



OFFICER GUIDE

## HOW TO INITIATE A ZOOM MEETING AND ADMIT VISITORS

This guide will show you how initiate a Zoom meeting using a pre-existing account and admit visitors to the meeting

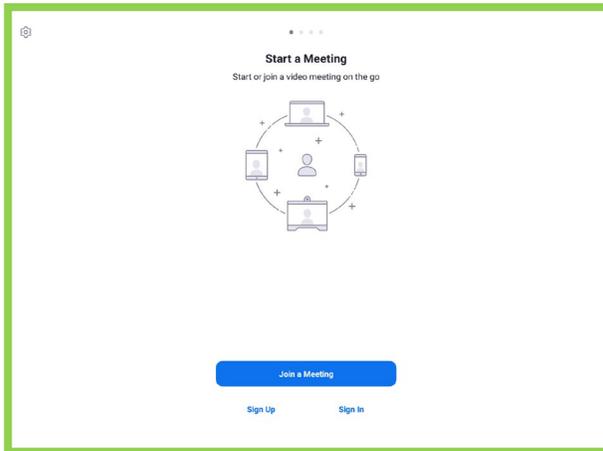
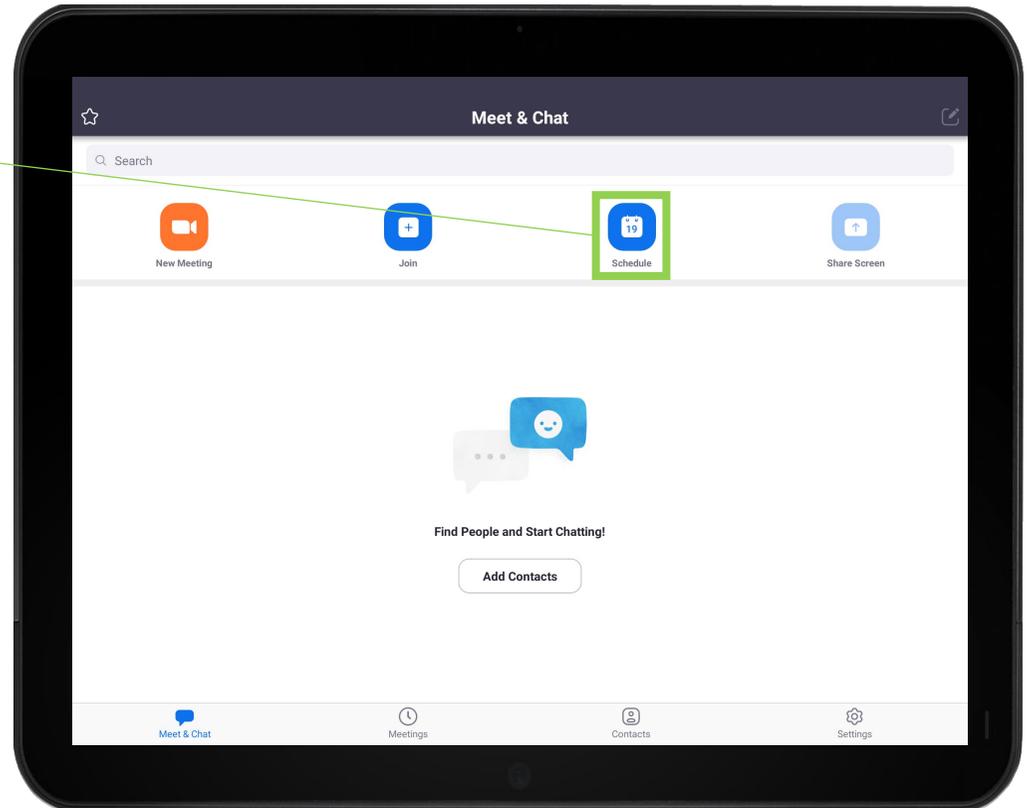
# SCHEDULE A NEW MEETING

## STEP 1

The tablet should be locked into the Zoom app on this screen

To start a new meeting, tap Schedule

*If you see a screen like below, you will need to sign the tablet into a Zoom account. Please see [Appendix A](#) for instructions on how to do this*



