

zoom

User Manual

First Nations Health Authority



FAQ

Q: Who requires an account?

- Only those hosting a Zoom meeting need to have a Zoom account

Q: What platforms support Zoom?

- Apple and Android devices, as well as Windows Desktop

Q: What can I do on the platforms?

Web Portal	<ul style="list-style-type: none">• Book meetings• Run meetings• Change account settings
Mobile App	<ul style="list-style-type: none">• Run meetings• Instant meetings
Desktop	<ul style="list-style-type: none">• Run meetings• Instant meetings

Q: What are the meeting types?

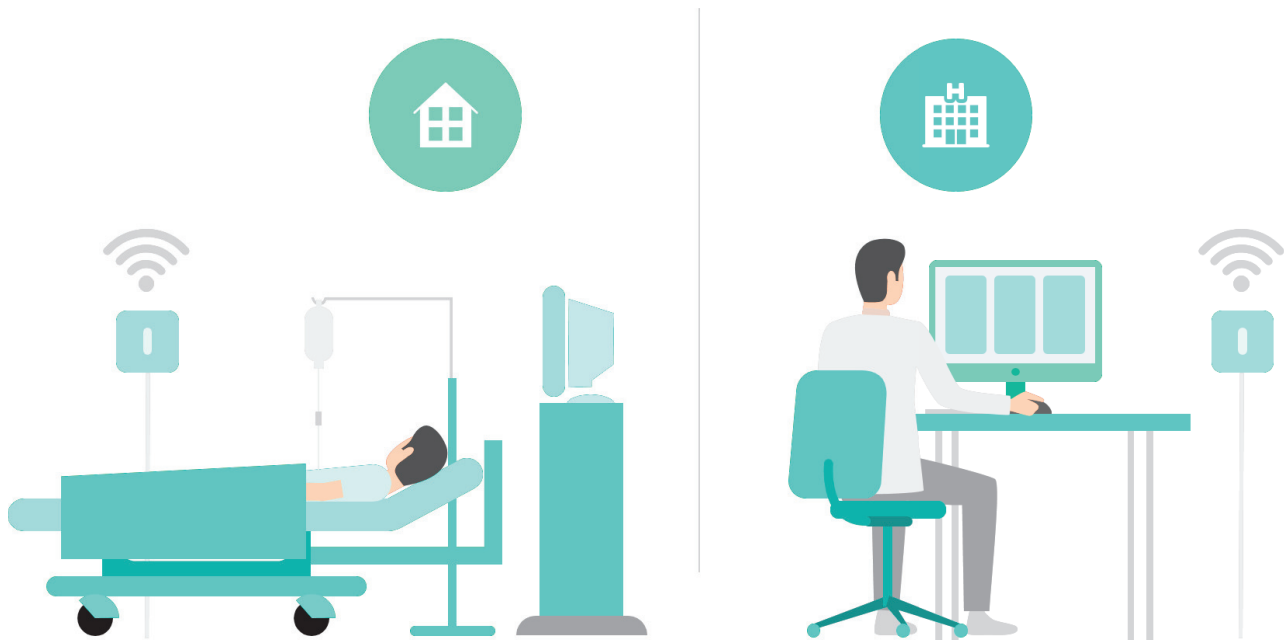
Webinars	<ul style="list-style-type: none">• Appointment Confirmation• Appointment Reminders• Group Education Broadcast
Meetings	<ul style="list-style-type: none">• Group Meetings- Interactive• Short turnaround appointments
Instant Meetings	<ul style="list-style-type: none">• Quick connect• Ability to personalize the meeting ID

Q: What is required to host or attend a Zoom meeting?

