

# Second Opinion Enterprise Tutorial Joining a Video Call

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# Joining a Zoom Video Call

There are several ways to join a Zoom video call.

1. Click on the Zoom Meeting link included in the email or SMS text notification received.
2. Click on the Zoom Meeting link included in your calendar / schedule.
3. Click on the Meeting ID in the Video Meeting section on the Enterprise Dashboard.
4. Run the Zoom app and manually type in the Meeting ID.

## Join Zoom Meeting from Notification

When a new or updated Zoom meeting is created using the Enterprise Portal, all of the attendees of the meeting will receive a Notification that contains details of the meeting. Included in this Notification is the Date, Time, Duration and a link to join the meeting. **Clicking** the **Zoom Meeting Link** will download and launch the Zoom app and you will be placed in the meeting.

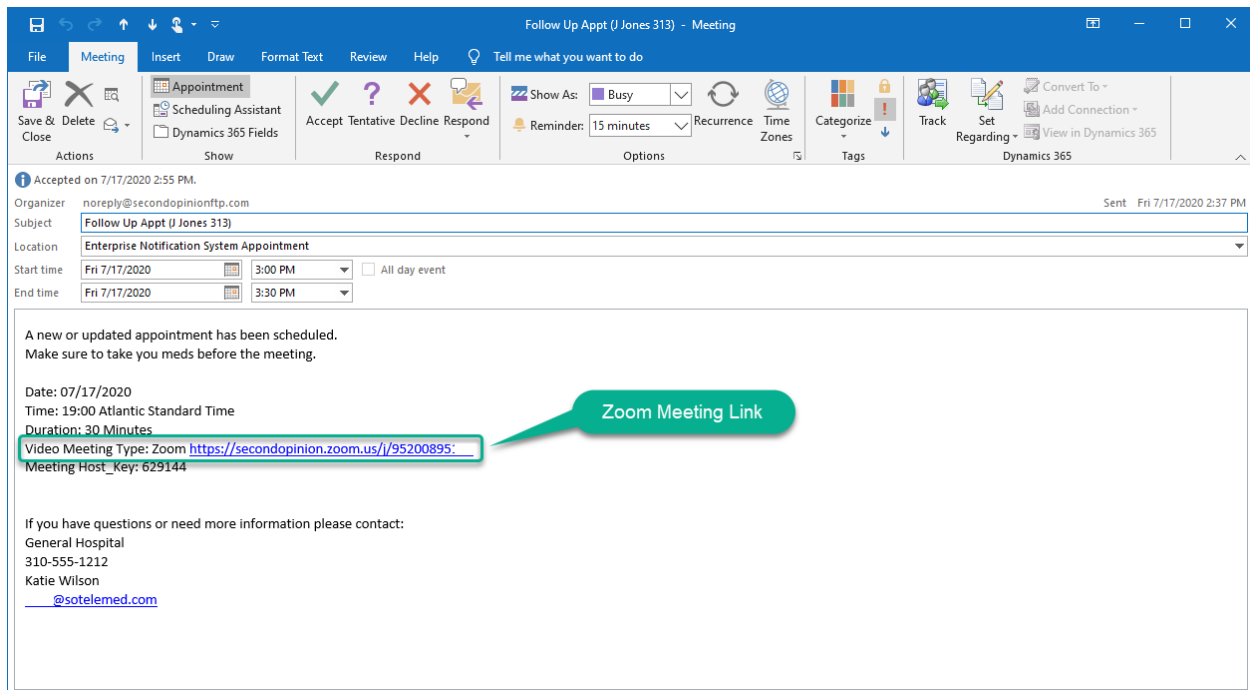
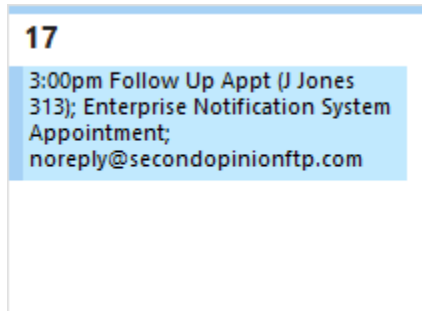
### Sample Notification

The screenshot shows a notification interface with the following elements and callouts:

