

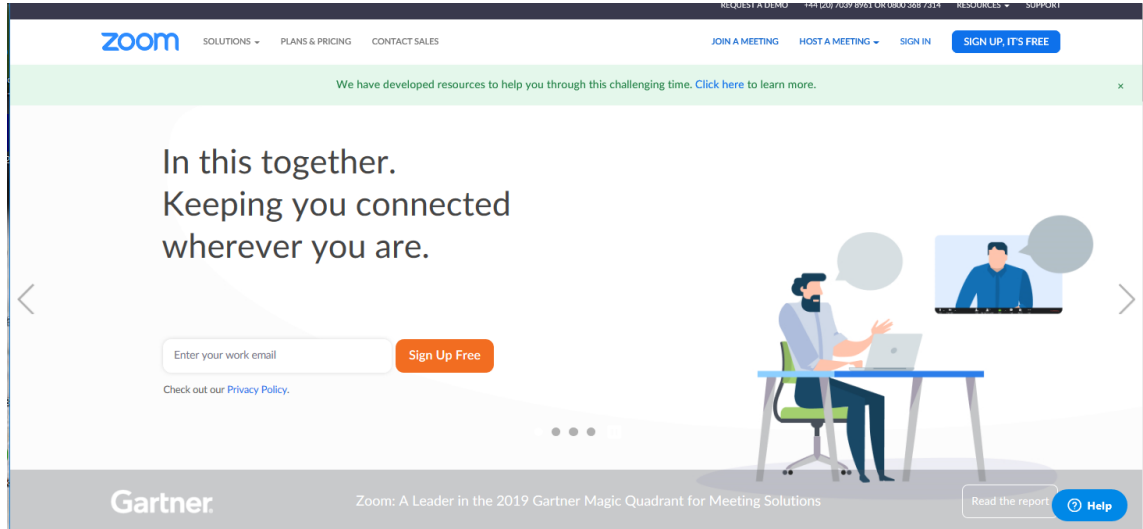
CFC Internet Counselling Guide

The service is for ongoing clients with an agreed weekly appointment time and therapist.

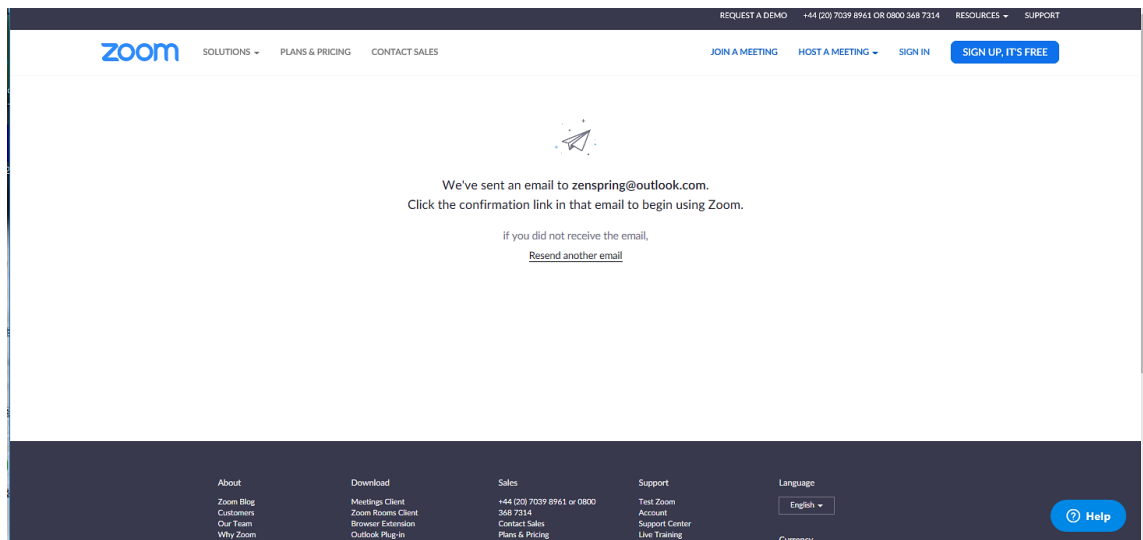
Get started.

