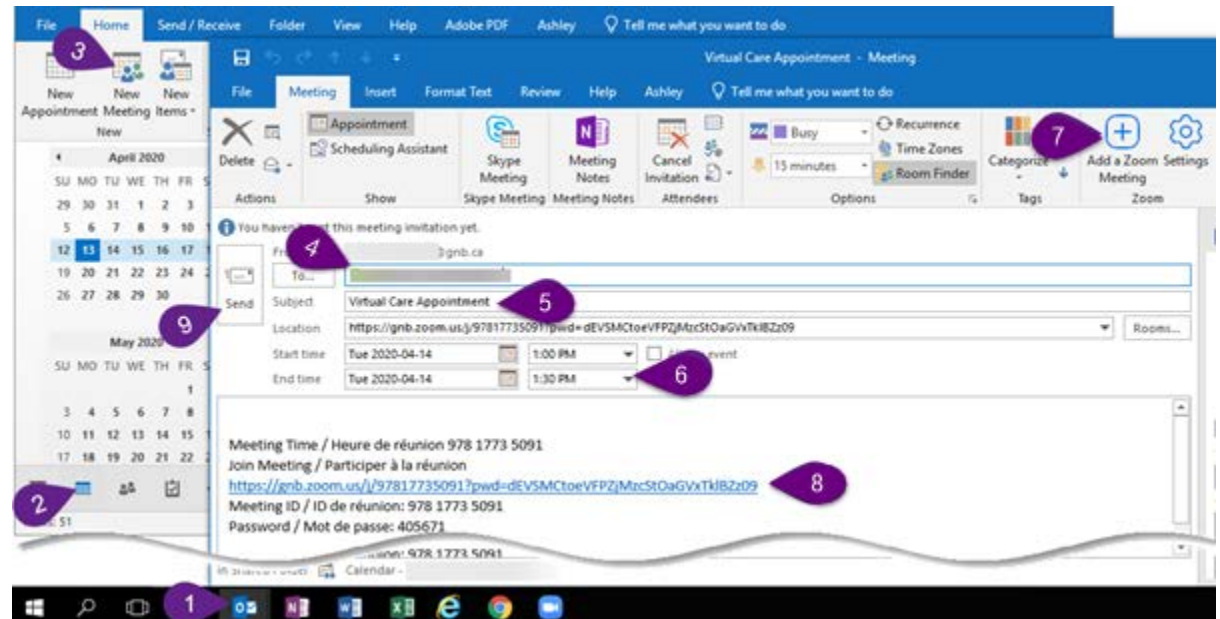


Zoom Meeting Quick Reference – Meeting Basics using Outlook Desktop Add-in and Group Conferencing

Scheduling Zoom Meetings

1. Open Outlook from the desktop
2. Navigate to the **calendar**
3. Select **New Meeting** to schedule a new appointment.
4. Add appointment invitee's **Email address**
5. Enter appointment **Subject**
6. Enter appointment **Date & Time**
7. Click **Add a Zoom Meeting** from the ribbon.
8. The **Zoom Meeting details** will auto-populate the appointment
9. Click **Send**