- At the top, there are action buttons: "Accept", "Tentative", "Decline", and "Calendar...". A green callout bubble points to the "Accept" button with the text: "Accepting the Meeting will put it in your Calendar".
- Below the buttons is the sender information: "noreply@secondopinionftp.com" and the subject "Follow Up Appt (J Jones)".
- A "Required" section contains a message: "The organizer has not requested a response for this meeting." A red callout bubble points to this message with the text: "If there is a problem with the Date and Time of the Meeting, do not Decline the Meeting, Contact the Site to Reschedule".
- The "When" field shows "Friday, July 17, 2020 3:00 PM-3:30 PM".
- The "Location" field is partially visible.
- A calendar entry for "3 PM" is shown with the title "Follow Up Appt (J Jones 313); Enterprise Notification System Appointment; noreply@secondopinionftp.com".
- Below the calendar entry, a text block states: "A new or updated appointment has been scheduled. Make sure to take you meds before the meeting." This is followed by meeting details: "Date: 07/17/2020", "Time: 19:00 Atlantic Standard Time", "Duration: 30 Minutes", "Video Meeting Type: Zoom <https://secondopinion.zoom.us/j/95200895>", and "Meeting Host\_Key: 629144". A green callout bubble points to the Zoom link with the text: "Zoom Meeting Link".
- At the bottom, a yellow-bordered box contains contact information: "If you have questions or need more information please contact: General Hospital, 310-555-1212, Katie Wilson, @sotelemed.com".

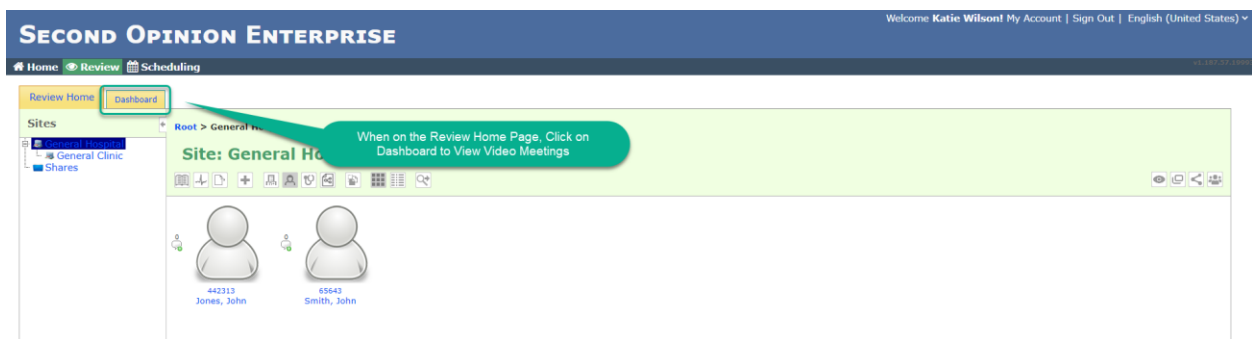
# Join Zoom Meeting from Calendar

If the Zoom Meeting was accepted into your calendar, you can open the Scheduled Meeting in your Calendar and **Click** the **Zoom Meeting Link** to join the meeting. Clicking the Zoom Meeting link will download and launch the Zoom app and you will be placed in the meeting.

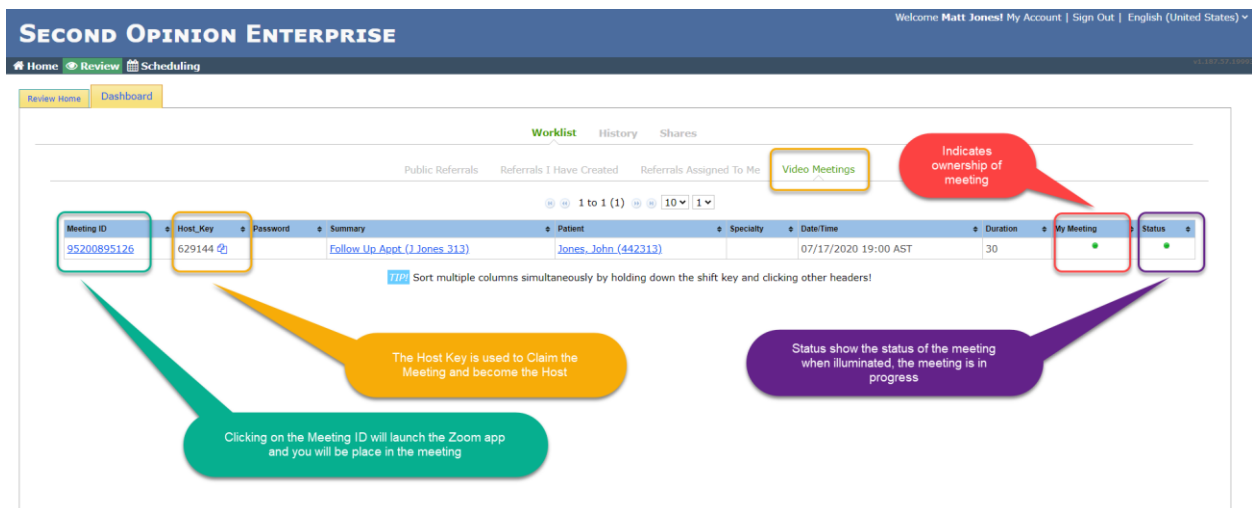


# Click on the Meeting ID in the Video Meeting section on the Enterprise Dashboard.

If you are a User of the Enterprise Portal, all of the video meetings you are associated with are visible from the **Video Meetings** section of your **Dashboard**. To view your **Dashboard**, log into the Enterprise Portal using your User Account, **Click** the **Dashboard** tab if it is not already visible, then **Click** the **Video Meetings** section.



