

Zoom Cheat-Sheet

for parents & caregivers



A quick-start guide for getting started on the Zoom platform. Tips for before the meeting, how to join, waiting, and during the meeting.

Need more help? Type this address into your web browser for troubleshooting: <https://support.zoom.us/hc/en-us/sections/200305593-Troubleshoot>

Before the Meeting:

- Before joining a Zoom meeting on a computer or mobile device, you can download the Zoom app at www.zoom.com or on the app store. Pre-downloading the Zoom app beforehand will save time. If unable to download Zoom, you can bypass the Zoom application download process, and join a meeting directly from their browser. This is a workaround for participants who are unable to download, install, or run applications.

Joining a Meeting:

- There are multiple ways to join a Zoom meeting with your speech therapist. Your therapist will give you the best direction on this. However, below are some of the ways you could join the meeting. As well as a helpful video tutorial with multiple links to options on how to join can be found here: https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Zoom-meeting#h_01FNVYW0C2Q9DCJ8JVJ03BZJ0V

- **First things first: SELECT YOUR DEVICE/MODE:**

1. Via the Zoom app on Windows/Mac

Computer: Click "Join a Meeting" in your app. Sign in to Zoom and then click **JOIN**.

Enter your **PERSONAL MEETING ID** (this is the number associated with Dynamic Speech & Language Therapy and will be provided by your therapist in your calendar invite and welcome email). You do NOT need to be signed in to Zoom. Your meeting will work without having your own sign in. Select your computer audio and click **JOIN**.

Zoom App on
Windows/Mac Computer

zoom

Join a Meeting

Sign In

2. Via the Zoom website on

Windows/Mac Computer: In your web browser, type in "join.zoom.us" at top of screen. Enter in your **PERSONAL MEETING ID** (this is the number associated with Dynamic Speech & Language Therapy and will be provided by your therapist in your calendar invite and welcome email). Click **JOIN**. When asked if you want to open "Zoom meeting" click "**OPEN ZOOM MEETINGS BOX**".

Join a Meeting

Meeting ID or Personal Link Name

Your meeting ID is a 9, 10, or 11-digit number

Join

[Join a meeting from an H.323/SIP room system](#)

3. Via Email sent by your therapist:

Click the **JOIN ZOOM MEETING LINK** in your email or calendar invitation. Depending on your default web browser, you may be prompted to open Zoom.

Email invitation join link

Christy Bisconer is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

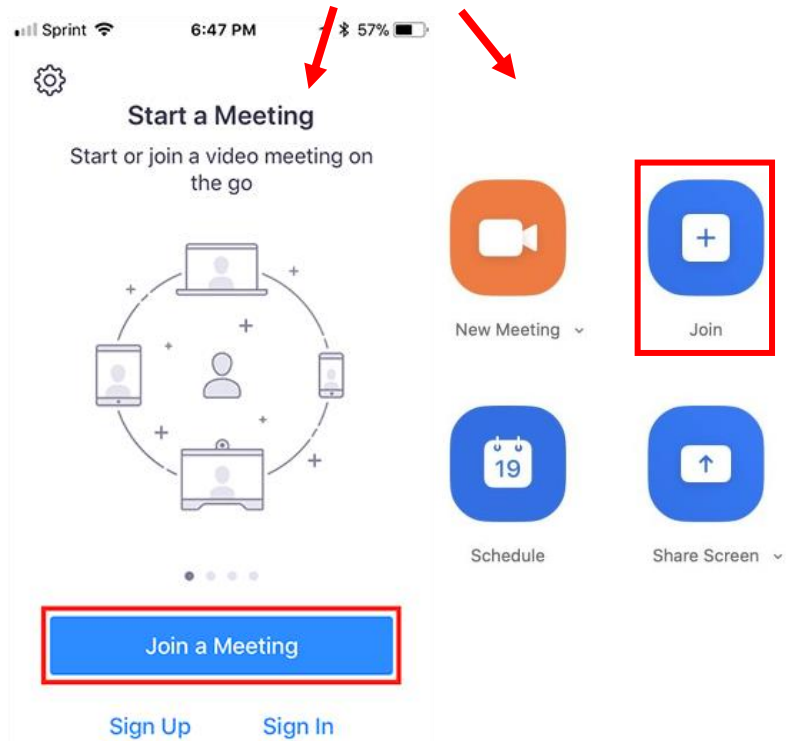
<https://us06web.zoom.us/j/3652076370?pwd=K1NNdHcvdnFPall5MlVFfa3lCSTJaQT09>