# SCHEDULE THE MEETING

## STEP 2

On the Schedule Meeting screen, change the

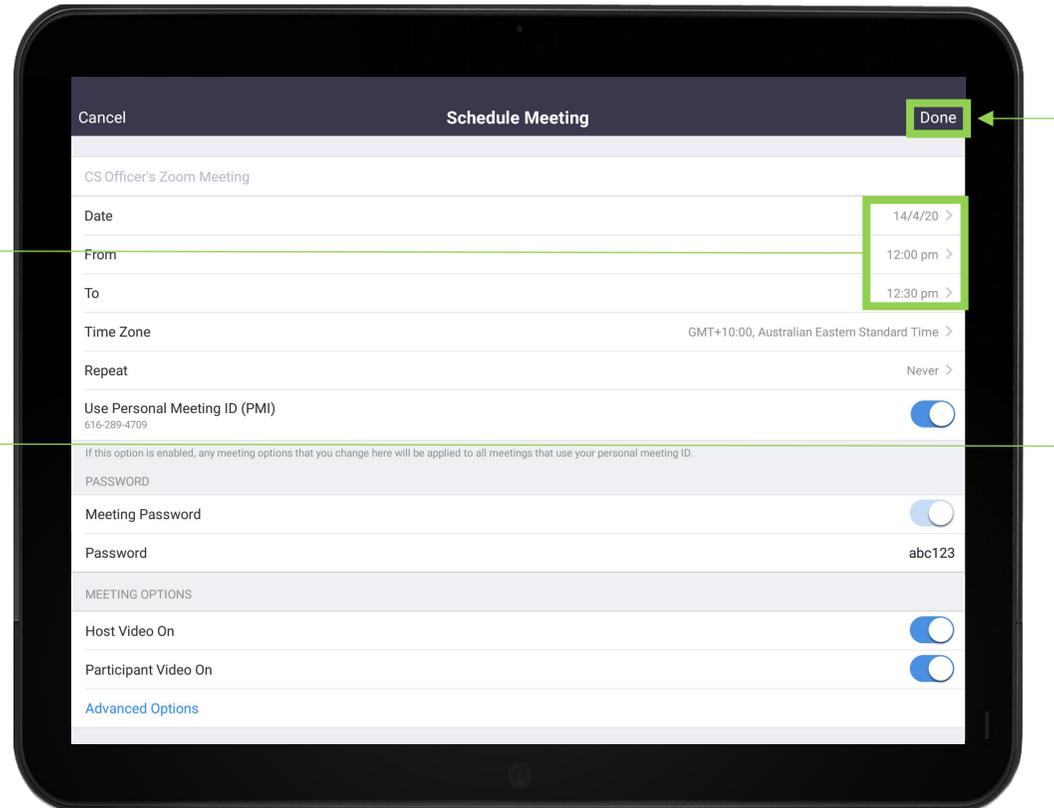
Date

From

To

Make sure all other settings are as pictured in the screenshot

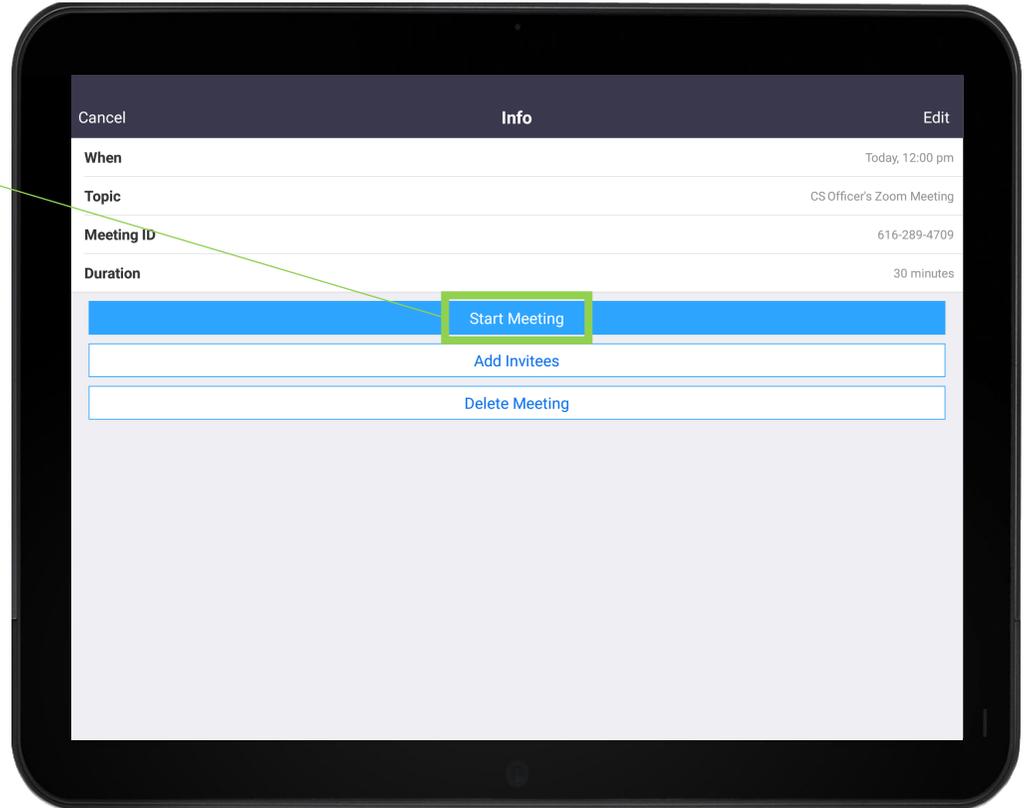
Select Done



# START THE MEETING

## STEP 3

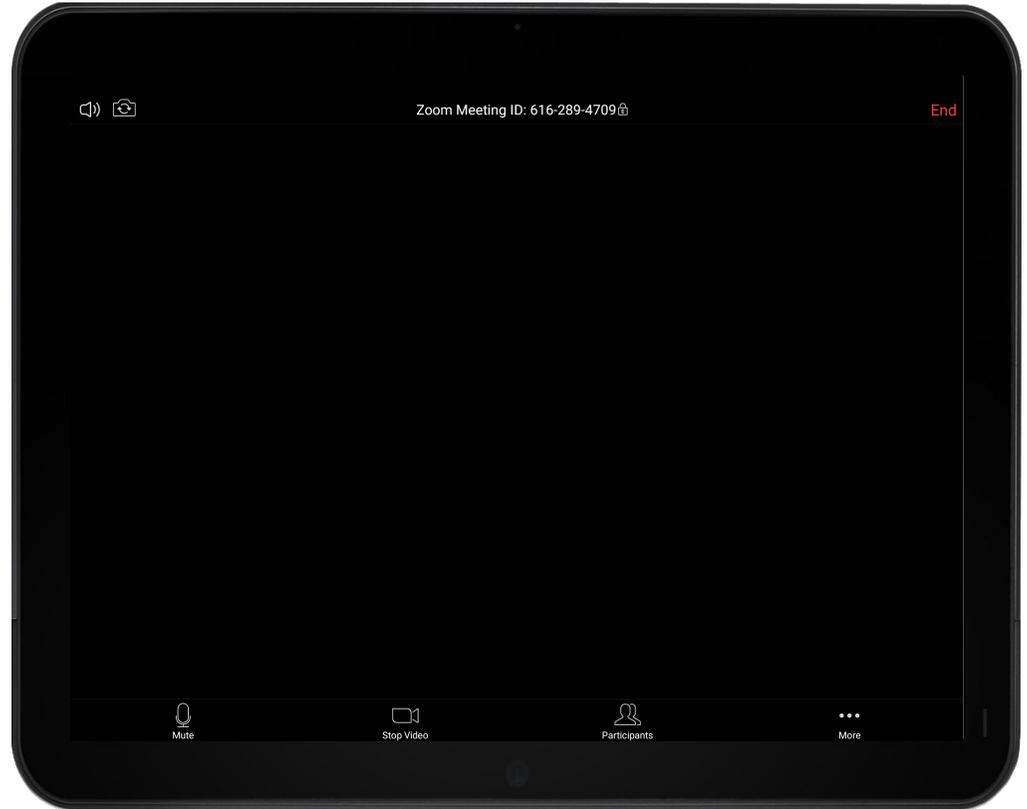
