

Acute Care Orientation for New Employees

Instructions for Joining Virtual Sessions Using Zoom

The following Acute Care Orientation sessions are held virtually via Zoom:

- **Fraser Health Overview**
- **Nursing Practice and Protocols**

Prior to the class:

- **You will receive a Zoom invitation link one business day prior to the start of the session. The invitation will be sent to the email address associated with your Learning Hub account used to register you for the session.**
- You do not need a Zoom account to participate, but you will need to download the application to your device.
- An electronic device with video, audio and internet connection is required. A computer or laptop is recommended to ensure all applications are available to you.
- It is recommended that you open Zoom prior to the start of the session to check your audio and camera functions.
- It is important that you join from a quiet, comfortable learning space, if possible.

Instructions in this document:

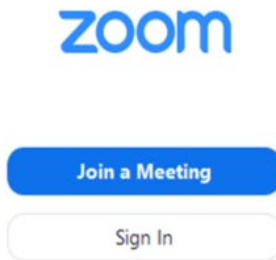
- Joining a Zoom meeting using Windows or Mac
- Changing your display name
- Using your video and microphone
- Using the chat
- Annotating on a shared screen

Further instructions for joining Zoom meetings available here: <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-meeting>.

Joining Zoom session using Windows or Mac



1. Open the Zoom desktop client.
2. Join a meeting using one of these methods:
 - Click **Join a Meeting** if you want to join without signing in.
3. Enter the **meeting ID** number and your display name.
 - If you're signed in, change your name if you don't want your **default name** to appear.
 - If you're not signed in, enter a display name.



Join a Meeting

Meeting ID or Personal Link Name

Grant MacLaren

Do not connect to audio

Turn off my video

- Sign in to Zoom then click **Join**.



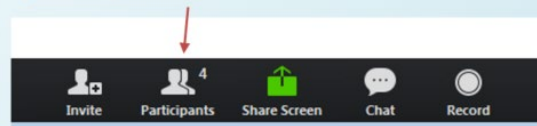
Join

4. Select if you would like to connect audio and/or video and click **Join**.

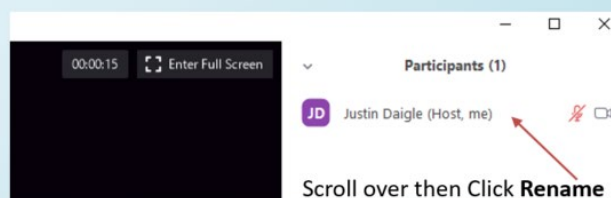
Change your display name

Please change your display name, so your attendance can be recorded.

Click the **Participants** button at the bottom of the screen.



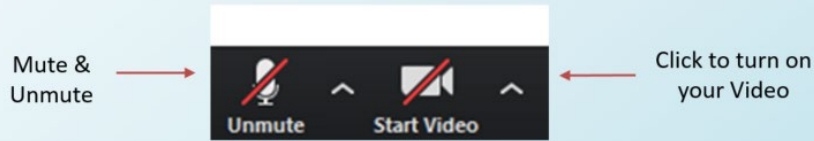
Scroll over your name. Click **Rename**. Enter your first and last name, and your role.



Using your video and microphone

Click **Start Video**. Click again to turn video off.

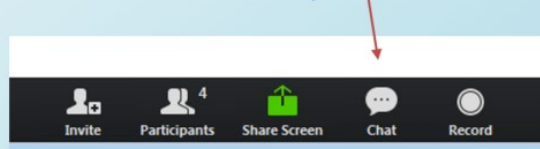
Click **Unmute** when you are speaking. **Mute** yourself when listening.



Using the chat

If you have a question or comment, click **Chat** button and type.

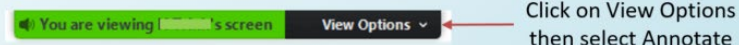
If you want to message the facilitator directly, you can choose their name from the drop-down list.



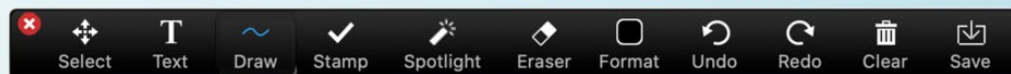
Annotation

During the presentation, you might be invited to annotate on the shared screen during some activities (for example: draw, stamp, or type words).

To annotate, hover mouse to top of screen and click on **view options**, then select **annotate**.



Choose how you would like to annotate from the menu.



For annotate function on phone, tap on screen, then on pen  in left corner to show annotation options.

Annotations will be visible to all participants.