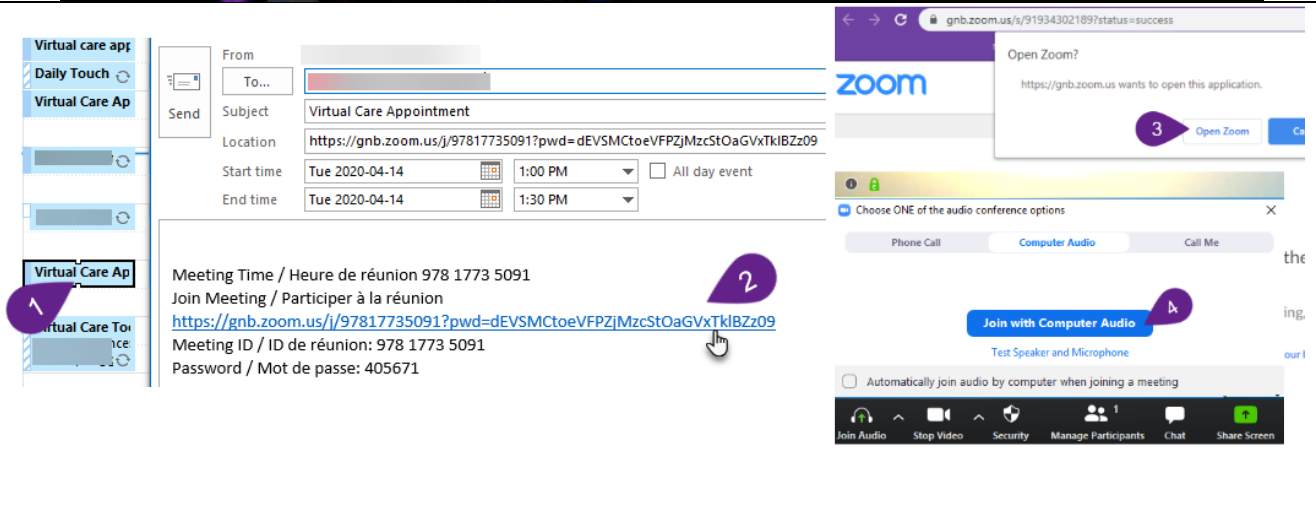
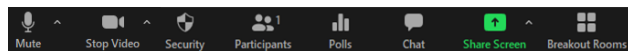
Launch Zoom Meeting

Open Outlook from the desktop and navigate to the calendar

1. Open (double click) the **appointment** from the calendar.
2. Click the **Zoom meeting link** in the meeting invitation.
3. An internet browser window will open, click **Open Zoom** in the pop-up dialogue box.
4. Click **Join with Computer Audio**.

The Zoom meeting has now been started.

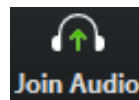
For more on In Meeting Controls see pages 2 & 3



Join Audio/Mute Audio

When entering a Zoom Meeting, select your audio conference option. Until an option is applied, the following icon is displayed:

To mute/unmute your microphone, click the **Mute/Unmute** button.



Join Video/Stop Video

To start your webcam, click the icon once. To stop, click the **Stop Video** button once.

When disabled, the following icon is displayed:



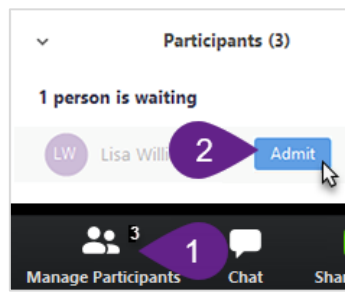
Privacy Reminders – Obtain informed verbal consent from the client (or their substitute decision-maker, if applicable) for the use of videoconferencing for virtual care. Remember that requirements for privacy and confidentiality continue to apply to virtual care and be sure to hold virtual care sessions in an environment that is professional and private.

Zoom Meeting Quick Reference – Group Conferencing: Starting, Securing & Collaborating

Admit Meeting Participant(s)

For increased security, the Host must admit participants into the meeting :

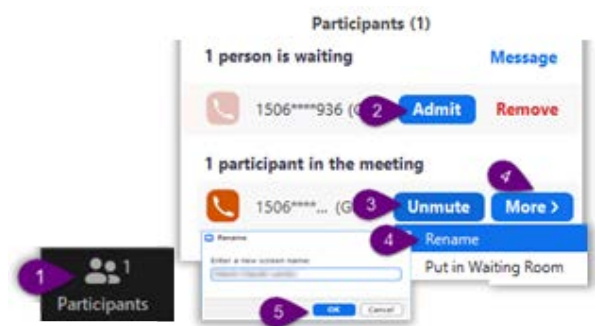
1. Click **Manage Participants**.
2. Click **Admit** next to the waiting participant's name.



Admit Meeting Participants Joining only by Phone

The Host must admit and unmute participants that are joining only by phone:

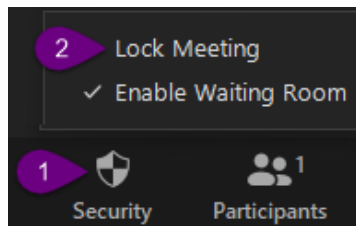
1. Click **Manage Participants**.
2. Click **Admit** next to the waiting participant's phone number.
3. Once admitted, click **Unmute** next to participant's phone number, if required.
4. Click **More > Rename** to rename the participant.
5. Enter the participant's name and click **OK**.