Select **Start Meeting** to begin the meeting



# DURING MEETING

## STEP 4

The meeting has now started and the visitors can join from their devices



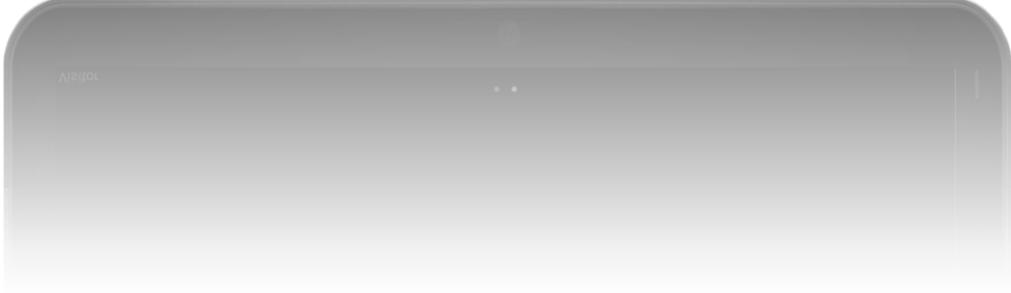
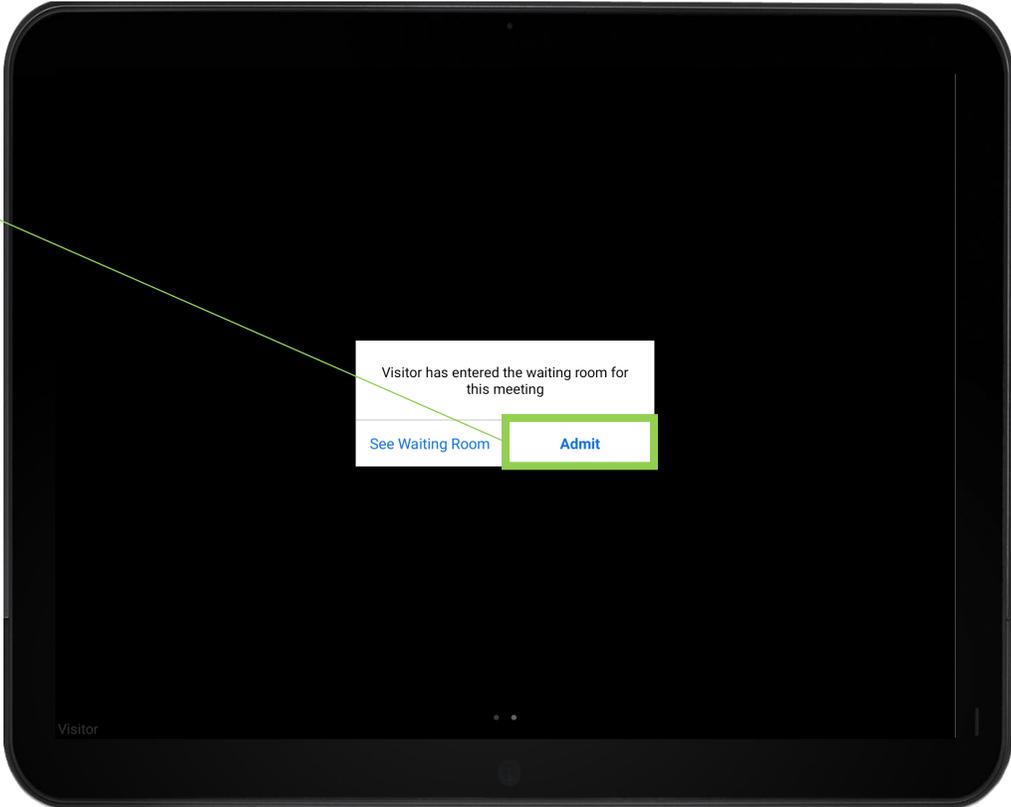
# ADMIT VISITORS TO THE MEETING