From the **Video Meetings** section of the **Dashboard**, all of the scheduled video meetings that you are associated with for the day, are visible. **Clicking** the **Meeting ID** will join you into that meeting. The **Host Key** is a private key that can be used to Claim the Meeting to become the Host of the meeting. If **My Meeting** is illuminated, you are a Specialist and the video meetings is assigned to you. When the **Status** light is illuminated, the meeting is active, at least one person is in the room.

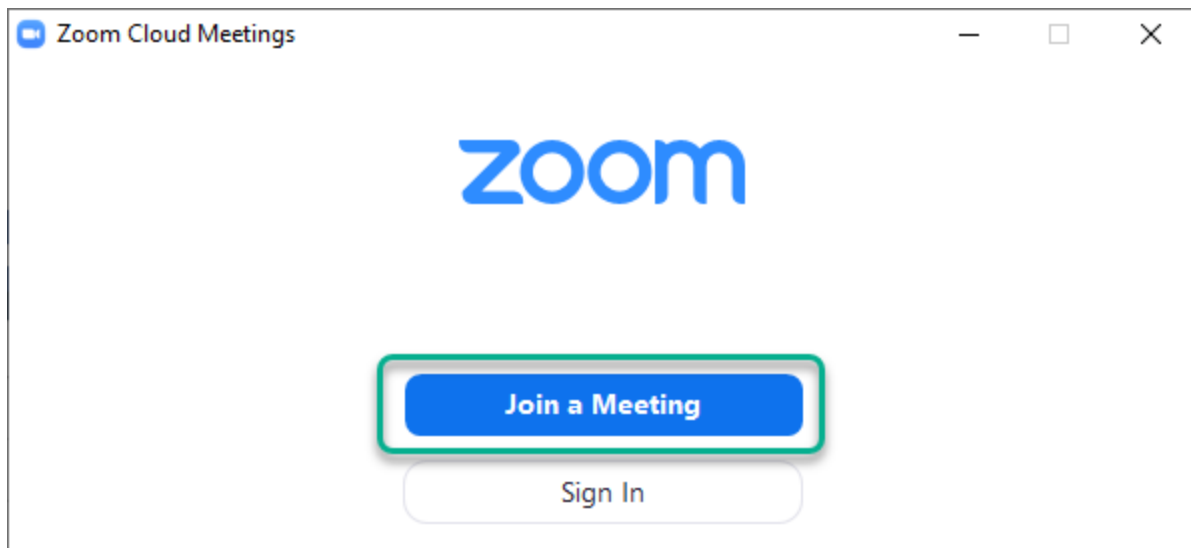


# Join Video Meeting from the Zoom Desktop / Mobile App

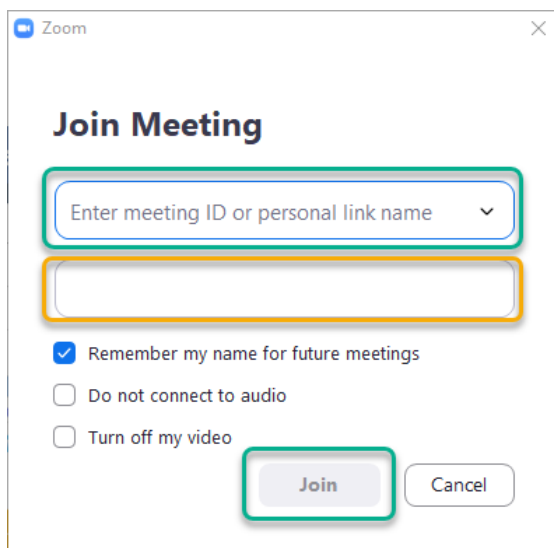
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If you already have the Zoom client installed on your computer / device, you can also join a Zoom Video Meeting by Running the Zoom client and typing in the Meeting ID included on the various notifications you received.

**Note:** For users that will be using mobile or tablet devices, it is recommended that you go to the appropriate App Store, **Search** for **Zoom** and **Install** the **Zoom Client** ahead of time.



**Note:** You do not have a have a Zoom account to join a scheduled meeting.



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For More Info or Technical Support Give Us a Call

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