



TelePsychology Meeting Options and Instructions - ZOOM

Step One: Booking the Appointment for TelePsychology

- When booking the appointment online, please ensure you have clearly indicated the session is for **TelePsychology**. You can now book online and select “**TelePsychology Services**” as your appointment type. This will automatically book you in for a TelePsychology/Telehealth session.
- If you are uncertain about booking you can also email your treatment provider directly to confirm the session is for TelePsychology (all emails are found on our website – chorneyandassociates.com – on the Contact page).
- Please do **NOT** book a ZOOM session and send the invitation to us. For privacy and confidentiality/security reasons we will always send you the invitation.

Step Two: Ensure We Have the Correct Contact Information

- In order to contact you we need your correct **email address** (you should have received either confirmation emails or appointment reminder emails from our practice software at the time of booking).
- At least one (or more) **phone numbers** where we can call you in case of any technical challenges

Step Three: Right Before Meeting Time

- **For ZOOM Meeting Users:** You should have received an email from your treatment provider inviting you to join a Zoom Meeting that contains a link within the email (*see picture below*). Please click on that link **BEFORE your scheduled meeting time** (highlighted below) to ensure you have ZOOM installed on your browser/tablet/phone

Topic: Daniel Chorney's Zoom Meeting

Time: Mar 15, 2020 10:30 AM Halifax

Join Zoom Meeting

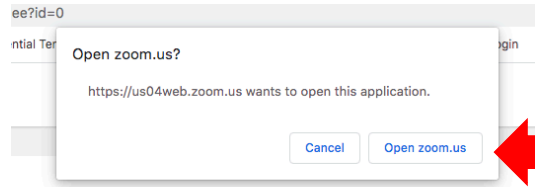
<https://us04web.zoom.us/j/630428860?pwd=LytaMmxkcWR0MFY5ZUpPSU5lZ1pQZz09>

Meeting ID: 630 428 860

Password: 096836

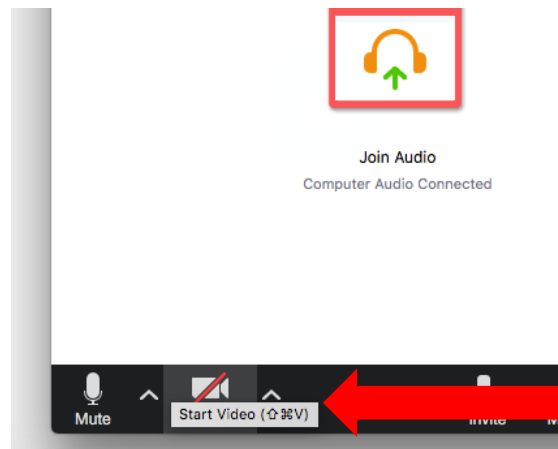
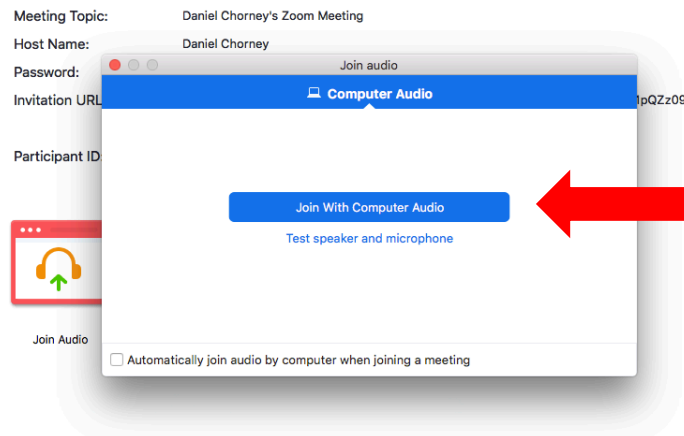
Step Four: Start Your Meeting

- Click on the link that says “Open zoom.us” (you may be asked to install the ZOOM software – please allow this in order to continue).



Step Five: Connect Your Audio and Video

- Click on the blue box that says “Join With Computer Audio” and click the “Start Video” button next. You’ll know it’s working if you can see yourself on-screen. Ensure the volume on your device is turned up (laptop volume, iPad volume, etc) if you can’t hear anything.



Troubleshooting: Video Instructions for Joining a Meeting

Step 1: How to Join a Zoom Meeting:

<https://support.zoom.us/hc/en-us/articles/201362193-How-Do-I-Join-A-Meeting->

Step 2: Using Zoom Controls (within session)

<https://support.zoom.us/hc/en-us/articles/201362603-What-Are-the-Host-Controls->