ENVISION NEW MEXICO
FY17 Telehealth Connection Instructions

1. Create Zoom Account

If you already have a Zoom account, proceed to step 2.

A. Go to https://zoom.us/
B. Enter your email address in the field that states "Your work email address," and click "Sign Up Free."
C. A confirmation pop-up box will appear. Agree to the statement.
D. Check your email inbox for an email with the subject "Zoom account activation." Click the "Activate Account" button in the email body.
E. Complete the short form. The password can be anything you want and does not expire. Click "Activate" when you are done.
F. **NOTE: The email address and password you used to create the account is what you will use to attend all future Envision NM Telehealth sessions.**

Test your connection by going to http://zoom.us/test.

2. Register for Session

A. Go to: http://www.envisionnm.org/xcalendar/. Click the session you want to attend. Click the "Register" link.
B. Fill out the registration form and click the "Register" button.
C. Check your inbox for a confirmation email. It contains a link to connect to the session. The link is specific to your registration, so please do not share the link with anyone.

3. Connect to Session

A. Follow the link in the confirmation email you received after registering for the session. The link will begin with https://zoom.us
B. Log in using the email address and password you entered when registering, and click "Login." The Zoom program will launch. If this is the first time you have used Zoom, you will need to download the program.
C. Mute and Unmute your computer microphone by clicking the icon at the bottom left of the screen. The up arrow next to the microphone icon allows you to adjust microphone settings.
D. Start and Stop your camera's video by clicking the camera icon. The up arrow allows you to adjust the camera settings.

For audio via telephone, please see the phone number and Webinar ID in your confirmation email. Long distance charges may apply.

4. Handouts

Handouts for the session will be available before the session on the ENM website: http://www.envisionnm.org/xcalendar/

Telehealth Programs – Technical Support Contact

Please contact **Kevin Werling** with any problems or questions with connecting to our sessions.
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