## STEP 5

When a visitor joins the meeting, a pop-up will appear

Select Admit

The meeting can now commence



# OPTIONS DURING A MEETING

## STEP 6

During the meeting, there are various options highlighted

To remove a visitor from the meeting, please refer to [Appendix B](#)



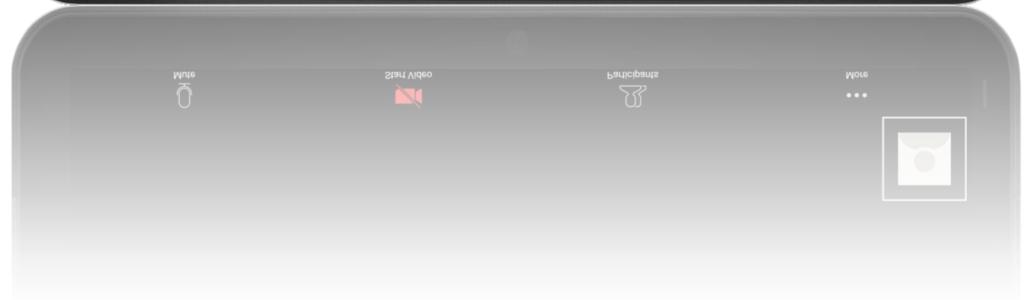
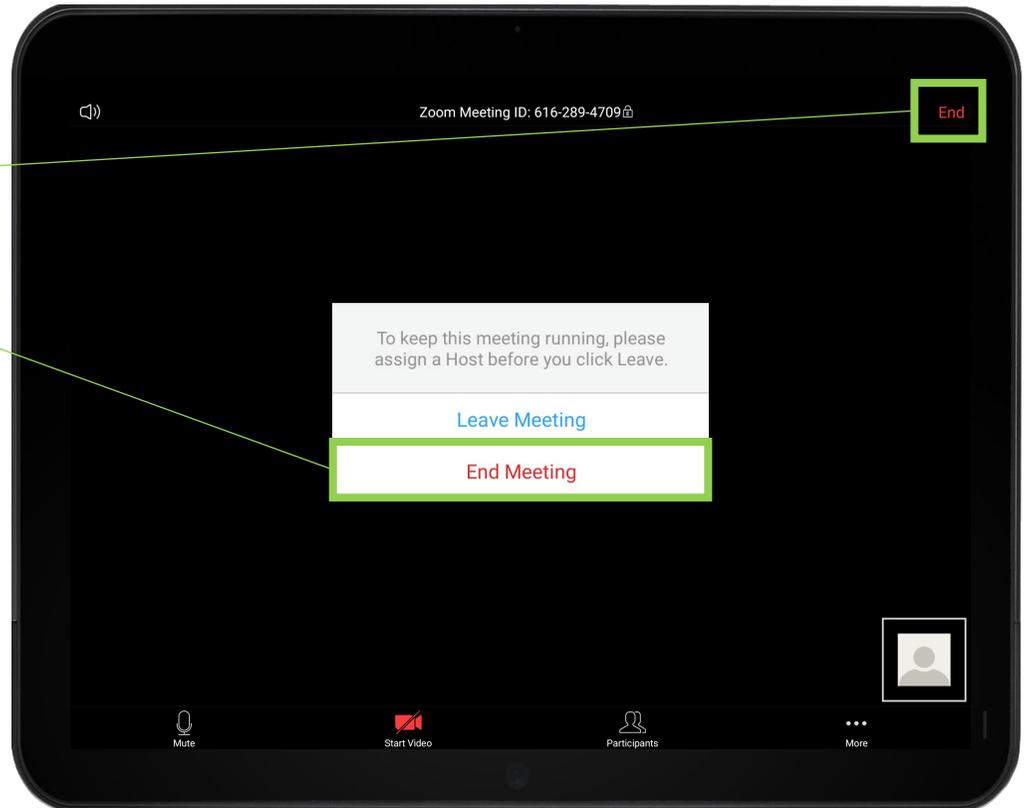
# ENDING A MEETING

