



## Virtual Consultations – GP/Consultant Start Meeting Guide

## **Pre-requisites:**

- Zoom Account activated (see GP\_Consultant Setup Guide)
- 1. Open the Zoom application (sign in if required) and select the Meetings tab;



2. Here you will find all the Virtual GP/Consultant meetings that have been scheduled for you (shown in chronological order). Select the required meeting and click **Start**;

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			G Home	Chat	<b>U</b> Meetings	Contacts		Q Search	¢;
C	Upcoming	Recorded +							
963-393-2567 My Personal Meeting ID (PMI) Meeting hosted by Everyone ~ Thu, Mar 26		9:00 - 10: Meeting I Host: Mie	<b>Virtua</b> 00 D: 969-692-83	I Consul	tation - D	r Gray and	John Smith		
Spire and 9:00-1 Host: Meeti	<b>e Virtual Consulta John Smith</b> 10:00 Michael Gray ing ID: 969-692-837	tion - Dr Gray	Show Mee	eting Invitation	opy Invitation		X Delete	Join from a Room	
Spire Jane 11:00 Host: Meeti	e Virtual Consultatic Jones -12:00 Michael Gray ing ID: 952-499-702	n - Dr Gray and							

3. Your meeting will begin, and the patient will join the meeting from their own device. All meetings are auto recorded. During the meeting, using the controls at the bottom of the window, you can **Mute** or **Stop Video**;







4. You can Share Screen with the patient;



5. At the end of your meeting select End Meeting;



6. Then select End Meeting for All;

End Meeting or Leave Meeting?	×
To keep this meeting running, please assign a Host.	
I'd like to give feedback to Zoom	
End Meeting for All Leave Meeting	Cancel

Within 20-30 minutes of ending your meeting, you will receive an automated email with a link to your recorded meeting.

Within 24 hours of ending your meeting, you will receive an automated email with a link to your automated transcription.