

# Allied Medical Zoom How-To Guide

The purpose of this guide is to explain how to join a Zoom meeting and how to use the features once in the meeting.

## Zoom

Zoom is a video calling platform used by millions all over the world. It is a great tool to keep business meetings going virtually for the times when in-person meetings are not able to be completed.



## Invitation

You will receive an invitation from one of our team to join a scheduled Zoom meeting. You do not need to pre-register or create a login - simply click on the invitation link at the time the meeting is due to start and follow the simple instructions to enter the virtual meeting room. Your invitation will look a little like the below:

Allied Medical is inviting you to a scheduled Zoom meeting.

Topic: xxxxxxx

Time: Apr 30, 2020 08:30 AM Auckland, Wellington

Join Zoom Meeting  
<https://zoom.us/j/528367972>

Meeting ID: 528 367 972

Click link to join meeting



**ALLIED  
MEDICAL**  
LIMITED

## Joining the Zoom Call

As well as prompting you to enter your name, Zoom will also ask you whether you want to join with video and with audio. It is up to you whether you would like to join with video, audio or both. Ideally you will join with video and audio so the meeting can be as close to an in-person meeting as possible. Once in the meeting, your screen will look a little like the below - but will have your face and background in it, instead of ours!



## Zoom Functions:

**Audio Settings** - Manage your audio here. At any time you can put yourself on or off mute.

**Video Settings** - Manage your video here. You can turn your camera on or off at any time. You can also personalise your background by clicking the up arrow and selecting "Choose Virtual Background"

**Chat Function** - There is a chat function that can also be used to communicate by typing. This is great for when you're in a training session and have questions without interrupting the speaker.

**Share Screen** - If you are wanting to share your computer screen with us, click on the Share Screen icon. We will then be able to see what is on your screen.

**Recording** - There is also an option to record the session. This function can only be used by the host, so if you would like the meeting or training recorded, please do ask your host prior to the meeting.