## STEP 7

The meeting can be ended at any time by selecting End

Select End Meeting to end the meeting session for both the inmate and the visitor

*Selecting Leave Meeting will leave the meeting running for the visitor even if the inmate tablet has left*



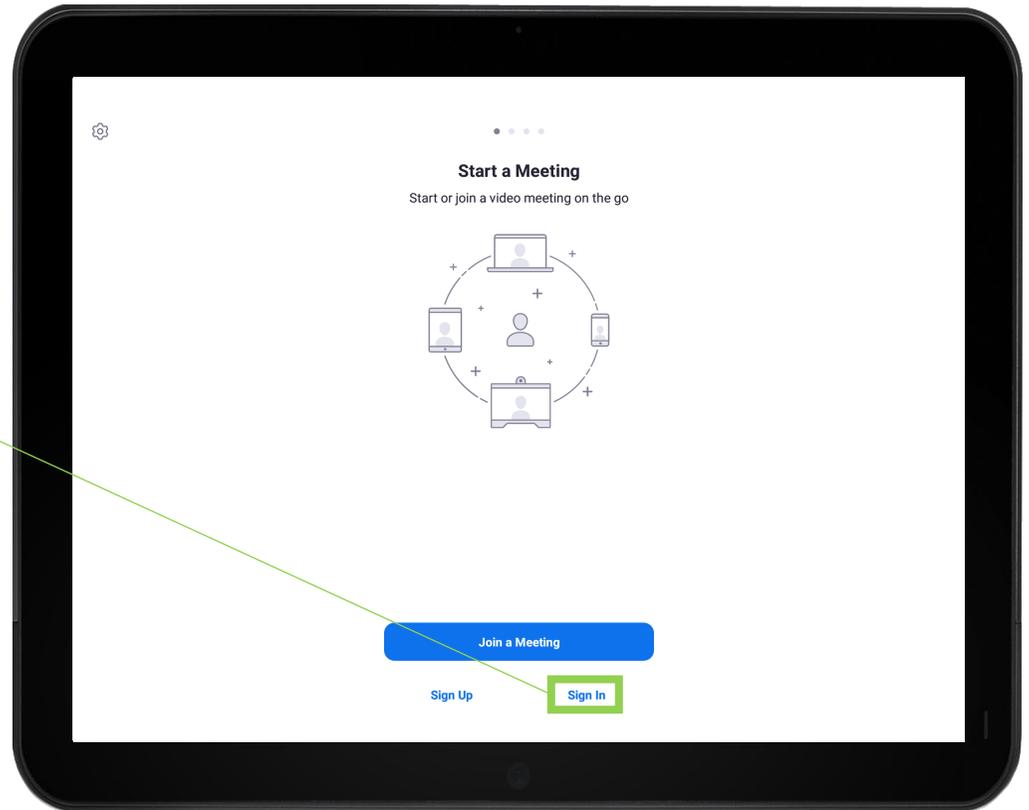
# APPENDIX A SIGNING INTO A ZOOM ACCOUNT

## STEP 1

If your tablet displays this screen, it is not signed into a Zoom account