Go to <https://zoom.us/>

Enter your email address and click **Sign Up free**



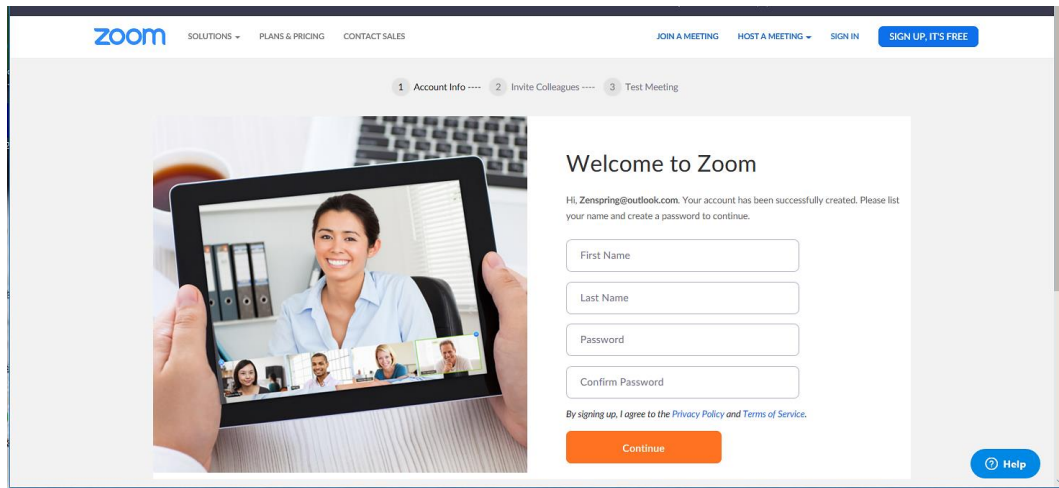
Confirm your email address when requested.



You will receive an email from Zoom.

Open it and Click "**Activate Account**"

This will take you to Zoom account details window:



The image shows the Zoom 'Welcome to Zoom' registration page. On the left, there is a large image of a tablet displaying a Zoom meeting with a woman as the main participant and several smaller thumbnails of other participants. The right side of the page contains a form for account creation. At the top, the Zoom logo is on the left, and navigation links for 'SOLUTIONS', 'PLANS & PRICING', 'CONTACT SALES', 'JOIN A MEETING', 'HOST A MEETING', 'SIGN IN', and 'SIGN UP, IT'S FREE' are on the right. Below the navigation, a progress bar shows three steps: '1 Account Info', '2 Invite Colleagues', and '3 Test Meeting'. The main heading is 'Welcome to Zoom'. Below it, a message reads: 'Hi, Zenspring@outlook.com. Your account has been successfully created. Please list your name and create a password to continue.' The form includes four input fields: 'First Name', 'Last Name', 'Password', and 'Confirm Password'. Below these fields is a checkbox for 'I agree to the Privacy Policy and Terms of Service'. At the bottom of the form is an orange 'Continue' button. A blue 'Help' button is located in the bottom right corner.

zoom SOLUTIONS PLANS & PRICING CONTACT SALES JOIN A MEETING HOST A MEETING SIGN IN SIGN UP, IT'S FREE

1 Account Info 2 Invite Colleagues 3 Test Meeting

Welcome to Zoom

Hi, Zenspring@outlook.com. Your account has been successfully created. Please list your name and create a password to continue.

First Name

Last Name

Password

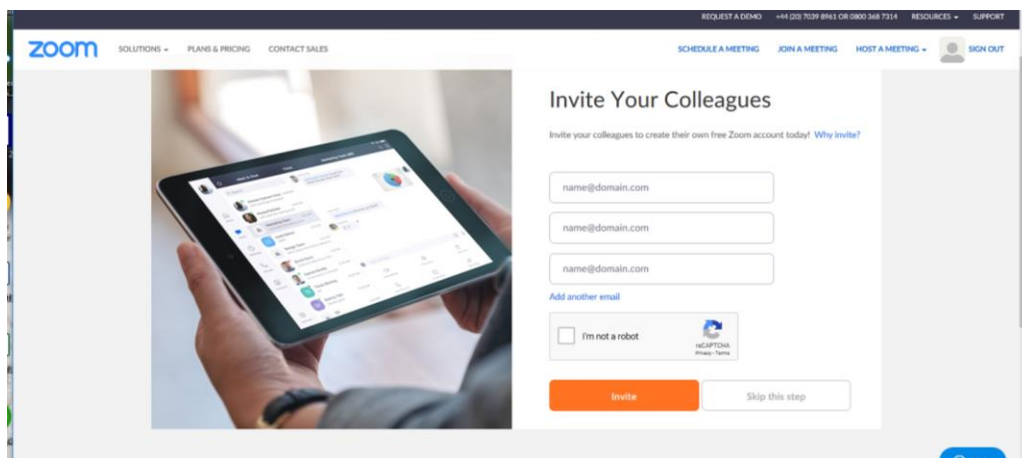
Confirm Password

☐ By signing up, I agree to the [Privacy Policy](#) and [Terms of Service](#).

