1. Log in to Zoom with appropriate credentials.

Providers will access appointments via their **Personal Meeting ID (PMI)** which can be found on your main **Profile** page in Zoom.

**Send this link to your telehealth scheduler**

**Managing your Virtual Waiting Room:**

**Setting up your Waiting Room**

- Log in to your Zoom account in your web browser
- Go to **Settings**
- Go to **In Meeting (Advanced)**
- Ensure the **Waiting Room is selected**
- Switch Waiting Room participants to **“Guest Participation only”**
- **Check the box** to **“Allow internal participants to admit guests from the waiting room if the host is not present”**
- Press **Save**

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Managing your Virtual Waiting Room:

Disabling Chat

1. Log in to your Zoom account in your web browser
2. Go to Settings
3. Go to In Meeting (Basic)
4. Ensure the Chat feature is unselected
5. Confirm this change by selecting Turn Off

Turn OFF for "Chat"

The following settings depend on this setting, the change might affect them.
- Auto saving chats
- Private chat
Test your connection (Web):

1. Navigate to http://zoom.us/test in Google Chrome (preferred browser) or click this link
2. Click
3. Click
4. Enter your name and Click
5. Click
6. Click
7. Click
8. Click

If you see a video of yourself then you are setup for your telehealth visit. If you experience any trouble please refer to Zoom support.

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Managing your Virtual Waiting Room:

Moving a patient out of the Waiting Room

- When a patient joins your Waiting Room, you will see this pop-up:

  ![Zoom Waiting Room Pop-up](image)

- Select **See Waiting Room**

- Select the waiting patient

  ![Zoom Participants List](image)

- If you are ready to see the patient, select **Admit**

  ![Admit Button](image)

**NOTE: DO NOT Remove the patient**

If you accidentally remove the patient, end the meeting and rejoin your meeting room.
ZOOM WEB STARTUP IN-CALL GUIDE

Move your mouse anywhere on the screen to bring up these controls:

- Swap camera
- Mute audio
- Turn off video feed
- Share file
- Access Waiting Room

**NOTE:** DO NOT record meeting

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