of Psychiatric Physicians and Texas Academy of Psychiatry Joint Provider Scientific Program

Install Zoom.....	2
1. Install Zoom onto your laptop .....	2
2. Install Zoom onto your tablet/phone .....	2
Sign in with registration fields.....	3
Join the Meeting .....	4
Basic Meeting Procedures and Etiquette .....	5
Zoom Menu Options .....	5
Asking Questions at the Meeting in “Chat” .....	6

# 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

**PARTICIPATION POLICY** – The Texas Society of Psychiatric Physicians' policy is to promote an environment of mutual respect, well-being, and collegiality at its meetings. TSPP values and benefits from the diverse opinions its members hold on the issues with which the Society and the psychiatric profession are confronted. All individuals participating in the (live or virtual) meetings agree to conduct themselves in a manner appropriate for health care professionals. This includes respect for the intellectual property of others, proper display and use of meeting badges, and the avoidance of aggressive or inappropriate behavior towards others. Individuals participating in TSPP sponsored meetings agree to listen respectfully to all views presented, be courteous to others regardless of whether you agree or disagree with the views presented, and to exhibit the professionalism and collegiality expected of psychiatrists. If an individual believes that these rules have been violated or acceptable social decorum has otherwise been breached, he or she shall contact TSPP staff to help with the situation. TSPP reserves the right to remove meeting access rights of any individual violating this policy and will not provide a refund. By registering for this meeting, you agree to abide by the Participation Policy as described above.

## 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 conference
4. **Click** “Open Zoom Meetings” in the pop-up
5. You are now logged in

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## 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**

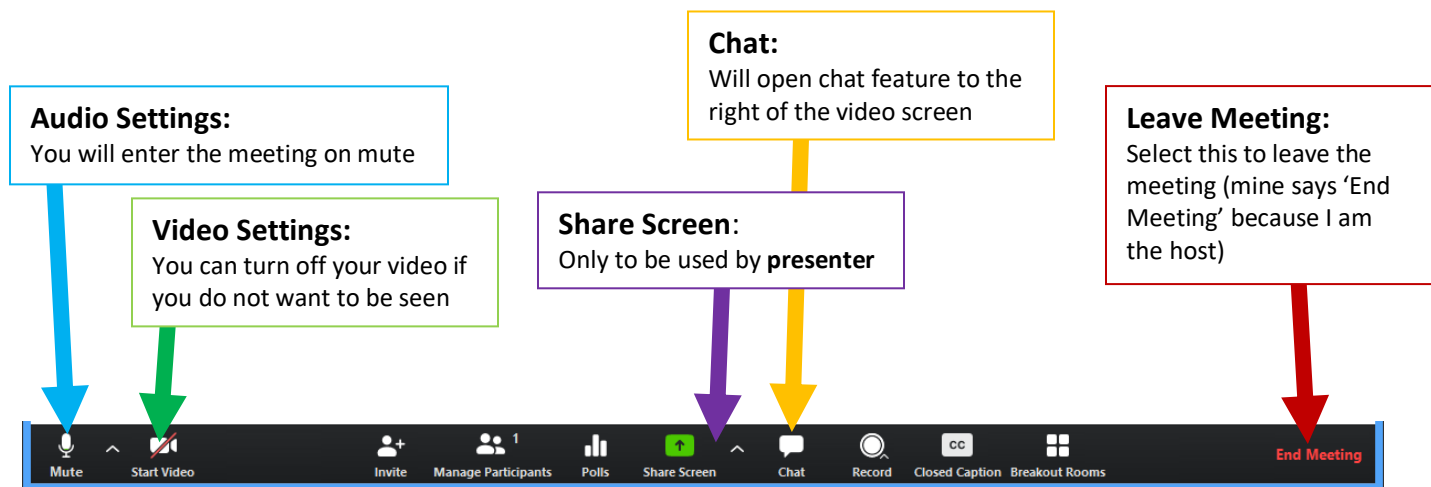
Please join the meeting on time or up to **15 minutes** prior to the start time.

## **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.

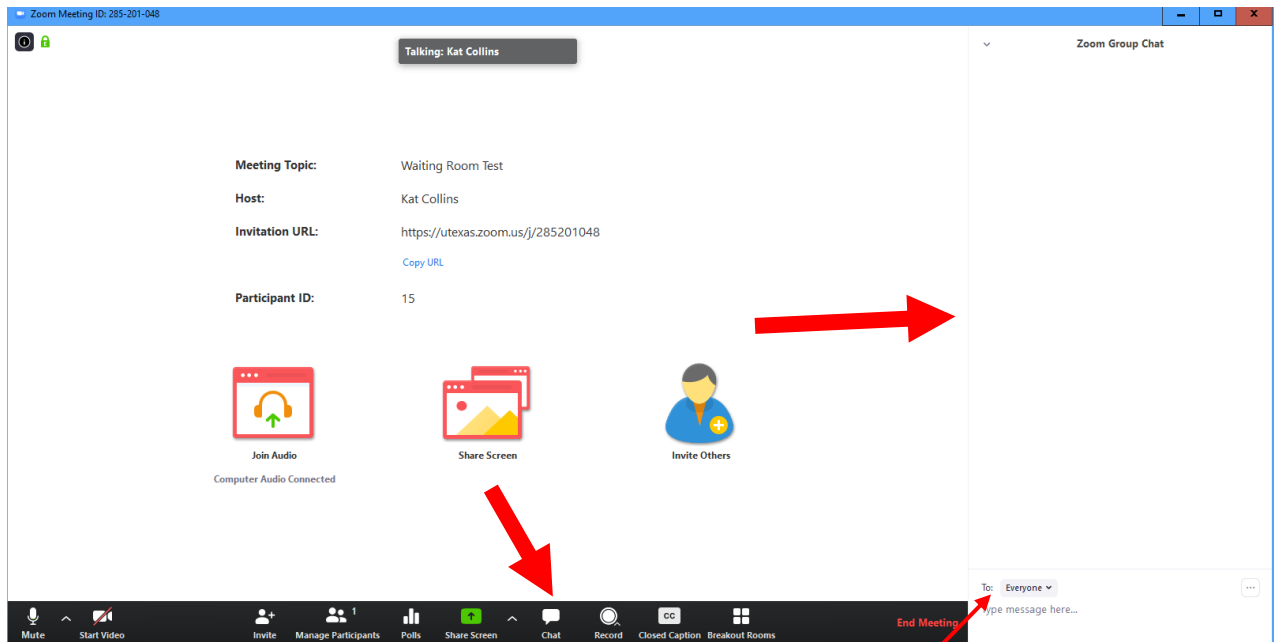
## Zoom Menu Options

You may have to move your cursor to the bottom of the Zoom meeting window to see the menu bar



## Asking Questions at the Meeting

1. CME staff will relay your questions or call on you to ask your question during times designated by presenter.
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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