Continue

Help

Fill in your details and create an account. Make sure you create a valid password and confirm it.



The image shows the Zoom 'Invite Your Colleagues' screen. On the left, there is a large image of a hand holding a tablet displaying the Zoom app interface. The right side of the page contains a form for inviting colleagues. At the top, the Zoom logo is on the left, and navigation links for 'SCHEDULE A MEETING', 'JOIN A MEETING', 'HOST A MEETING', and 'SIGN OUT' are on the right. Below the navigation, the heading is 'Invite Your Colleagues'. Below the heading, a message reads: 'Invite your colleagues to create their own free Zoom account today! [Why invite?](#)'. The form includes three input fields for email addresses, each with the placeholder text 'name@domain.com'. Below these fields is a link for 'Add another email'. There is a checkbox for 'I'm not a robot' and a CAPTCHA image. At the bottom of the form are two buttons: an orange 'Invite' button and a 'Skip this step' button. A blue 'Help' button is located in the bottom right corner.

zoom SOLUTIONS PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING SIGN OUT

Invite Your Colleagues

Invite your colleagues to create their own free Zoom account today! [Why invite?](#)

name@domain.com

name@domain.com

name@domain.com

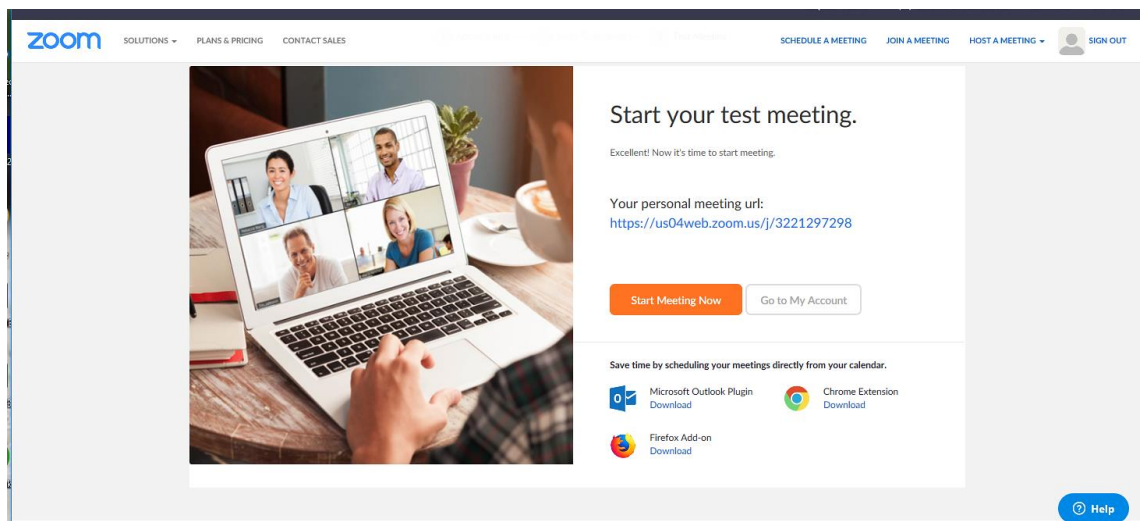
[Add another email](#)

