



Supporting the hospice
is a piece of cake




Video Chat Using Zoom



You will need to have downloaded the Zoom app from your app store of choice, and created an account on your chosen device. You must then find your contacts via search or asking them their screen names.





Place a group video call by 'scheduling a meeting'

1. Open the app.
2. Select 'Schedule' (the calendar icon). 
3. Select the relevant options to set up your 'meeting'.

Invite participants (send a meeting invitation)

1. Click the 'Meetings' tab. 
2. Select your scheduled meeting. 
3. Choose 'copy'.
4. This copies the contents of the zoom invitation for this particular meeting so you can paste it into an email or instant message to anyone you wish to invite.

Starting and joining a meeting

1. Select the meetings icon. 
2. Select 'Start'.
3. If you are not running the meeting you can join by selecting the 'join' icon and entering the meeting number (found in the invite). You can also click the direct url in the invitation and use it via a browser window. 

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