



## **ZOOM™ Application Tip Sheet**

Zoom is a videoconferencing tool that UMMC Dermatology will use to virtually connect with you

One of our UMMC Dermatology team members will contact you to discuss and help schedule your telehealth appointment

During scheduling, you will need to provide our UMMC Dermatology team with your email address to help us schedule your telehealth visit

**If connecting with us via a tablet or smartphone, please follow the steps below:**

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### **Before the visit:**

- 1) Go to the app store on your smartphone or tablet and download the Zoom app prior to your appointment
  - a. You will not need to login or create a Zoom account unless you simply want to for other personal use
- 2) You will receive an email prior to your appointment with a direct link to your Zoom appointment
  - a. You should click on the Zoom appointment link 5 minutes before your scheduled appointment – you do not need to click on the link more than 5 minutes before your appointment
  - b. Your UMMC Dermatology provider will arrive at the time of your appointment
  - c. Make sure you are in a well-lit, private area with little background noise
  - d. Take any relevant photos using the smartphone or tablet you plan to use for the visit – this is not required but providing us with a still image may help us to better treat you

## During the visit:

Once it is time for your appointment and you have accessed the Zoom application:

- 1) Make sure you are **unmuted** so we can hear you (microphone icon)
- 2) Make sure you are **sharing video** so we can see you (video camera icon)
- 3) To access: Voice sharing, Video sharing, Share content, Participants, etc. tap the screen of your device anywhere and those options should appear at the top and bottom of the screen during the session
- 4) Zoom allows you to share pictures using the **Share Content** button as needed
- 5) Zoom allows you to toggle between front and rear-facing cameras as needed
- 6) Please use the Zoom screenshot below to familiarize yourself with the various tools within the application prior to your visit