Security – Lock Meeting

To prevent anyone from entering the meeting once all participants have joined, the Host can:

1. Click **Security**
2. Select **Lock Meeting**



Security – Waiting Rooms/Remove

To put a participant in the waiting room or remove them from the meeting, the Host can:

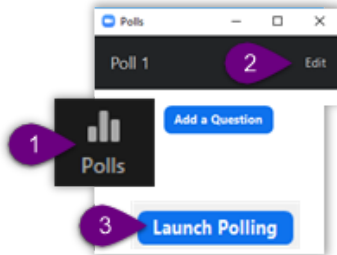
1. Click **Participants**
2. Click **More** next to the participant's name
3. Click **Put in Waiting Room** or **Remove**



Polls

A Host can create simple polls of up to 10 questions.

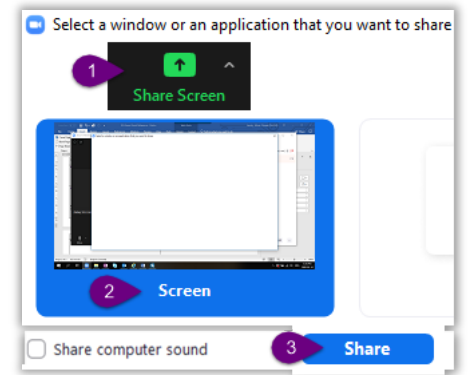
1. Click **Polls**
2. Click **Edit**. This will open a window to create the poll. Click **Save** and return to the Zoom meeting.
3. Select the Poll and click **Launch Polling**. When voting is done click **End Polling**.



Share Screen

1. Click **Share Screen**
2. Select the screen to be shared (desktop or specific application)
3. Click **Share**

Note: All participants in your meeting can share their screen. This can be turned off under **Share Screen** and **Advanced Sharing Options...** Select **Only Host** under **Who can share?**



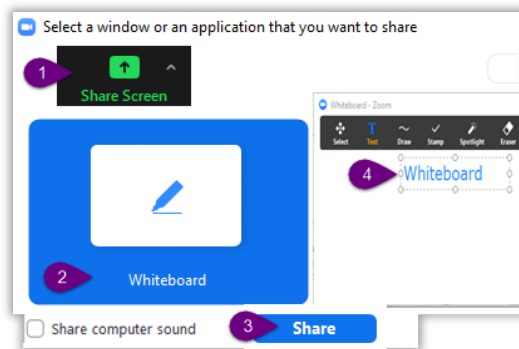
Note: Hosts can run Polling reports here: <https://gnb.zoom.us/account/report>

Whiteboard

A whiteboard tool is available.

1. Click **Share Screen**
2. Select **Whiteboard**
3. Click **Share**
4. You can now use the whiteboard

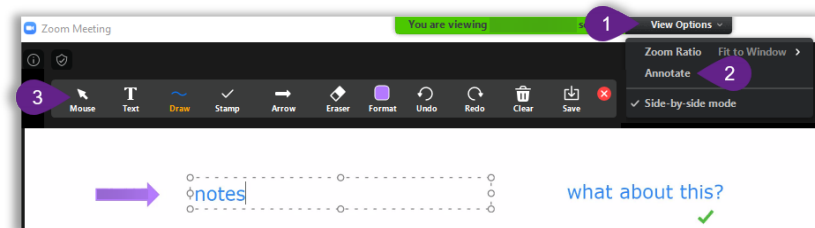
Note: All participants in your meeting can use the whiteboard.



Annotate

To facilitate collaboration, all meeting participants can use the Annotate tool while another user is screen sharing or whiteboarding.

1. A participant can click **View Options**
2. Select **Annotate**
3. A participant can now use the Annotate toolbar to collaborate



