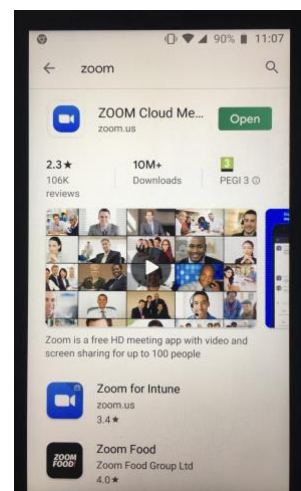
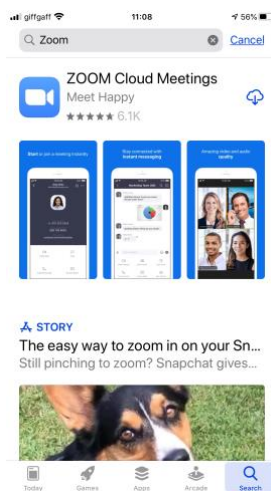


Using Zoom, for Online Video Therapy Sessions

Zoom has been chosen, as it is free, stable, and also securely encrypted. It can be used on desktop computers, laptops, phones, and tablets. It is available for both android and apple devices.

• **Using on a phone or tablet:**

Go to the App Store (apple) or the Play Store (android), and search for Zoom.



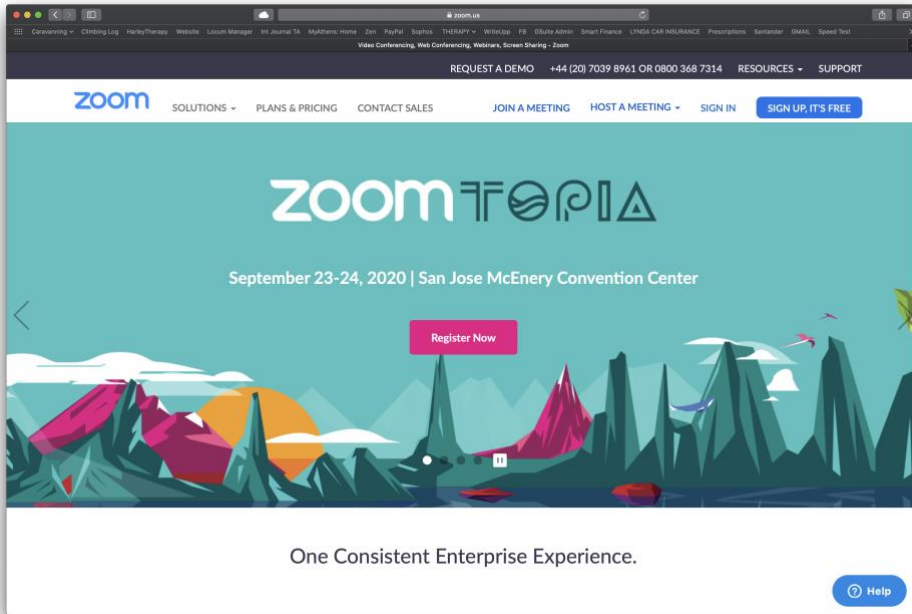
Download to your device, and register for a free account, using your email address.

For both apple, and android, at the bottom of the screen, click on 'Contacts'. Then, at the top right hand corner, click on the '+' to add a contact. It tells you to enter an email address. Add my email address ([cindy@cindy-barnes.com](mailto:cindy@cindy-barnes.com))