☐ I'm not a robot

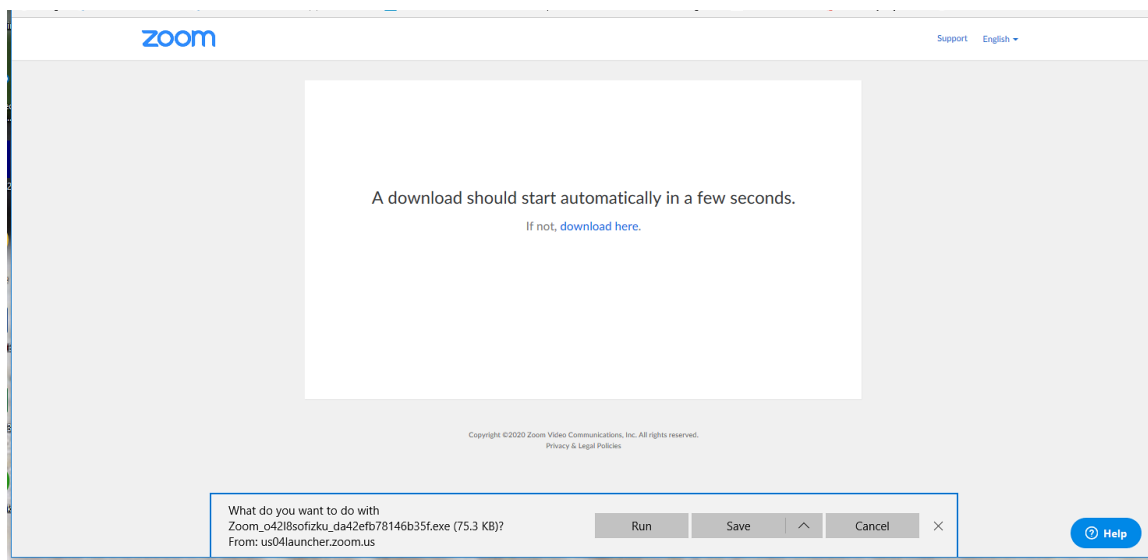
Invite Skip this step

Help

Press **Skip this Step** on the next “Invite Your Colleagues” screen.



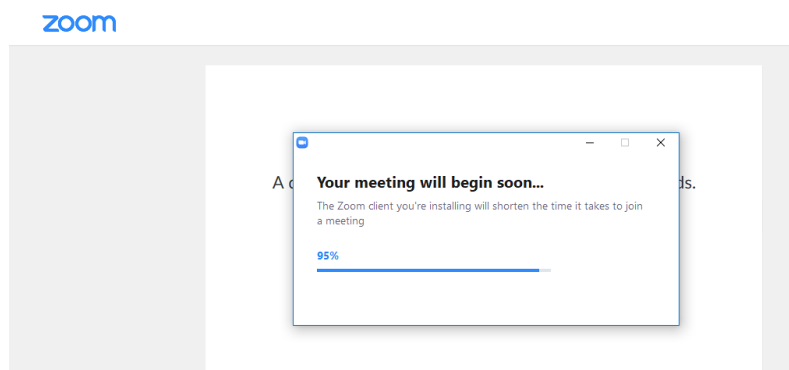
Press **Start Meeting now**.

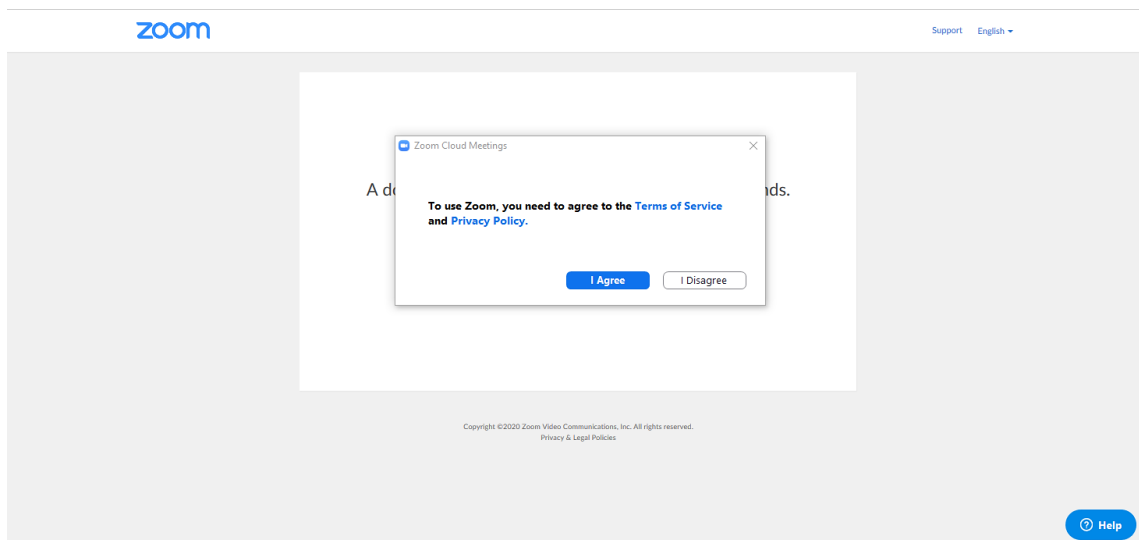


Note: This screen varies depending on the browser you use. The screen shot above is for Microsoft Edge.