All inmate tablets must be signed into an account to conduct a Zoom meeting

To sign in, select Sign In



# APPENDIX A SIGNING INTO A ZOOM ACCOUNT

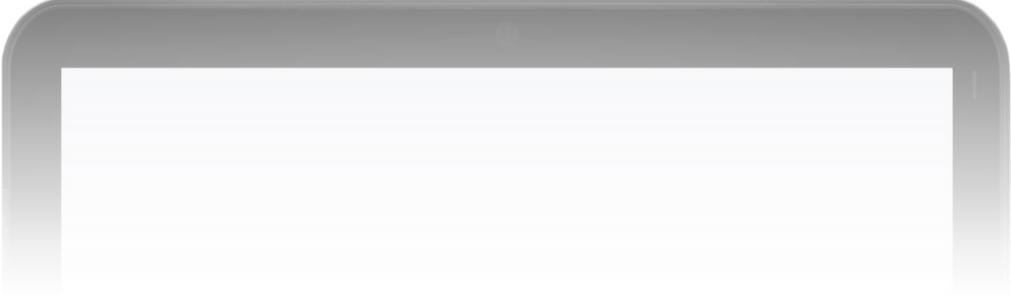
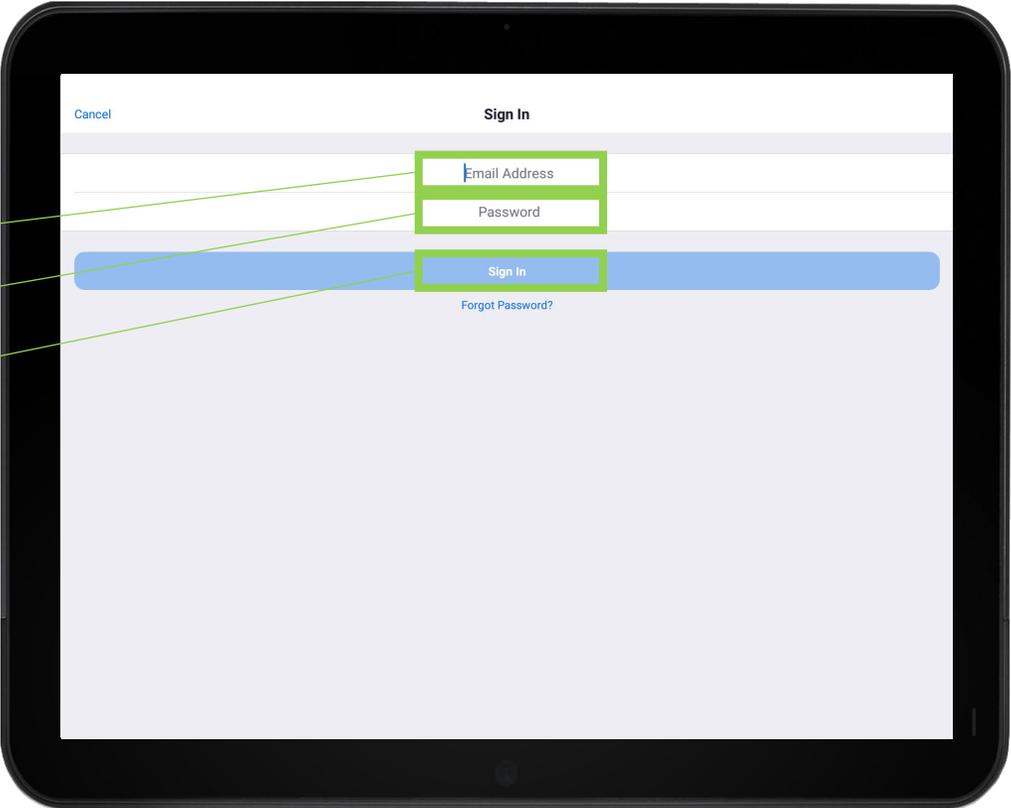
## STEP 2

Sign in using one of the accounts provided in the Excel spreadsheet

Input the **username**

Input the **password**

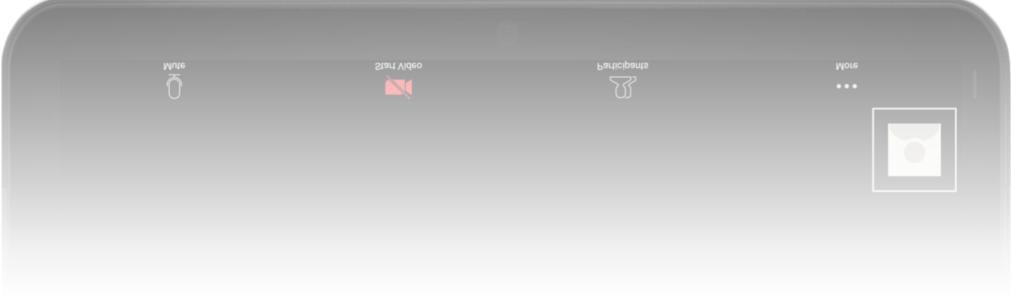
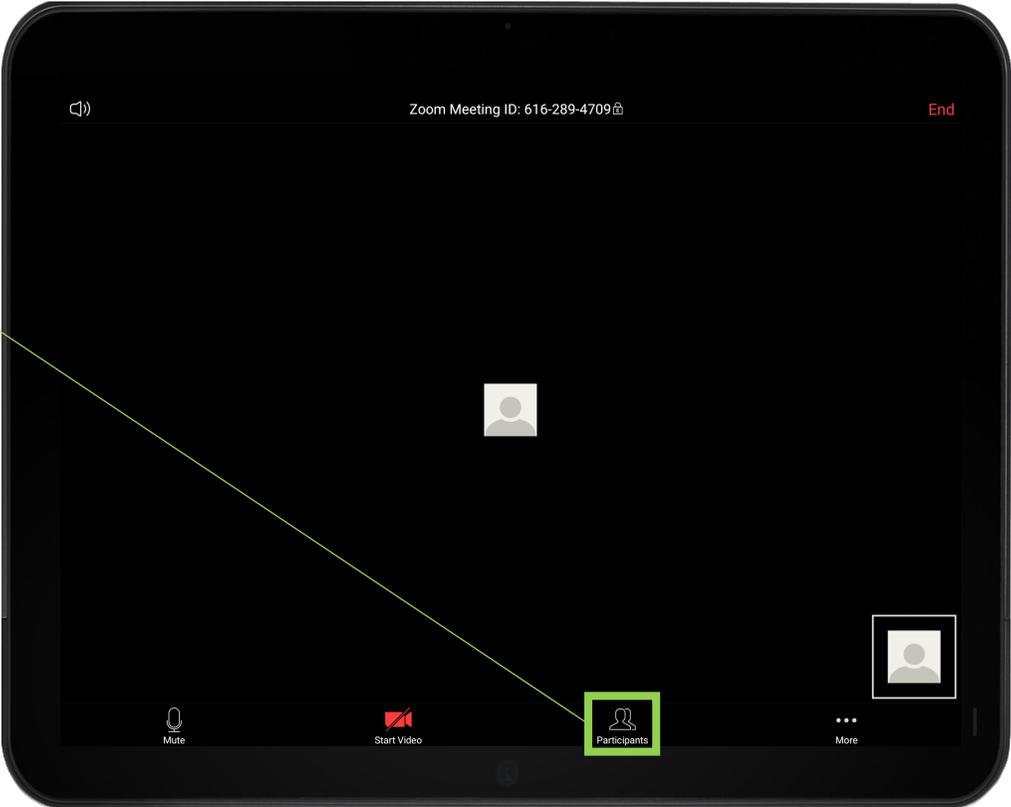
Select **Sign In**



