

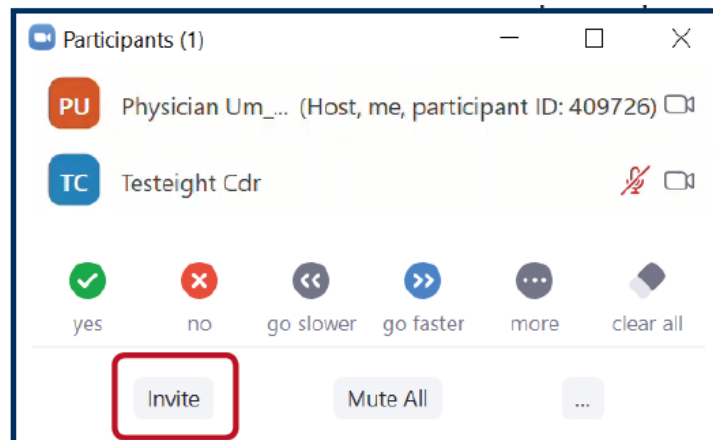
Step by Step Guide for Inviting a Participant to Your Video Visit

This guide will provide patients with the steps to invite additional family members, foster parents or caregivers to join their Video Visit. We recommend that scheduled patients directly invite any additional caregivers they want to be involved in their care to the Video Visit. **Additional participants can only be invited after the Video Visit has started with your provider.**

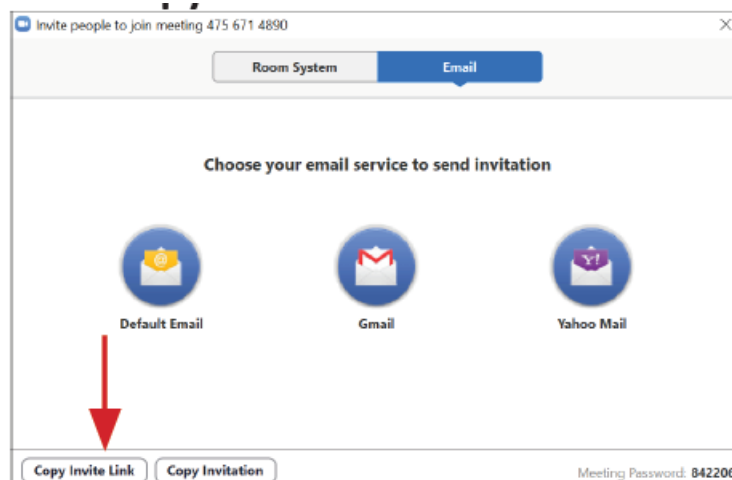
1. Click the **Participants** icon at the bottom of the Zoom window.



2. Click **Invite** at the bottom of the Participants panel.



3. Click **Copy Invite Link** in the lower left-hand side of the Invite People to Join Meeting window.



4. You can now paste the link in a text message to those who you would like to join the Video Visit if using a smartphone or tablet, or send an email if using a computer or laptop.
5. The additional participant(s) can join the Video Visit by clicking the link. They will be entered into the waiting room.
6. Let your provider know you have invited an additional participant to the visit. The provider will then admit your requested participant to the Video Visit.

If you have technical troubles connecting to your Video Visit:

E-mail HIM-PatientPortal@med.umich.edu or call [\(734\) 615-0872](tel:7346150872), during business hours, to speak with a patient portal representative.