

GETTING STARTED GUIDE ANDROID: ZOOM & HOW TO SCHEDULE A MEETING

UPDATED: 04/14/20

DETAILS: Quick guide to install Zoom, Schedule, and Execute a Meeting for Android mobile devices.

If interpreter services are needed while using Zoom, click [here](#) for directions.

Use the Links below to take you directly to that page

Page 1: [Setting up Zoom on your Android device](#)

Pages 2-3: [How to Schedule a Meeting](#)

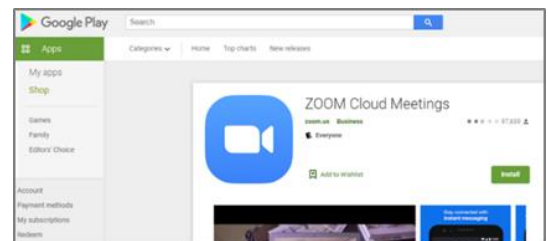
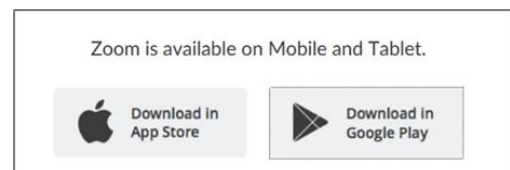
Page 4: [Executing a Zoom Meeting & Appendix: Settings](#)

Setting up Zoom on your Android device

1) Download Zoom Cloud Meetings App

<https://zoom.us/support/download>

To obtain an AAH Zoom License and/or to get Zoom pushed out to your AAH device, please email AAH-zoomintake@aaah.org. In your email please include **1. your business reason for needing Zoom, 2. your AAH workstation ID and 3. your AAH email (no personal emails)**. For all other inquiries regarding video visits (Haiku/Canto/Zoom, etc) please contact the Service Desk Physician Hotline at WI: 414-647-3035, Opt.3 or IL: 630-990-7020, Opt. 3

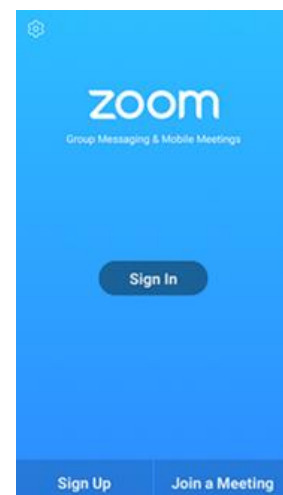


2) Sign in and Join

Open the Zoom app and sign into your AAH account to access all features. You **MUST** have a corporate account to remain HIPAA compliant.

NOTE: DO NOT SIGN UP FOR A PERSONAL ZOOM ACCOUNT.

You can join a meeting without signing in. Tap the gear icon to access basic meeting settings if you join without signing in.



How to Schedule a Meeting

1) Login to the Zoom app on your Android device

Click on the **Schedule** icon. This will open the scheduler window.



Schedule

2) Select Meeting Settings

Some of these options might not be available if they were disabled and locked to the off position at the account or group level.

Topic: Enter a topic or name for your meeting.

Date, From, To: Select a date and time for your meeting.

Time Zone: By default, Zoom will use your device's time zone setting. To change the time zone, click this field.

Repeat: Choose if you would like a recurring meeting (the same meeting ID for all occurrences).

Personal meeting ID: Meeting ID should **ALWAYS** Generate Automatically, do **NOT** use a personal ID

Host video on when starting: Choose if you would like the host video on or off when joining the meeting. Even if you choose off, the host will have the option to start their video.

Participant video on when joining: Choose if you would like the participants' videos on or off when joining the meeting. Even if you choose off, the participants will have the option to start their video.

Audio Options:

Pick your audio connection: Choose whether to allow users to call in via Device audio, Telephone, or Both.

Select dial-in country: Select dial-in numbers to display in the meeting invite. Tap and drag each country to re-arrange the order.

Meeting password (Required): Enter a password that participants will be required to input before joining your scheduled meeting.

Advanced Options:

Allow join before host: Allow participants to join your meeting before you. **This should be turned off so no one can enter the meeting.**

Alternative hosts: Select users in the same organization to allow them to start the meeting in your absence.

Schedule a Meeting

Topic:

Grant MacLaren's Zoom Meeting

Start: Tue January 8, 2019 11:00 AM
 Duration: 1 Hr 0 Min
 Time Zone: (GMT-08:00) Pacific Time (US and Canada)

☐ Recurring meeting

Video

Host: ☒ On ☐ Off Participants: ☒ On ☐ Off

Audio

☐ Telephone ☐ Computer Audio ☒ Telephone and Computer Audio

Dial in from United States [Edit](#)

Options

☐ List on Public Calendar [?](#)
☐ Require meeting password

[Advanced Options](#) [v](#)

3) Finish Scheduling

Add the meeting to your default calendar app.

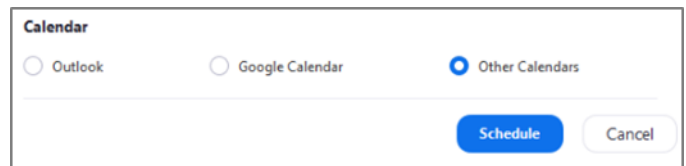
Tap **Done** to finish scheduling.