# APPENDIX B REMOVING A PARTICIPANT FROM THE MEETING

## STEP 1

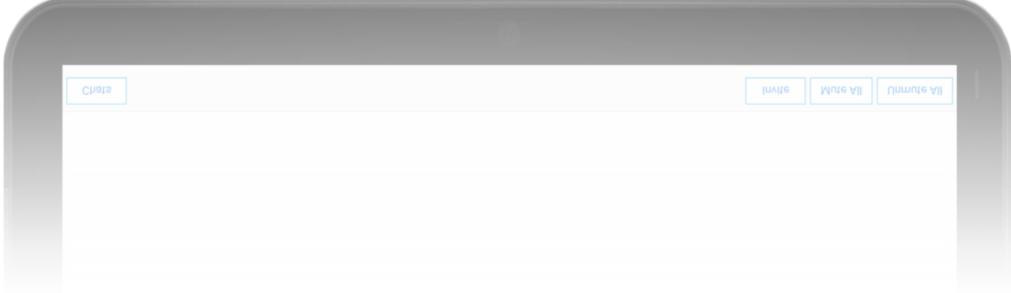
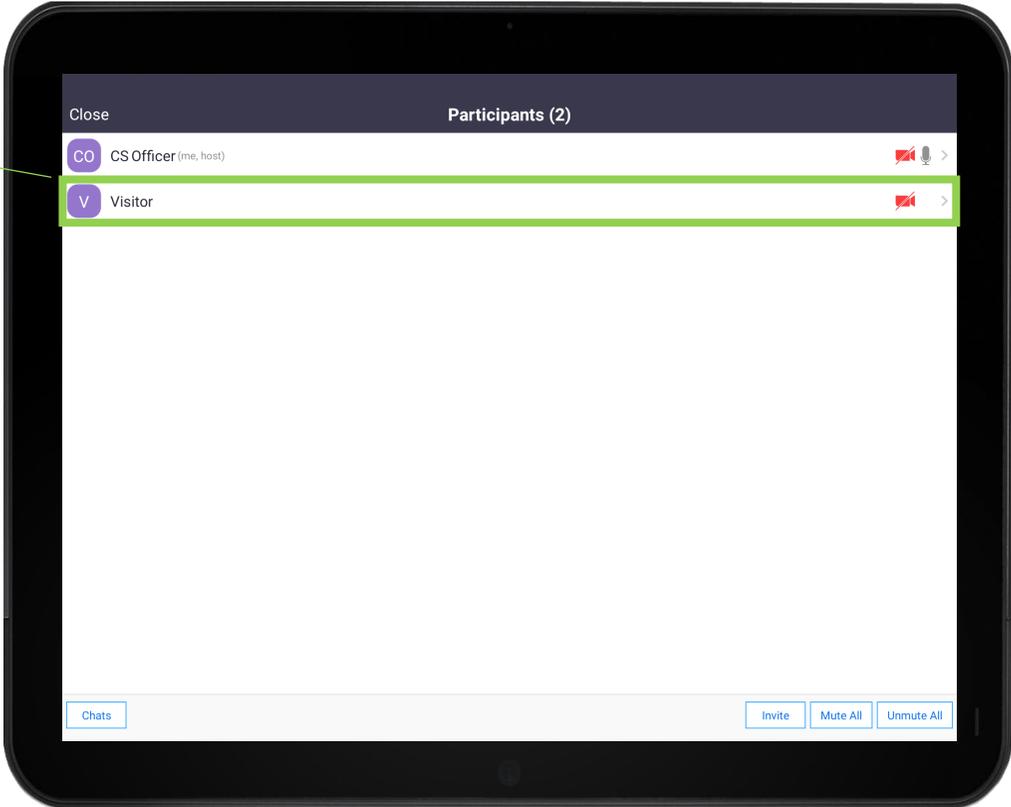
If there is a requirement to remove a participant from the meeting, this can be done by selecting Participants



