Second Opinion Enterprise Tutorial Joining a Video Call

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Joining a Zoom Video Call

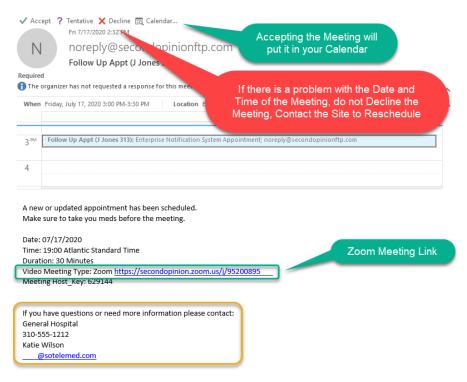
There are several ways to join a Zoom video call.

- **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



Join Zoom Meeting from Calendar

17

Appointment;

3:00pm Follow Up Appt (J Jones 313); Enterprise Notification System

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.

noreply@secondopinionftp.com		
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File Meeting Insert Draw Format Text Review	Help Q Tell me what you want to do	
Appointment Scheduling Assistant	🗙 🙀 🔤 Show As: 🔳 Busy 🔽 📀 🍥 🛔 🗍 🍇	Convert To *
Save & Delete G * Close Accept Tentative De	cline Respond Reminder: 15 minutes Recurrence Time Categorize Track	Set Regarding + Wiew in Dynamics 365
Actions Show Respon		Dynamics 365
1 Accepted on 7/17/2020 2:55 PM.		
Organizer noreply@secondopinionftp.com		Sent Fri 7/17/2020 2:37 PM
Subject Follow Up Appt (J Jones 313)		
Location Enterprise Notification System Appointment		•
Start time Fri 7/17/2020 3:00 PM All day	/ event	
End time Fri 7/17/2020 3:30 PM 👻		
A new or updated appointment has been scheduled.		
Make sure to take you meds before the meeting.		
Date: 07/17/2020		
Time: 19:00 Atlantic Standard Time	Zoom Meeting Link	
Duration: 30 Minutes		
Video Meeting Type: Zoom https://secondopinion.zoom.us/j/952	00895:	
Meeting Host_Key: 629144		
If you have questions or need more information please contact:		
General Hospital 310-555-1212		
Katie Wilson		
@sotelemed.com		

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.

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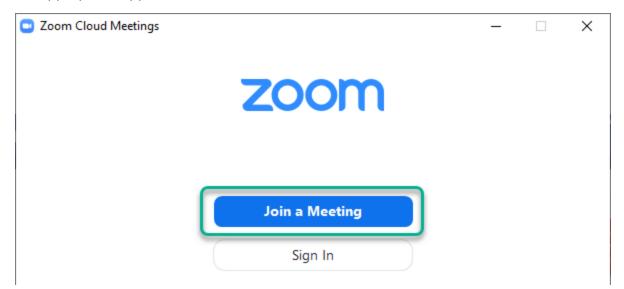
From the Video Meetings section of the Dashboard, all of the scheduled video meetings that you are associated with for the day, are visible. **Clicking** the Meeting ID will join you into that meeting. The Host Key is a private key that can be used to Claim the Meeting to become the Host of the meeting. 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.

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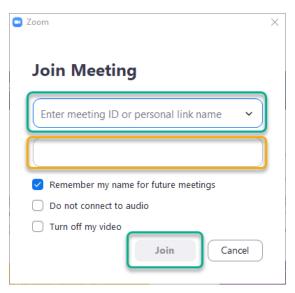
Join Video Meeting from the Zoom Desktop / Mobile App

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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