Notes:

A non-recurring meeting ID will expire 30 days after the meeting is scheduled for. You can restart the same meeting ID as many times as you would like, within the 30-day period.

A recurring meeting ID will expire 365 days after the meeting is started on the last occurrence. You can re-use the meeting ID for future occurrences.

Scheduled meetings can be started at any time before the scheduled time. The links will not expire or become invalid unless it is past the 30 day period for a non-recurring meeting, has not been used for over 365 days for a recurring meeting, or has been deleted from your Zoom account. An instant meeting link will expire as soon as the meeting is over.



4) Send the Patient a Meeting Invite

Open the Zoom app and tap the **Upcoming** icon.



5) Copy the Invitation

Select the meeting that you want to copy the invitation for.

Tap **Add Invitees**.

Select to send it as an email. Be sure you send the email using the Encryption guidelines.

Aurora email users: when sending an email with PHI, type [encrypt] in the subject line to encrypt the email.

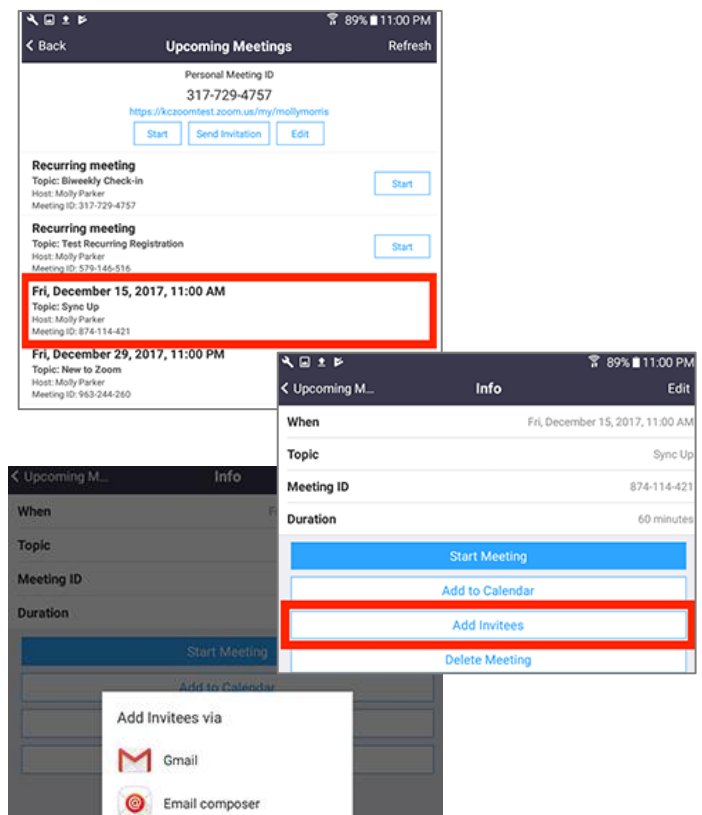
Advocate email users: when sending an email with PHI, type phi-encrypt in the subject line to encrypt the email

AAH email users:

When sending an email with PHI, type [encrypt] in the subject line to encrypt the email.

*Don't include any confidential information in the subject line.

Contact the Service Desk if you to continually send confidential data.



Executing a Meeting

1) Start the Meeting

Open the App and click on the **Upcoming** icon.

Click **Start** next to the meeting you want to start.



Upcoming

Biweekly Check-in

Meeting ID: [redacted]

Start

2) During Meeting Options

The host controls will appear at the bottom of your screen, except for End Meeting (appear at top next to Meeting ID).

Using the **More** tab, you can click on **Advanced Settings** to use the below options:

Lock Meeting: prevent any new participants from joining the meeting.

Put Attendee in Waiting Room on Entry: have participants enter a waiting room where you can admit them.



Record

Disconnect Audio

Lock Meeting

When enabled, new attendee can't join this meeting.

Lock Share

When enabled, only host can share content.

Mute Upon Entry

Play Enter/Exit Chime

Put Attendee in Waiting List

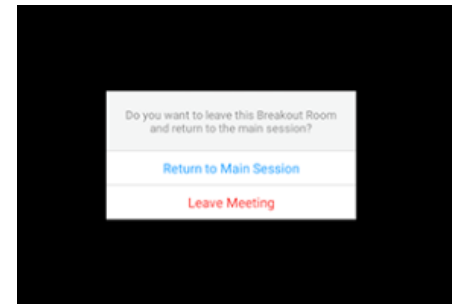
Allow Attendees Chat To: Everyone >

3) End the Meeting

Click on **End** at the top of your screen.

Click **End Meeting** to end the meeting completely.

To keep the meeting running, you would need to assign a host before you choose **Leave Meeting**.



Appendix: Settings

Tap **Settings** to view meeting and chat settings.

Tap your name to change your profile picture, name, and password.

Contacts: Find phone contacts that are using Zoom, and approve contact requests.

Meeting: Change settings for enabling/disabling your microphone, speaker, or video when you join a meeting.

Notifications: Change when Zoom notifies you of new messages.

About Zoom: View the app version and send feedback.

