



USING ZOOM FOR ONLINE SESSIONS

- LAPTOP/ DESKTOP COMPUTER -

Booking an online session:

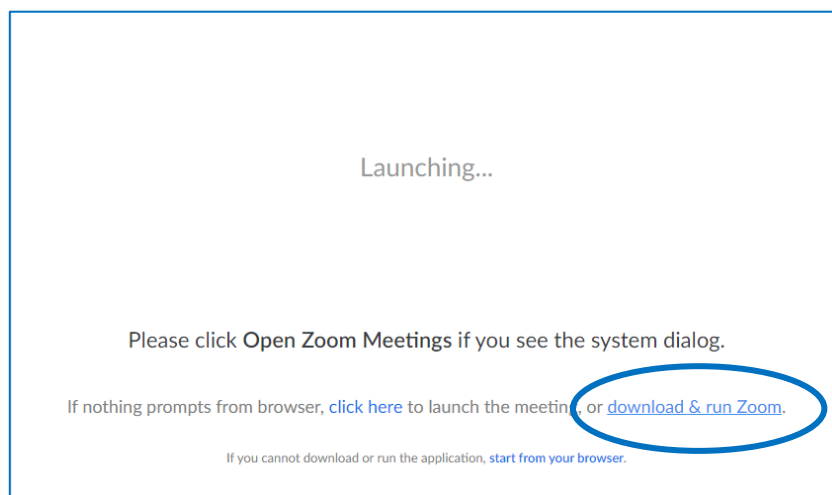
- When you have an online session scheduled with a Village Therapy clinician you will receive two bookings:
 1. A scheduled 'test call' with an admin or other Village Therapy team member
 2. Your allocated appointment time with your clinician

Joining Meetings:

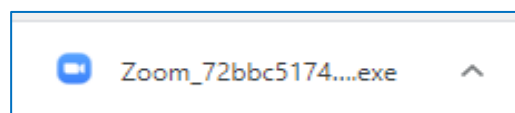
- You will receive an email from Village Therapy which will contain a 'Zoom' link, see an example below:

<https://zoom.us/j/6945531512>

- Clicking on this link for the first time will invite you to install the Zoom application on your desktop. Click **download & run Zoom**

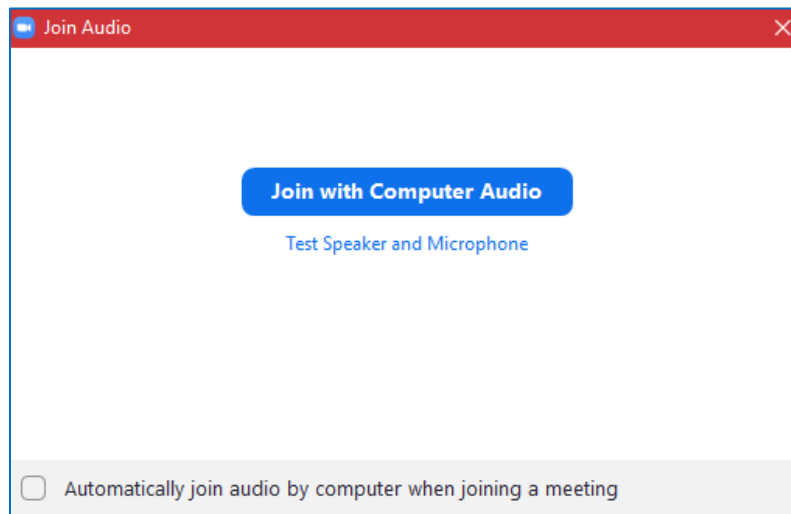


- Once downloaded, click the launcher at the bottom left of your screen

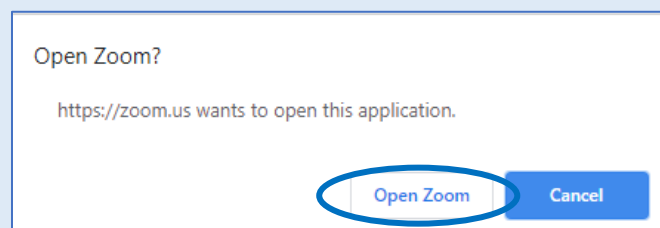




- Wait for your meeting to begin then select **join with computer audio**.



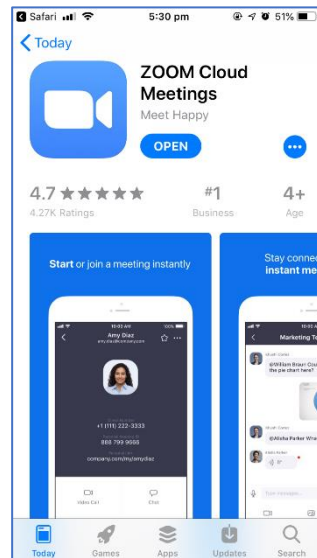
- You should now be able to see and hear the Village Therapy team member to proceed with the test call / therapy session.
- For all subsequent sessions, clicking on the Zoom link will prompt you to **open zoom**. Follow the prompts to enter your name and begin your meeting.





- SMART PHONE / TABLET -

- Download the Zoom app on your apple or android device. You do not have to create an account to join the meeting.



- Your Zoom link will be sent to you via email. Clicking on this link will open the app and begin your meeting.
- Follow the prompts to enter your name and allow the app to use your device's microphone and camera.

If you have any questions or concerns regarding setting up Zoom on your device, don't hesitate to contact your clinician or Village Therapy reception on 9811 7026.