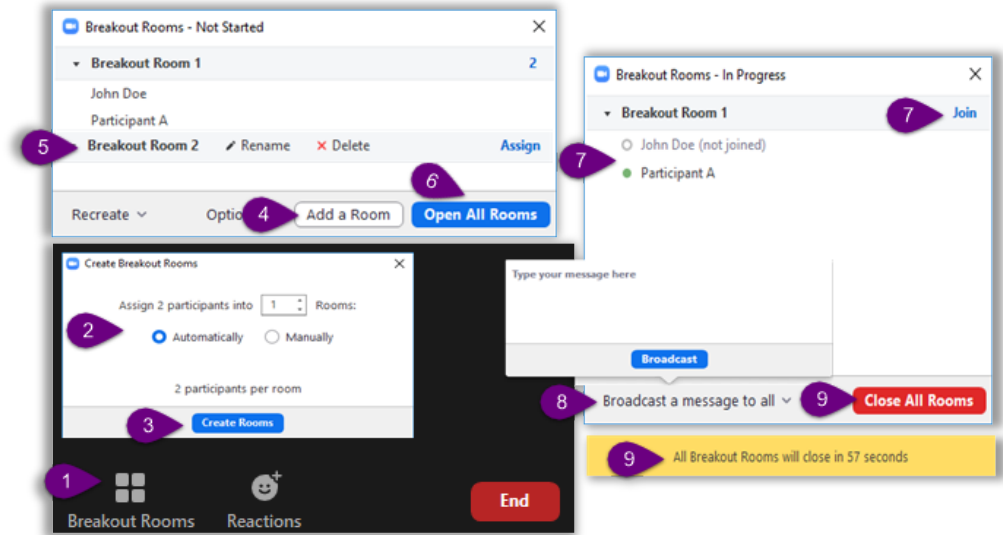
Zoom Meeting Quick Reference – Group Conferencing: Breakout Rooms, End Zoom Meeting & Basic Troubleshooting

Breakout Rooms

A Host can organize participants into breakout rooms. Participants in a breakout room will only be able to interact with each other. To create breakout rooms:

1. Click **Breakout Rooms**. A *Create Breakout Rooms* window will open.
2. Enter the **number of rooms** and whether you want to **Automatically** or **Manually** assign participants to the rooms.
3. Click **Create Rooms**. A *Breakout Room* window will open.
4. You can add additional rooms by clicking **Add a Room**.
5. When hovering over a room, you can **Rename**, **Delete** or **Assign** participants to the room.
6. When all participants have been assigned, click **Open All Rooms**.
7. A Host will see who has joined (green indicator) or not joined a room a Host can also join a room by clicking **Join** next to the breakout room name.
8. A Host can **Broadcast a message to all** to send a message to all participants.
9. To close the rooms, click **Close All Rooms**. Participants will have 60 seconds to wrap-up their discussions.

For additional information visit <https://support.zoom.us> and search Breakout Rooms.

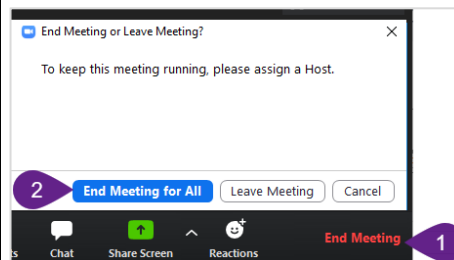


End Zoom Meeting

For the Host to end the meeting:

1. Click **End Meeting** in the lower right-hand corner of the Zoom Meeting.
2. Click **End Meeting for All** to close the meeting for all participants.

Note: For a meeting to continue after the Host leaves, click **Leave Meeting** instead and assign another participant as Host.



Assign Meeting Co-Host(s)

A Host can assign co-host(s) with more meeting permissions. To assign a co-host:

1. Click **Manage Participants**.
2. Click **More** next to the participant's name.
3. Select **Make Co-Host** and **Yes** to confirm.

Note: To remove permission you can click **More** next to the participant's name and **Withdraw Co-Host Permission**.

Chat

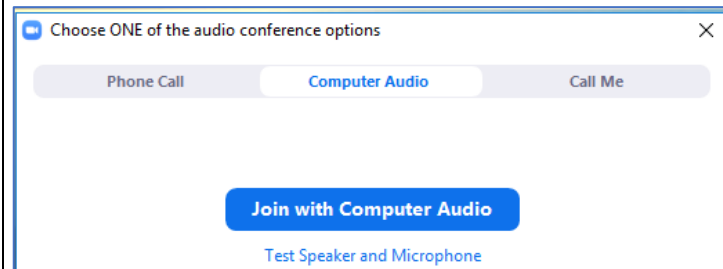
Click **Chat** to send messages to everyone in the meeting. Participants can only send private messages to a host, not to each other.

