

WHAT IS ZOOM?

Zoom is a free online app and website that can be used for face to face consultations, coaching sessions, meetings and skills coaching/ demonstrations.

This is easy to use and a great option so that we can support you face-to-face wherever you are located in Western Australia.

WHEN TO USE ZOOM?

Zoom can be used in a variety of ways depending on what best suits you and your families needs. We have used Zoom for consultation on therapy goals and strategies, to complete functional screens, for parent coaching and for school meetings.

We find it is much nicer to be able to work together when we can see each other face to face. However, if you would prefer to consult over the phone, please let us know.

HOW TO USE

1. Your Key Therapist will be in touch to coordinate the best day/times for your regular weekly or fortnightly consultations.
2. Prior to your scheduled session, you can open the Zoom website and log in via <https://zoom.us/signin>
3. You can use a computer, a phone, or an iPad to “Zoom in” to the meeting.
4. Your Key Therapist will email you an invitation to a Zoom meeting.
5. You can either click on the email link or enter the meeting ID to join the meeting.
6. Make sure your camera and microphone are on.
7. Multiple computers, iPads and phones can link in at the same time making this a great way to share information with carers, individuals and their supports (school, daycare, community).
8. Start chatting!

TIPS

- During the meeting, the program dynamically detects who is talking and switches the video to the speaker view. So if you are observing or listening, it can be useful to mute, so the screen does not switch away from the main speaker at the time. This can be particularly useful if you’re conferencing with your key therapist and your child’s teacher.
- You can create a regular meeting room with your Key Therapist.
- Zoom can be downloaded for free on any computer, iPad or iPhone.
- With the free account you can host up to 100 participants and provide unlimited 1:1 meetings.
- You can use the group chat feature to share important information or ask questions.
- Make sure you have a microphone and camera on the device that you use to Zoom. Headphones can be useful as well.

If you have any questions, please don’t hesitate to get in touch with your key therapist.