UNIVERSITY OF ILLINOIS CHICAGO

Division of Specialized Care for Children

Zoom for DSCC Families

What is Zoom?

Zoom is an online video teleconference tool that lets you speak face-to-face virtually with your DSCC Care Coordination Team. The Zoom software also helps us ensure the privacy of your personal information as we talk about your child's care.

Online meeting tools like Zoom may be new to you. Here are a few tips to get you started and help your meeting go smoothly.

Joining a Zoom Meeting:

DSCC staff must set up the Zoom meeting to ensure the privacy of your personal information. You will receive an invitation by email that includes a link to your private Zoom meeting.

If this is your first time using Zoom, you may want to review the **Testing Your Zoom Capabilities** section at the end of this guide before your scheduled meeting time.

There are two ways to join a Zoom meeting:

- **Join on the Zoom App**
  (if you have already installed Zoom)
- **Join on your web browser**
  (No installation of Zoom software necessary)

Based on your choice, follow the appropriate step-by-step guide below.

Join Using the Zoom App

1. From the invitation you received by email, click the **Join Meeting Link**.

   Note that each invite is unique to a single meeting occurrence. Previous invitations should not be used to access current meetings.

   A launch screen appears.

Amanda Marie Simhauser is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting
https://uic.zoom.us/j/87040416126?pwd=MEFrRHVzbFFoSVB3T1B3TnVDQmlQdz09

2. Click **Launch Meeting**

The meeting opens. You may be asked to select which audio option you would prefer to use.
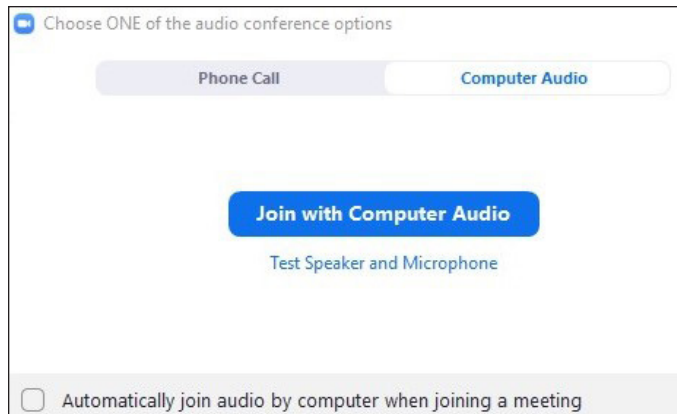
3. **Select the desired option of joining the meeting's audio**.

   Your options are:

   • **Computer Audio** will use your computer's microphone and speakers for the conversation. The meeting will open and prompt you for permission to use your computer's microphone.

   (Click the "Automatically join audio … "checkbox to use this option for future meetings and bypass this selection.)

   • **Phone Call** requires you to call into the meeting using a personal phone. Select the Chicago (312) option from the location drop-down and log in using the ID codes provided on the screen. You will use the Zoom window as well for the video portion of the meeting. *(Note that this may be a toll call if calling from a land-based line.)*


   Computer Audio:

   If you wish to use a headset or your computer's speaker and micro-phone, **Join with Computer Audio**.

   Join by Phone:

   If you do not have a microphone or sound available, you can join the meeting by phone. Click the Phone Call tab to use the dial-in option. The dial-in details are provided in the window (and are also provided in your invitation email).

   Once you have successfully joined by phone, click the X in the upper right corner to close the audio conference options window.
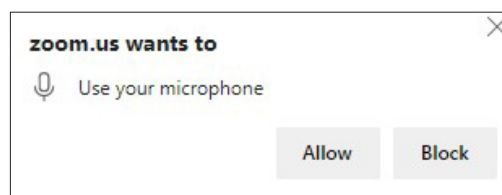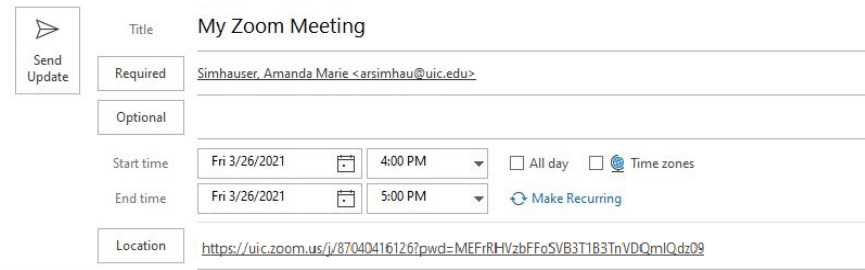
4. **The meeting appears**.

