

AN INSTRUCTION GUIDE TO USING 'ZOOM' FOR A WELLBEING SERVICE VIRTUAL CBT COURSE

1. Type <https://zoom.us/> into your internet search bar or open to Zoom app.
2. On the Zoom home screen, click on the blue words 'sign in'. Enter your email address and password, then click on the big blue box reading 'sign in'. You will now be signed into your own personal Zoom account.
3. If using the internet link, on the top right-hand side click on the blue words 'join a meeting'. If using the Zoom app, click on the top right-hand blue box with a '+' sign inside it, with the word 'join' underneath it. Enter to meeting ID. The private meeting ID number was sent to you in an email from the Wellbeing Services. The meeting ID consists of a series of 9 numbers. Click on the blue box that says, 'join meeting'.
4. A box will pop up on your screen. Enter the meeting password. The private meeting password was sent to you in an email from the Wellbeing Services. The meeting password consists of a series of 6 numbers and letters (both capital letters and lower-case letters). Click on the blue box that says, 'join meeting'.
5. If you are early (e.g. the meeting starts at 10am but you are ready at 9:50am) you will have to patiently wait until the meeting opens at the time stated on your invitation. You will see the sentence 'please wait for the meeting host will let you in soon' on your screen. At the correct time when the meeting is scheduled to start, you will be allowed into the meeting.
6. A box will pop up on your screen. Click on the blue box that reads 'join with computer audio'. You are now in the Wellbeing Services virtual CBT group. Please read the information below about the features on your Zoom screen that we wish you to check before you sit back and listen to the group facilitator.

FEATURES ON YOUR ZOOM MEETING SCREEN

Video Camera

On your Zoom screen, you will see an image of a camera. If this image has a red line through it, this means that your camera is off. It is your choice if you wish to have your camera off or on for the Wellbeing Services virtual CBT group.

Sound

On your Zoom screen, you will see an image of a microphone. If this image has a red line through it, this means that your microphone is off. The group facilitator will mute your microphone when they are presenting the group materials. The group facilitator welcomes relevant comments, questions and discussions; you can unmute and turn your microphone on at this point.

Screen View

On your Zoom screen, you will either see an image of a white square which has 9 little white squares inside it, with the words 'gallery view' next to it; or you will see an image of a white rectangle with three white dots above it, with the words 'speaker view' next to it. You want your screen to be set to **SPEAKER VIEW** as this will mean that you see the group presentation and the therapist on a larger screen and yourself on a smaller screen above this. To switch between 'gallery view' and 'speaker view', click on the image.

Ask A Question to The Therapist in The Group Conversation

In the top right-hand corner of your screen, click on the image of three dots (...) alongside the text 'more'. Click on the text 'raise hand'. A hand image will appear in the top left-hand corner of your screen. The therapist will see that you want to ask a question. The therapist may not answer your question straight away however they will make sure to come back to you when they have finished what they are talking about.

Leaving the Meeting

If you want to leave the meeting at any point or if the meeting has finished, click on the red words on the bottom right hand corner of your screen that reads 'leave meeting'. Please note that if you leave the meeting you will not be able to get back into the meeting on this occasion, however you can return the following week for the next group session.

Click on the big blue letters 'Zoom' on the top left-hand side of your screen to take you back to the home screen.

Sign Out of Zoom

If you accessed Zoom through an internet link and wish to sign out, click on the home screen click on the blue text 'my account' on the top right-hand side of the page. Scroll to the bottom of this page (this page is your zoom profile). You will see in blue text 'sign me out from all devices', click on this. To sign out of your Zoom app, click on 'settings' in the bottom left hand corner, then click on your name/profile. Scroll to the bottom of your profile and click on the red 'sign out'.

Please note that due to confidentiality these group sessions will NOT be recorded by either the client or therapist UNLESS this has mutually discussed and agreed, and a consent form has been signed with the therapist.