# APPENDIX B REMOVING A PARTICIPANT FROM THE MEETING

STEP 2

Select the *Visitor's Name* from the list

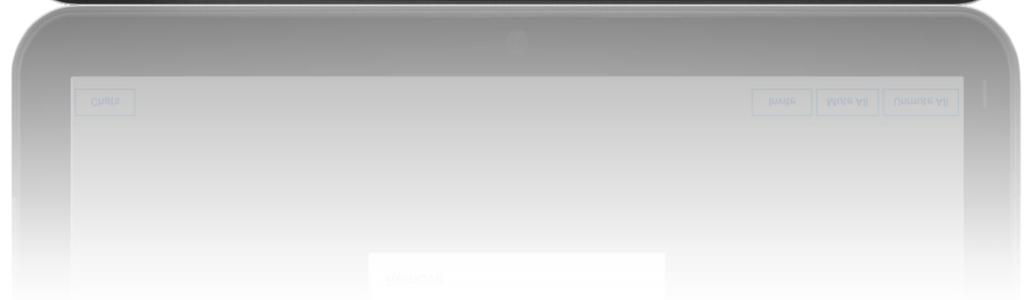
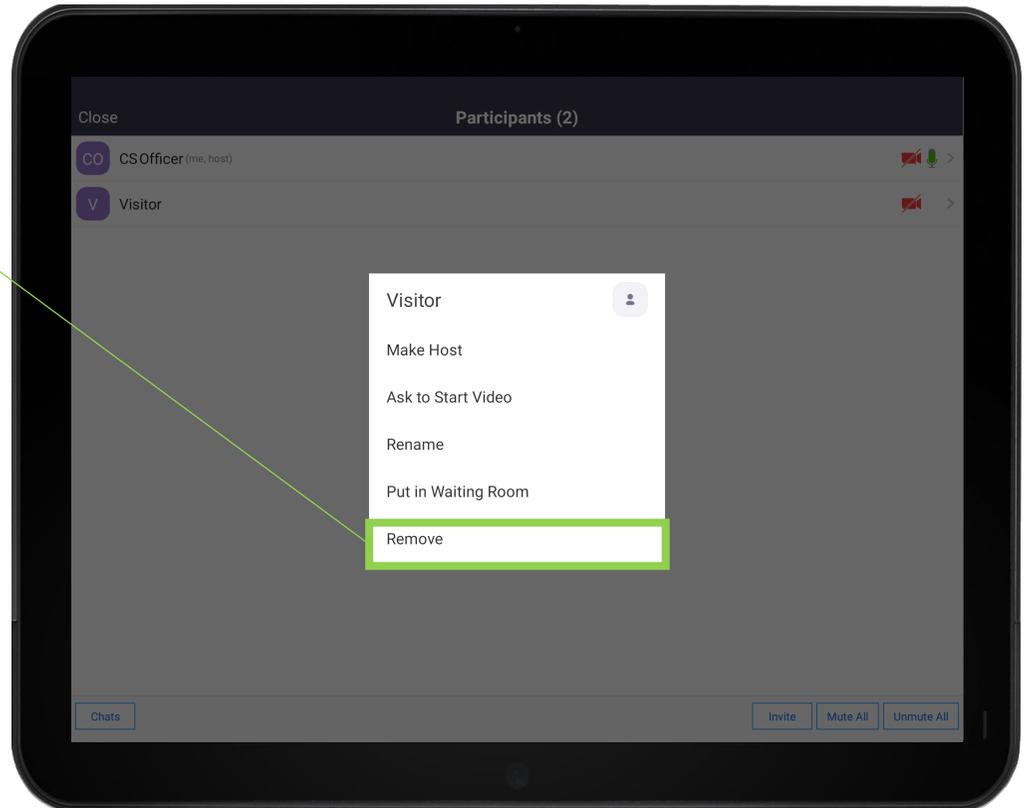


# APPENDIX B REMOVING A PARTICIPANT FROM THE MEETING

## STEP 3

Select *Remove*

The visitor will be removed from the meeting and will not be allowed to re-join





We are more than  
trusted advisors.

We are your  
true partners.