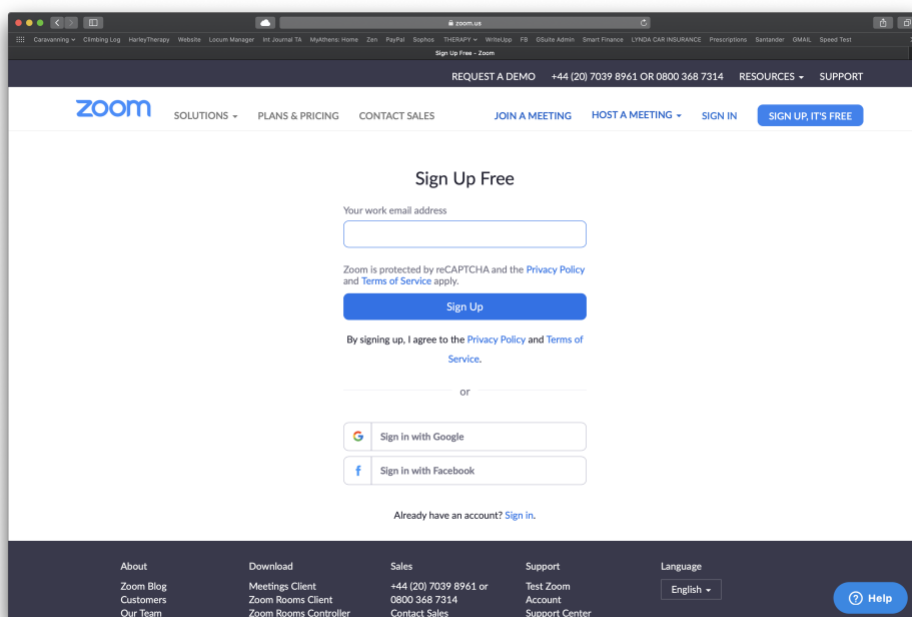
It will send me a request, so that I can confirm that you can add me. **Please remember to do this!**

- **Using on a laptop, or desktop computer:**

Open your internet browser, and type [www.zoom.us](http://www.zoom.us) into the address bar. Then click on 'Sign Up, Its Free' in the top right hand corner of the screen.

