

Tips for Zoom Meetings

How do I invite a participant into a Zoom Meeting?

- Find and click on “New Meeting” and select “start with video” as your option.
- At the bottom of the Zoom taskbar, select the tab that says “Invite”, select “Email” you may either 1) send the invitation by your default email (requires you to set up Outlook) or 2) click on “Copy URL” then copy and paste the link to your Outlook email. *The benefit of 1) allows for a quick automation of the URL link and email message.

Can I make another participant the host of our Zoom Meeting? When might I want to do this?

- Yes, to do so you want to start a Zoom meeting by inviting the individual first to join the video call. Once joined, navigate the bottom of the Zoom taskbar and click on “participants”. To the right of your screen will be a list of all the participants in the video call. Beside each name there is an option to make the “host” of the Zoom meeting. Making them the host means they have specific functions to manage the call going forth. You may want to give someone else the host status in the event they are an interpreter or a case coordinator who would benefit from being the one to invite the client to the Zoom Meeting.

Can I make the informed consent forms viewable on our Zoom Meeting for everyone to see?

- Yes, to do this, as the host you need to go the bottom of the Zoom taskbar and click on “Share Screen”, once you select that, you will be able share the informed consent in Word document. This way, both you, interpreter, and the client will see your screen and go over any paperwork together. This is helpful for the interpreter as they will can help you go over informed consent at ease.

Can I make someone else a co-host?

- Yes, a co-host has the same added abilities as the host. For this to happen, you will need to log in to your Zoom account in a web browser and go to your “Settings” tab, scroll down and permit the function of co-hosts for Zoom Meetings

How can I disable the “record” function in Zoom Meetings?

- Log in to your Zoom account in a web browser, go to “Settings” tab (see tabs located on the left of your screen), select it and find at the top the “Recording” tab, click on that and then disable all recording settings for hosts/participants and cloud storage of recorded video calls.

Is it possible for me to hide non-video participants in Zoom Meeting? When might I want to do this?

- Yes, you can hide non-video participants in Zoom Meetings. To do this, you will need to log in to your Zoom account in a web browser, go to “Settings” tab (see tabs located on the left of your screen), scroll down and enable this feature.
- You may want to enable this function to help build therapeutic alliance between you (as the therapist) and the client by asking the interpreter to opt out of video so that they remain hidden in the Zoom Meeting.
- This is a preference and may or may not help with the facilitation of therapy.