Chat can also be used to advise the attendees of any technical difficulties (audio or video). To ensure privacy & security, users cannot save or copy content from the chat window.

Audio

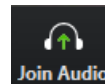
Unable to hear meeting participants

Occasionally the audio conference window may open behind the Zoom Meeting window. If this has occurred the Audio Icon in the lower left-hand corner of the Zoom Meeting will display as Join Audio:



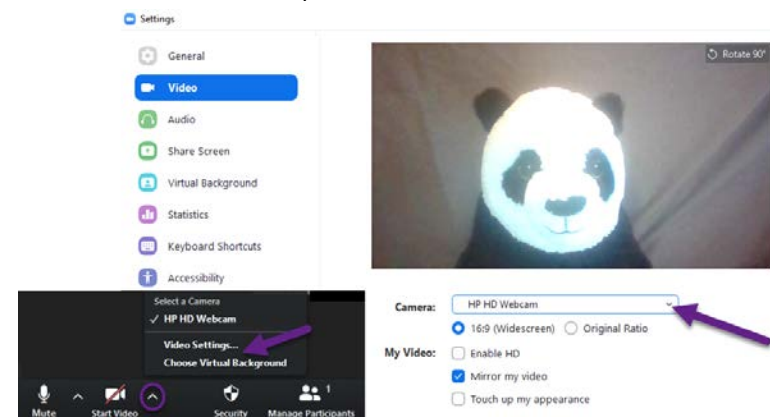
Meeting participants unable to hear you

In the Zoom Meeting toolbar, check the status of your microphone. When muted, the following icon is displayed: Click the icon once to unmute.



Video

Testing your video during a meeting – Click the arrow next to the Video icon to open Video Settings. Your webcam video should display. If no video displays, ensure that the correct webcam is selected in the Camera drop-down menu.



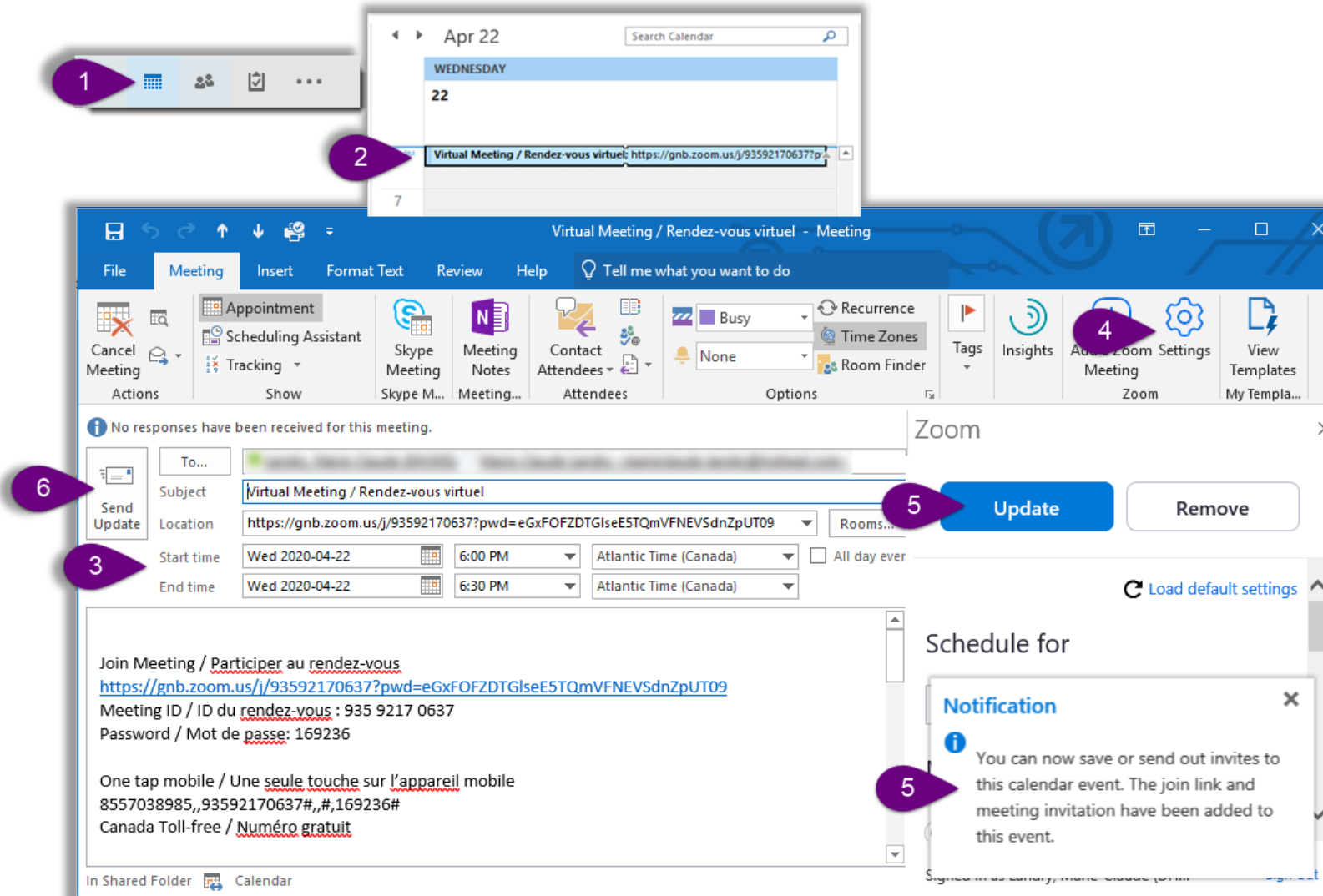
Zoom Meeting Quick Reference – Updating existing meeting using Outlook Desktop Add-in and Group Conferencing

