

## Zoom Instructions for Clients

1. In your web browser (chrome, internet explorer, safari, etc.) go to zoom.us
2. In the top right corner click on the button “sign up, it’s free”
3. Enter your email address, make sure it is the same email address you shared with your therapist, and click on “sign up”
4. Zoom will send you an email to the account you entered
5. Find the email from Zoom in your account and click on the “activate account” button
6. This will take you back to Zoom where you will enter your first name, last name, and create a password
7. Zoom will then ask you to invite others to join, you can click on “skip this step” to the right of the orange button that says “invite”
8. Zoom will then prompt you to do a test meeting, click the link
  - a. Your computer will likely start the automatic download. Please install the Zoom app on your device by clicking on the download in the lower bar on your screen, then clicking run in the next dialogue box
  - b. If you are a Mac/apple user you will need to click on “allow” for zoom.us
  - c. Click “join with computer audio” before every meeting you have
9. On the left side of the Zoom screen you’ll find a button for “join audio” with an image of headphones. Please click this icon and test your speakers/microphone.
10. That’s it!!
11. Your therapist will send you an email with a link for your Zoom session. Please be logged into your email approximately 5 minutes before your scheduled session and await this email. Once you receive the email, click on the link. Once you are in Zoom be sure you click on “join with computer video” and “join with computer audio.” You can make these your default settings if you’d like, by checking the box in the bottom of the prompting dialogue box for each one.
12. Please be sure to “End Meeting” and close out of Zoom when you are not meeting.