You may wish to invite additional family members, caregivers or other guests to join your Video Visit.

We recommend that you directly invite any additional guests you want to be involved in your Video Visit in advance of the appointment via the MyUofMHealth Patient Portal. However, additional participants can still be invited after the Video Visit has started from within Zoom.

Please note that there might be some slight variation from what you see and what is pictured here depending on what device you are using to access your MyUofMHealth Patient Portal Account.

There are two ways you can invite guests to the visit:

1) In your MyUofMHealth Patient Portal account before your visit:

- Select your appointment in your MyUofMHealth Patient Portal.

   ![Visits](image)
   
   **Upcoming Visits**
   
   **JUL 14**
   
   **Fri**
   
   **Video Visit**
   
   **Starts at 9:00 AM EDT**
   
   ![Details](image)

- Under “Manage who will participate in this video visit” select “View and Invite Participants”.

   ![Video Visit](image)
   
   **Video Visit**
   
   **This is a video visit**
   
   **Friday, July 14, 2023**
   
   **9:00 AM EDT**
   
   **Add to calendar**
   
   ![Manage who will participate in this video visit](image)
   
   **View and invite participants**
   
   ![Reschedule appointment](image)
   
   ![Cancel appointment](image)

   **Get ready for your visit!**
   
   ![Join the Video Visit](image)
   
   **Refresh your browser if you cannot join 15 minutes before the appointment time.**
   
   ![Confirm](image)
   
   **Let staff know you don’t need a reminder call or text.**
   
   ![Test hardware](image)
   
   **Test that your camera and microphone are working.**

**Visit Instructions**

If you are University of Michigan employee seeking testing for COVID-19, please call Occupational Health Services at (734) 764-8021.

Prior to your appointment, you will need to download Zoom to your computer or smart device. To ensure Zoom is working on your device test the application using [https://zoom.us/test](https://zoom.us/test).

To view detailed instructions for your video visits, including how to complete eCheck-In, please visit: [www.uofmhealth.org/virtualcare/preparing-for-your-video-visit](http://www.uofmhealth.org/virtualcare/preparing-for-your-video-visit).

Please complete eCheck-In before your appointment. Please note that some eCheck-In steps must be answered on the day of your appointment. Please plan accordingly.
• Select “Invite a New Guest” and again, select “Invite a New Guest”.

• Complete the form and send the invitation using the button at the bottom of the form.
• Your guest will receive either an email or text message with the link to the visit, depending on your selection. Please remind them to download the Zoom app in advance and not to hit the link before the visit time.

• Please note that you cannot take back an invite once it has been sent. However, you can go back into the invite section to edit invitations if needed:

• You can confirm whether guests have been invited successfully by reviewing the guest section on your appointment page:

Please note that if a visit is rescheduled or changed, you will need to re-send the invitation.
2) Once you have started your video visit, you can invite guests directly from within Zoom:

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

   ![Participants icon](image1)

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

   ![Invite panel](image2)

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

   ![Copy Invite Link](image3)

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, during business hours, to speak with a patient portal representative.