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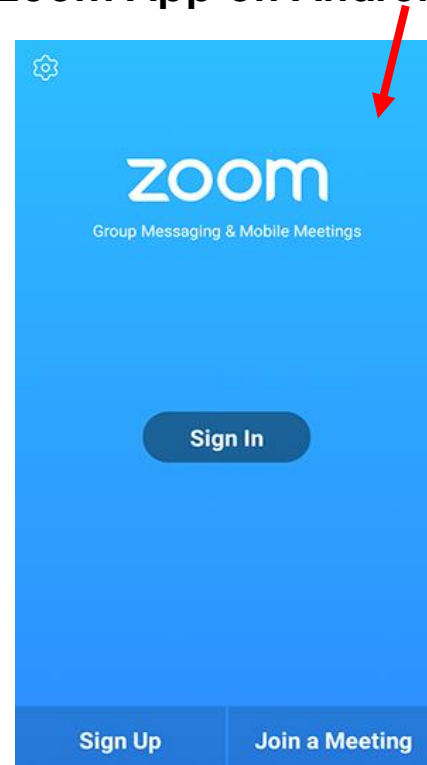
Joining Continued:

- 4. Via the Zoom app on iOS (iPhone, iPad, etc.):** Be sure you have downloaded the Zoom app via the App Store. Tap **JOIN A MEETING** (no need to sign in). Enter in your **PERSONAL MEETING ID** (this is the number associated with Dynamic Speech & Language Therapy and will be provided by your therapist in your calendar invite and welcome email). You do NOT need to be signed in to Zoom. Be sure your audio and video are on, and select **JOIN**.
- 5. Via the Zoom app on Android:** Be sure you have downloaded the Zoom app via the Google Play Store. Tap **JOIN A MEETING** (no need to sign in). Enter in your **PERSONAL MEETING ID** (this is the number associated with Dynamic Speech & Language Therapy and will be provided by your therapist in your calendar invite and welcome email). You do NOT need to be signed in to Zoom. Be sure your audio and video are on, and select **JOIN**.

Zoom App on iOS



Zoom App on Android

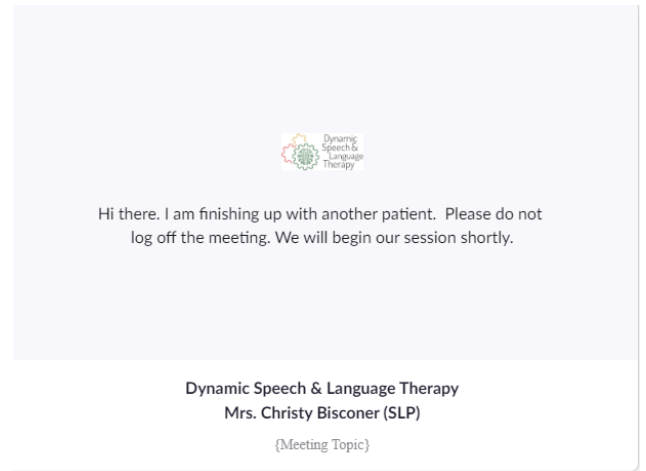


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Waiting for the Host (therapist) to Start the Meeting:

- If your therapist hasn't started broadcasting (meaning he/she is not yet on your screen), you'll receive the following message (see right image). Just patiently wait a few minutes for your therapist to jump on! **DON'T LOG OFF OR HIT "END/LEAVE MEETING"!**



During the Meeting:

You as the parent/caregiver have a few controls during the meeting. Here are a few common ones:

- **CHAT:** You can open a chat window by clicking **CHAT** (see pic to right). This is a great feature to have in case someone's speakers aren't working or are not on. You can alert each other via CHAT if you can't hear one another.
- **REMOTE CONTROL:** Your therapist may give you **REMOTE CONTROL**. This means, he/she is giving you/your child access to what he/she is seeing on his/her screen. This is GREAT for teletherapy because now your therapist can use any worksheet, document, website with you! It also makes the teletherapy platform more interactive, fun and engaging. On some devices, you may see a button that says something like "Tap here to control screen remotely." Be sure to press that button for control! Control will be touch screen if you have a touchscreen device, or you'll control via a computer mouse depending on your device/computer. *Remote control does not work on iPads or Chromebooks. It is best to use a laptop or desktop computer for teletherapy.

TIPS FOR TELETHERAPY

- The use of a phone for teletherapy is **NOT RECOMMENDED!**
- Find a quiet place with limited distractions and background noise. If the child is under 8yo, I recommend a parent/caregiver be present during the teletherapy session.
- **PATIENCE:** Technology works great...when it works! Patience and understanding is so important when starting out with teletherapy. It may take a few sessions to get into the hang of it, but practice and consistency are key!



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