- Access to internet (WiFi or Data)
- Smart Phone, Tablet, Computer



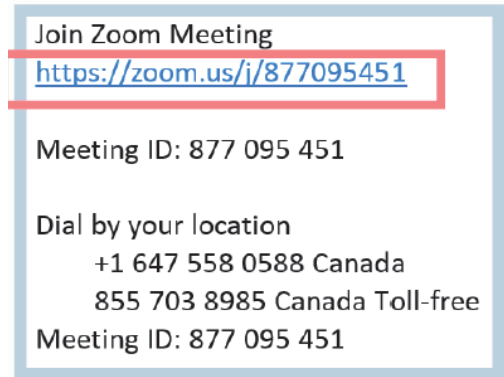
AS AN ATTENDEE



Joining a Meeting from a Computer

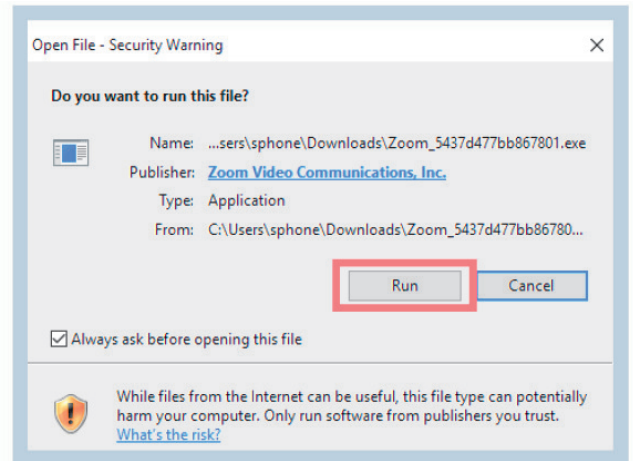
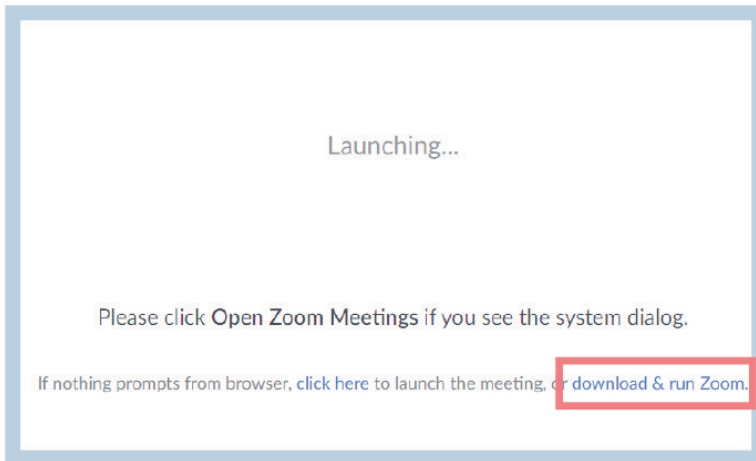
1

You will receive an email from the meeting host. When you open the email, you will see a link to the Zoom meeting. Click the **'Join Zoon Meeting'** link.



2

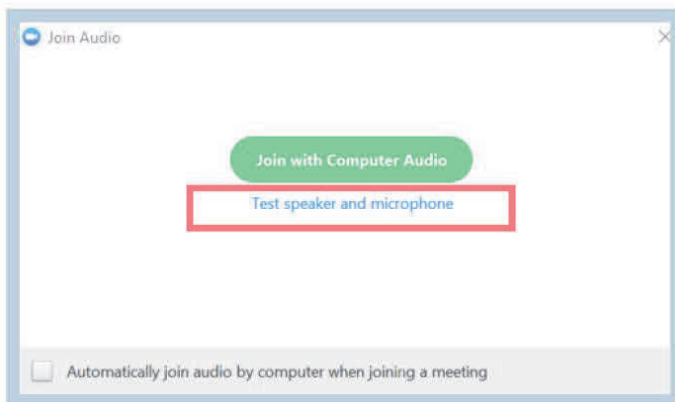
Your may be prompted to download and run the program.



3

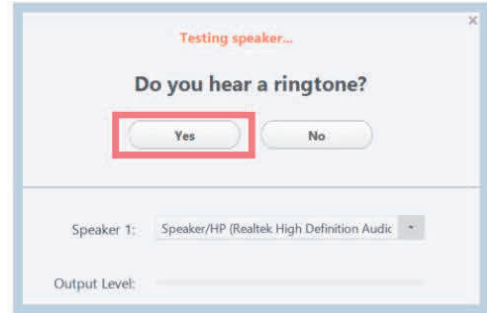
Select the **'Computer Audio'** tab and click **'Test speaker and microphone'**.

*Note: If steps #4-6 do not work for you, please skip to step #7 to join by phone.