To Join the Meeting in Your Browser

1. From the email invitation you received, click the **Join Meeting Link**.

   Note that each invite is unique to a single meeting occurrence. Previous invitations should not be used to access current meetings.

2. Click **Join from your browser.**

   If this option does not automatically appear, click **Launch Meeting** again.

The **Join a Meeting** screen appears.
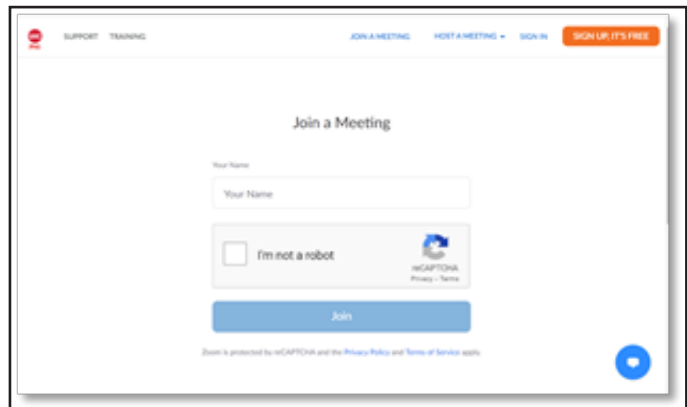
3. Enter your name.

   Your name will appear to the DSCC staff member hosting the meeting.

4. Click the **I'm not a robot** checkbox.

   You may be asked to confirm by selecting specific images.

5. Click **Join**.

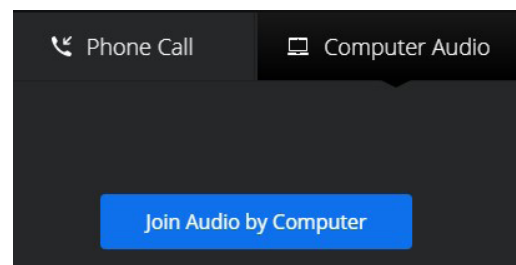   The meeting appears and you choose which audio option you prefer.

6. Select which audio option you will use during the meeting.
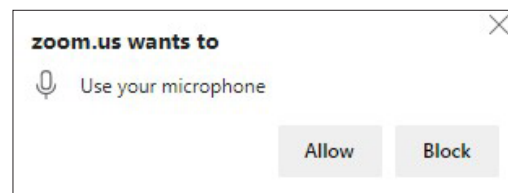
   Your options are:

   • **Computer Audio** will use your computer's microphone and speakers for the conversation. The meeting will open and ask for permission to use your computer's microphone.

   (Click the "Automatically join audio … " checkbox to use this option for future meetings and bypass this selection.)

- **Phone Call** requires you to call in to the meeting using a personal phone. Select the Chicago (312) option from the location drop-down and log in using the ID codes provided on the screen. You will use the Zoom window as well for the video portion of the meeting. *(Note that this may be a toll call if calling from a land-based line.)*

Once you have successfully joined by phone, click the X in the upper right corner to close the audio conference options window.

Testing Your Zoom Capabilities

It is a good idea to check if your computer meets the necessary Zoom requirements before you join your first meeting with DSCC. This check will help prevent issues during the meeting.

Join a Test Meeting

1. Click https://zoom.us/test to join a Zoom Test meeting.

   Proceed as described in the **joining a meeting** instructions above. During that process, you will have opportunities here to adjust your video and audio options to make sure both work.
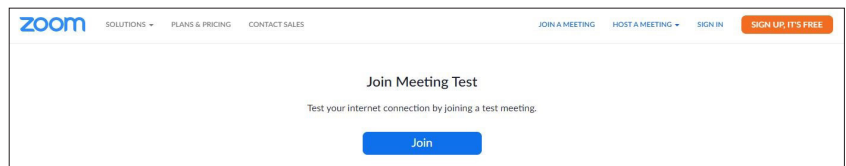
Test Your Internet Speed

Verify that your internet speed (sometimes referred to as "bandwidth") is sufficient for a zoom meeting.

1. Click http://speedtest.net to access the speed test feature.

2. Press GO to start a test of your connection speed.

   The test will take a few moments but will test three separate speeds: Ping, Download Speed and Upload Speed. Once these are complete, your results display.

   Generally, the recommended upload/download speed is 1.2Mbps to 1.5Mbps for the best experience. ('Mbps' refers to megabytes per second, which determines how much data can be passed to or from your computer through your connection. The higher those numbers are, the faster your connection.)