Updating an Existing Zoom Meeting

Log in to Outlook desktop app. 

1. Open Outlook **calendar**.
2. Double click the **calendar event** you want to update.

3. Update the meeting information (Title, Date & Time).
4. Click **Settings** (sign in to Zoom, if prompted).
5. Click **Update**. A Notification will be displayed.
6. Click **Send Update** to send an update to the attendees.



The screenshot illustrates the process of updating a Zoom meeting in Outlook. It shows the Outlook Desktop Add-in for Zoom interface. The calendar view displays a meeting titled "Virtual Meeting / Rendez-vous virtuel" on Wednesday, April 22. The meeting details form is open, showing the subject, location, start and end times, and time zone. The "Update" button is highlighted with a purple callout (4). The "Send Update" button is highlighted with a purple callout (6). A notification window is displayed, indicating that the meeting information has been updated and a notification will be sent to attendees. The notification text reads: "Notification: You can now save or send out invites to this calendar event. The join link and meeting invitation have been added to this event." The notification is highlighted with a purple callout (5).

1. Open Outlook **calendar**.

2. Double click the **calendar event** you want to update.

3. Update the meeting information (Title, Date & Time).

4. Click **Settings** (sign in to Zoom, if prompted).

5. Click **Update**. A Notification will be displayed.

6. Click **Send Update** to send an update to the attendees.

Zoom Meeting Quick Reference – Cancelling existing meeting using Outlook Desktop Add-in and Group Conferencing

Cancel an Existing Zoom Meeting



Log in to the Outlook desktop app.

1. Open Outlook desktop **calendar**.
2. Double click the **calendar event** you want to cancel to open it.
3. Select **Settings** (sign in to Zoom, if prompted).

4. Click **Remove**. A Remove the Meeting window will open.
5. Click **Remove**.
6. Click **Cancel Meeting**. A window will open asking if you still want to delete it.
7. Click **Yes**.
8. Click **Send Cancellation** to send a cancellation to the attendees.

The screenshot illustrates the steps to cancel a Zoom meeting in Outlook. It shows the Outlook calendar interface with a meeting selected. The meeting details window is open, and the Zoom add-in is visible. The 'Send Cancellation' button is highlighted with a purple callout '8'. A 'Send Cancellation' dialog box is open, asking 'This item has been changed. Still want to delete it?' with 'Yes' and 'No' buttons. The 'Cancel Meeting' button is highlighted with a purple callout '6'. The Zoom add-in is open, showing the 'Remove' button highlighted with a purple callout '4'. A 'Remove the Meeting' dialog box is open, asking for confirmation to remove the meeting, with 'Remove' and 'Cancel' buttons. The 'Remove' button is highlighted with a purple callout '5'. The 'Send Cancellation' button is highlighted with a purple callout '8'.