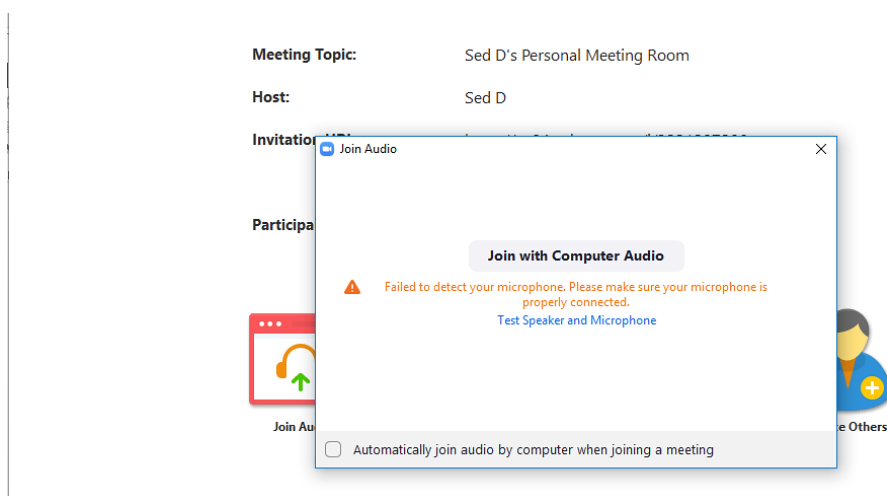
Press Run.

Zoom app will be downloaded on your computer / laptop





Press **I Agree**



Press “Join with Computer Audio”

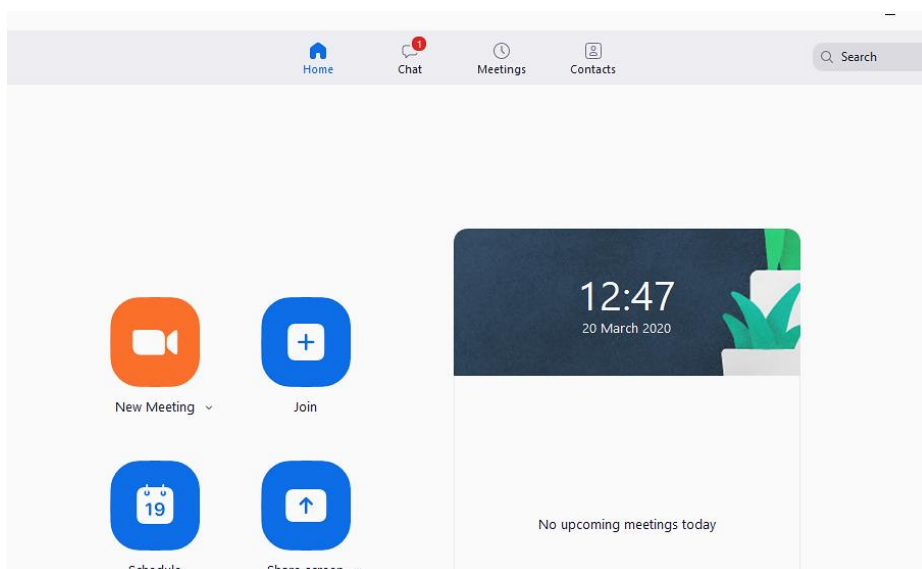
In your Windows Start button or (and) your desktop you should now have Zoom app icon.



Start Zoom app

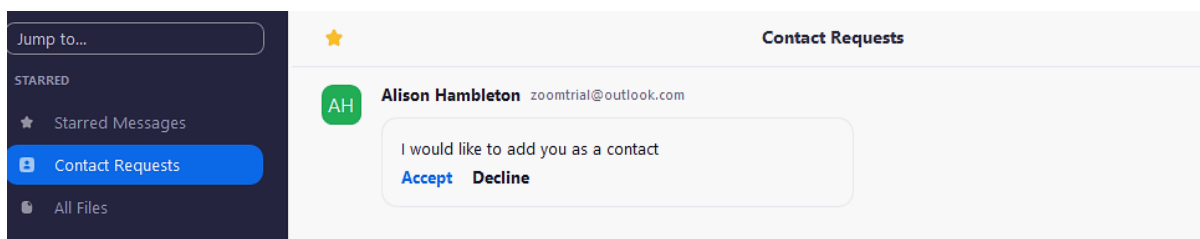
Sign in using your email address and zoom password.

This will take you to Zoom home window.



You will see a red number on Chat icon on top of your home Zoom window If your counsellor has already invited you.

Click on Chat icon on top of the screen. Then select Contact request from the menu on the left hand side.



Press **Accept**

Your counsellor will be added to your Contacts list.

Start meeting with your counsellor at the agreed time by choosing the counsellor name from the list of contact and clicking **Meet**, see below