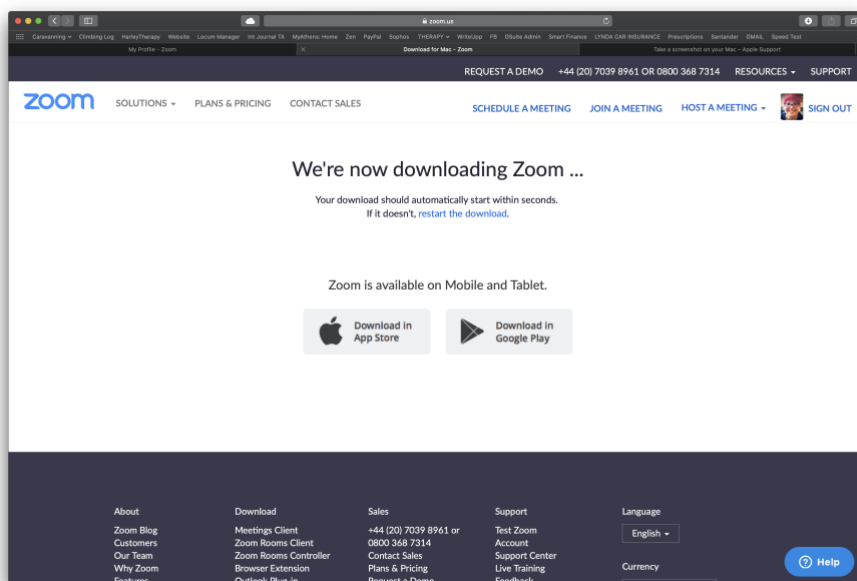


**Please  
an email  
in, and  
account.**

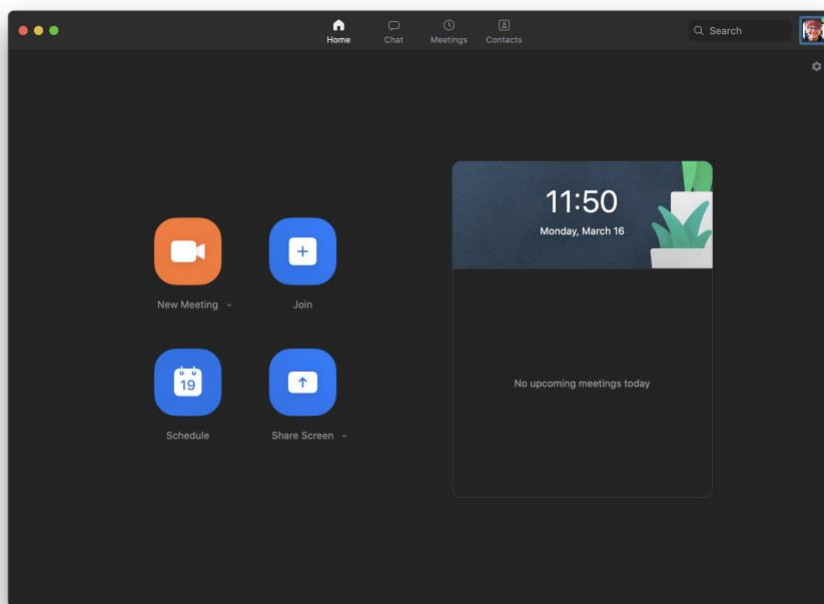


**ensure you use  
address to sign  
not a Facebook**

Then once you are logged into your account, click on 'Host a meeting'. This will trigger the desktop App to be downloaded. Follow any instructions to install the App onto your computer.



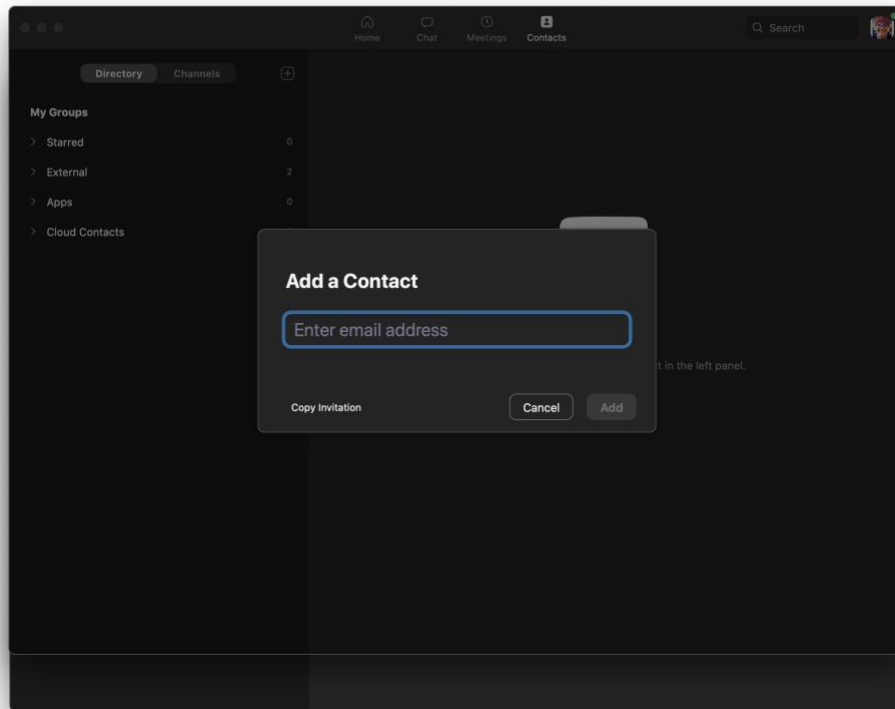
Once the App is installed on your laptop or desktop computer, it should look like this (this is on an Apple computer).



At the top of the screen are four icons. Click on 'Contacts'.

At the top of the left hand column, click on the small '+' to add a contact. It tells you to enter an email address.

Add my email  
([cindy@cindy-barnes.com](mailto:cindy@cindy-barnes.com))



It will send me a request, so that I can confirm that you can add me. **Please remember to do this!**

### Preparing for your Therapy Session Online.

I will continue to provide therapy from my office. This is a safe and confidential space.

It is important, if you choose to have online therapy, that you have the following:

- A confidential space where you cannot be overheard
- A comfortable space where you will be able to sit for an hour
- A place for your therapy where you will not be interrupted, by family members, housemates, pets, children, the postman etc...

- A drink, and tissues available if you wish
- Remember that although you are at home, this is your therapy session - please treat it as you would if you were coming for therapy in person. E.g. appropriately dressed, not using the computer or tablet/phone for other purposes during our session

Please be ready for your therapy session at our agreed time, bearing in mind all the above. Ensure you are logged into Zoom on the appropriate device and are comfortable.

I will send you a Zoom request at the agreed time for your session, all you need to do is accept the request.

This information is in addition to your current therapy agreement.

I hope it's helpful,

Warm Regards

Cindy

My thanks to Lynda Britchford Counselling and Psychotherapy for the re-use of this document.

March 2020