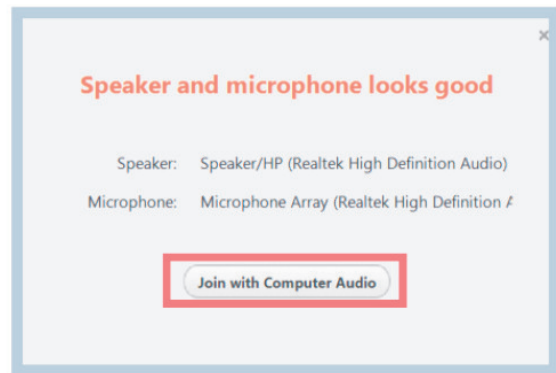
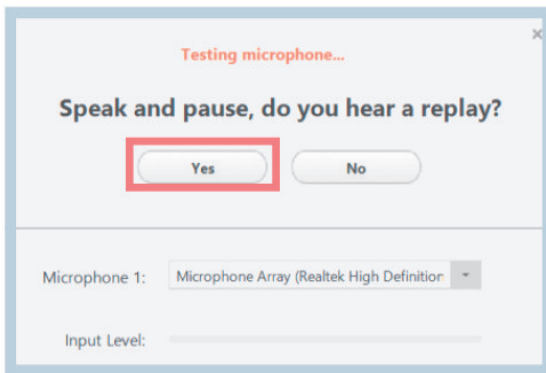
4

You will see a screen that asks if you hear a ringtone. Ensure that your volume is turned up. When you are able to hear the ringtone, click 'Yes'.



5

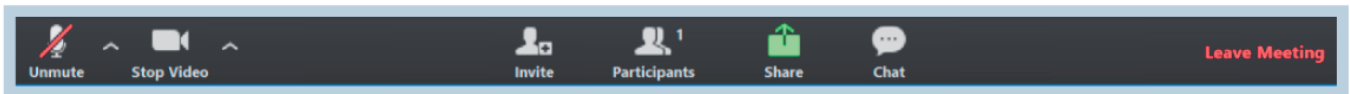
You will see a screen that instructs you to speak. If you hear the replay, click 'Yes'. You will now see a screen that confirms your speaker and microphone are set up. Click 'Join with Computer Audio'.



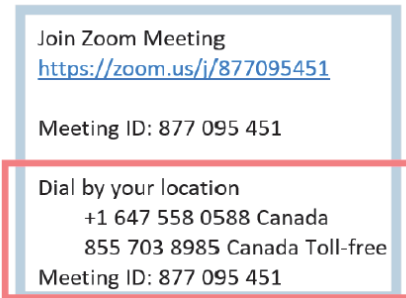
6

The toolbar shows your options. You can click 'unmute' to speak or 'start video' to turn your camera on.

*Note: If you are unable to get your computer speakers and microphone set up, or if the sound quality is not great, you can join the meeting by phone.



7

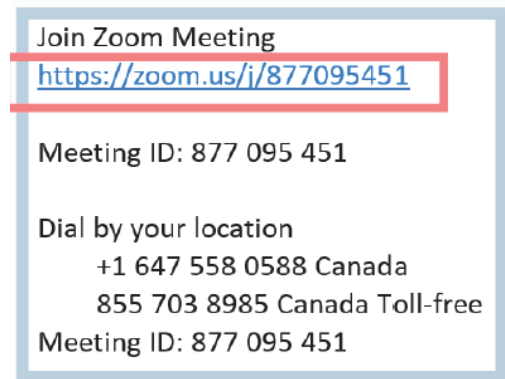


Open the incoming email from your meeting host. When you open the email, you will see dial-in phone numbers and a meeting ID. Dial the Canadian phone number and enter the meeting ID to join the meeting.

Joining a Meeting from a Smartphone or Tablet

1

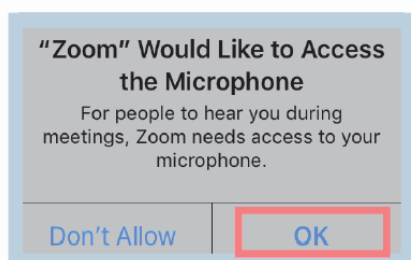
You will receive an email with a meeting invite. When you open the email, you will see a link to the Zoom meeting. Click the **'Join Zoom Meeting'** link.



2



A pop up will appear asking you to enter your name. This name will appear on the meeting host's screen so that they are aware who has joined the meeting. Enter your name and click **'continue'**. Another pop up will ask to access your microphone, click **'OK'**.



You will see a screen that gives you options to join the meeting. Select **'call using internet audio'**. You should now see a large image from the host's camera in the middle of the screen, and a small image from your camera in the corner.

