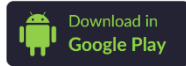


Use the instructions listed below to begin setup for attending your treatment through this online platform. Please consult the Zoom Letter of Intent for additional telehealth expectations for accountability court participants.

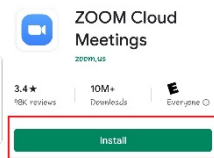


DOWNLOAD THE FREE ZOOM APP

- Visit GooglePlay Store or on the App Store and search for Zoom Cloud Meetings App.



- For all other devices, such as an iPad, Laptop or desktop computer, please visit the following website URL
<https://support.zoom.us/hc/en-us/articles/201362193-joining-a-meeting>
- Download the following app to your device.

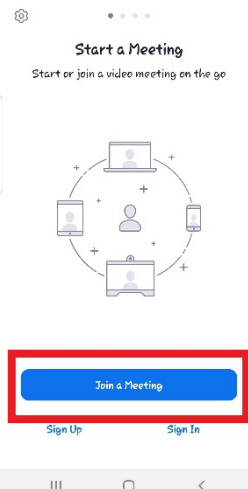


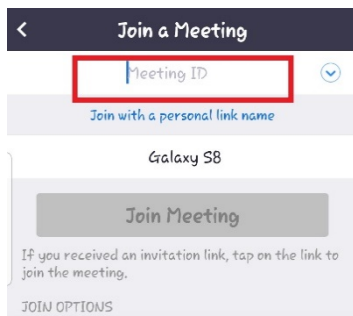
JOINING YOUR GROUP

- Once you have completed the download on your smart device or smart phone, follow the steps below to join your group meeting.
- Open the Zoom Application.

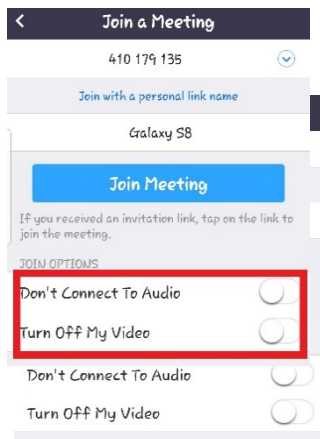


- Select > *Join a Meeting*

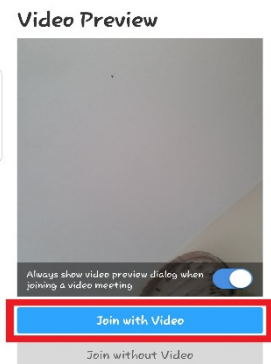




- You will need the *Meeting ID* number that will be listed in your most recent text/email notification from Treatment Services for each group session. This will be a 9 digit number.
- Select > *Join Meeting*
- Be sure that the *Don't Connect To Audio* and *Turn Off My Video* options are switched to OFF. The audio and video must remain on the entire time that you are in your treatment meeting.



- Select > *Join with Video*



- Once you have joined into the treatment meeting, simply wait patiently for your group facilitator to begin the meeting.

CONNEXIS NOTIFICATIONS

- All participants need to provide staff with a working phone number and/or email address.
- Prior to each scheduled group, the group facilitator will send out a text/email notification to you via Connexis Cloud, our case management software.
- The notification will state "Join Zoom Meeting" and will provide you with a Meeting ID. The notification will also provide you with a meeting room hyperlink and a phone number to call to access the meeting.
- If you do not have access to audio/video on your phone or device, you can call into the meeting using your cell phone. If you do not have the ability to use audio/video on your devices, and can only call in to your groups, you will need to communicate with your counselor for official approval to only access meetings via phone calls.
- Treatment Services staff will be utilizing Connexis to send notifications for all Zoom activities. It is your responsibility to access and follow-up on all of the information communicated to you.