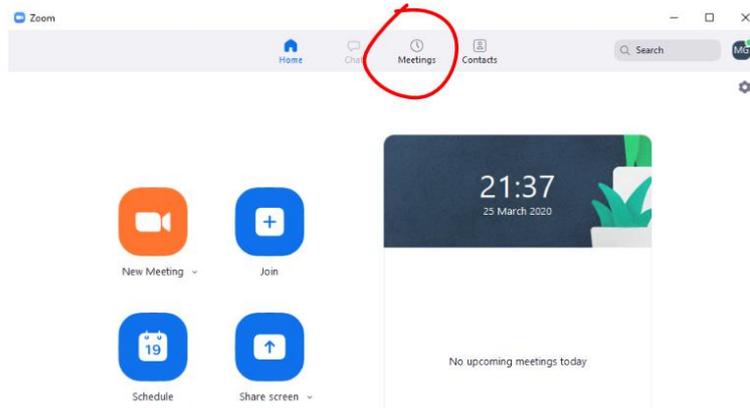


Virtual Consultations – GP/Consultant Start Meeting Guide

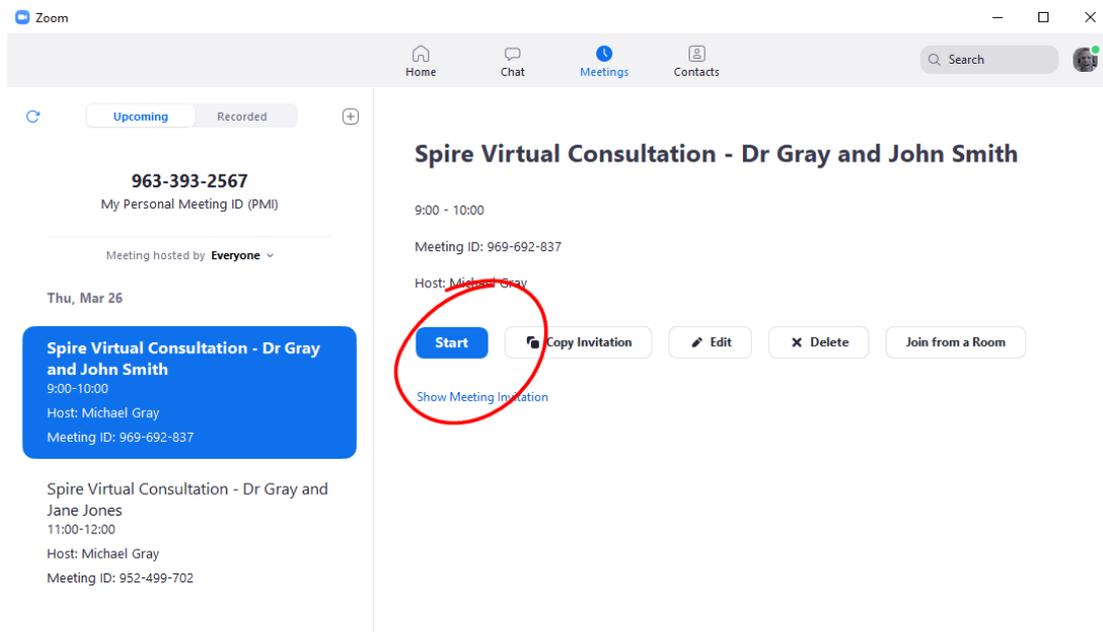
Pre-requisites:

- Zoom Account activated (see **GP_Consultant Setup Guide**)

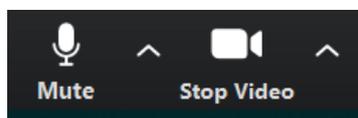
1. Open the Zoom application (sign in if required) and select the Meetings tab;



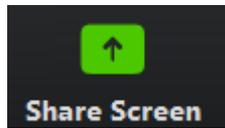
2. Here you will find all the Virtual GP/Consultant meetings that have been scheduled for you (shown in chronological order). Select the required meeting and click **Start**;



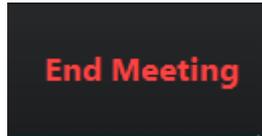
3. Your meeting will begin, and the patient will join the meeting from their own device. All meetings are auto recorded. During the meeting, using the controls at the bottom of the window, you can **Mute** or **Stop Video**;



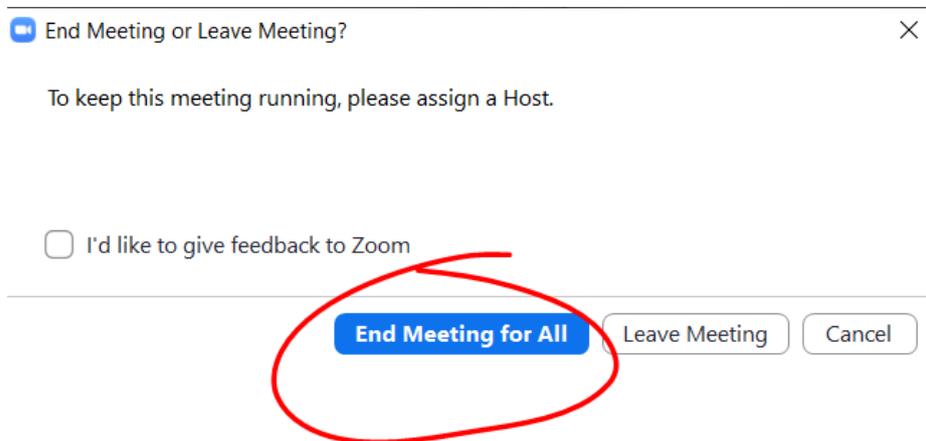
4. You can **Share Screen** with the patient;



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



6. Then select **End Meeting for All**;



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.