

Parent Guidance for Zoom Video Meetings

1. After your appointment is scheduled, you will receive an email or text invitation from WIC to join a Zoom meeting.
2. Please watch this informational video before your appointment: [How to join a Zoom meeting](#).
3. About 5 minutes before your appointment time, select the link in your email, text or calendar invitation.
4. You will be asked to open Zoom or download the free app from the App Store, Google Play store, etc.
5. Enter the name you want displayed and turn on your audio and video.
6. If you arrive prior to WIC Staff, you will be placed into the waiting room. Staff will admit you into the meeting after they arrive. You may need to unmute yourself when the meeting starts.
7. If you are having trouble connecting, you may also join your appointment by telephone:
 - a. Dial the phone number provided in your invite.
 - b. Enter your **meeting ID** number when asked.
8. If you need further guidance, please call the WIC office at ____.