

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

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

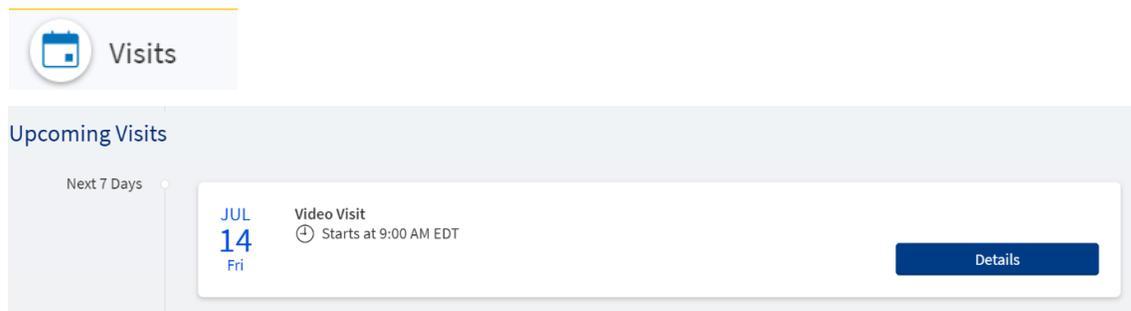
We recommend that you directly invite any additional guests you want to be involved in your Video Visit in advance of the appointment via the MyUofMHealth Patient Portal. However, additional participants can still be invited after the Video Visit has started from within Zoom.

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.

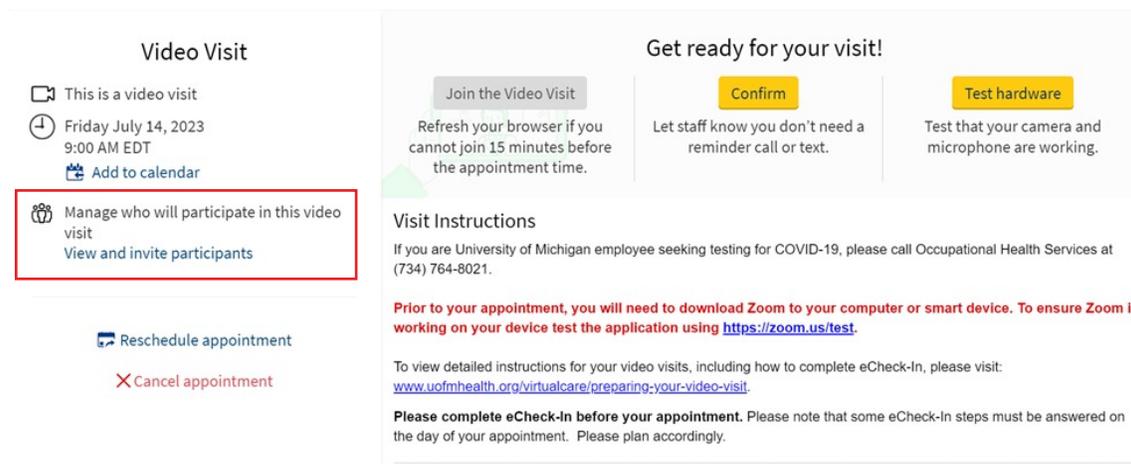
There are two ways you can invite guests to the visit:

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

- Select your appointment in your MyUofMHealth Patient Portal.



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



- Select “Invite a New Guest” and again, select “Invite a New Guest”.

Video Visit Participants

View and manage who is invited to this video visit: Video Visit at 9:00 AM EDT on 07/14/23

Providers and Staff
A provider has not been assigned to this visit yet. Once a provider is scheduled for your visit they will be listed here.

Guests
Invite a guest to join this video visit, such as a family member or caregiver. Guests can join the video visit with the link in their invitation message. Guests may have been invited by your provider.

[+ Invite a new guest](#)

Select someone to invite:

Testseven Cdr [+ Invite a new guest](#)

[Cancel](#)

- Complete the form and send the invitation using the button at the bottom of the form.

Select someone to invite:

Testseven Cdr [+ Invite a new guest](#)

* First name * Last name

* Relationship

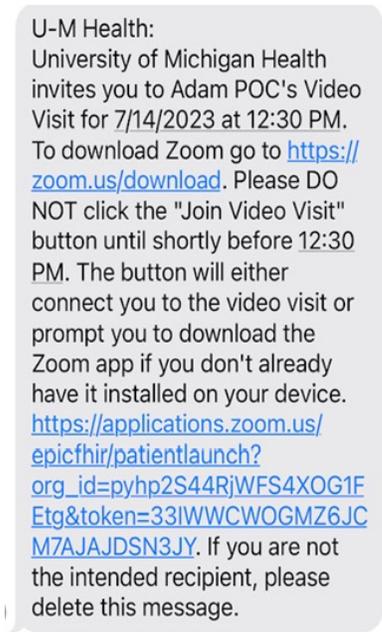
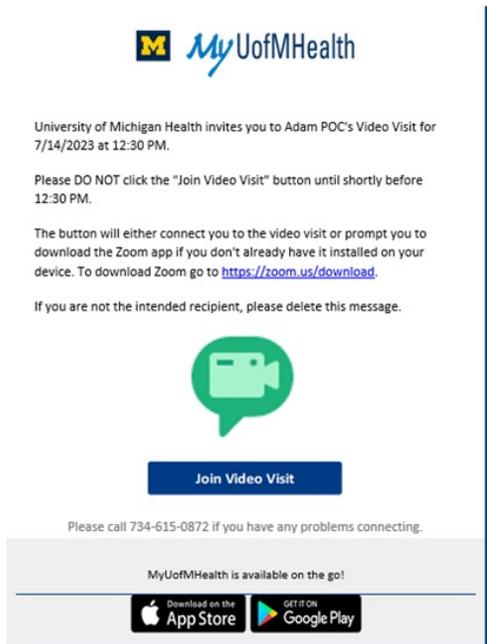
Text message Email

* Phone number

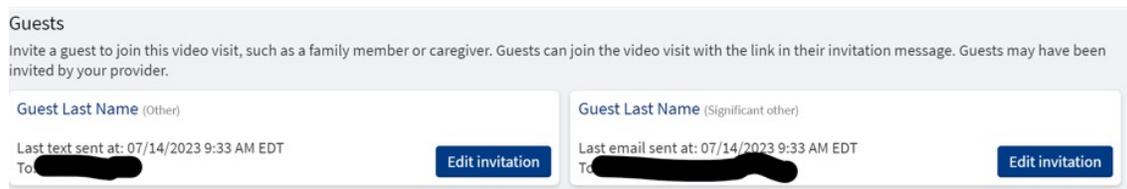
This person has agreed to receive a text message.*

[Send text message invitation](#) [Cancel](#)

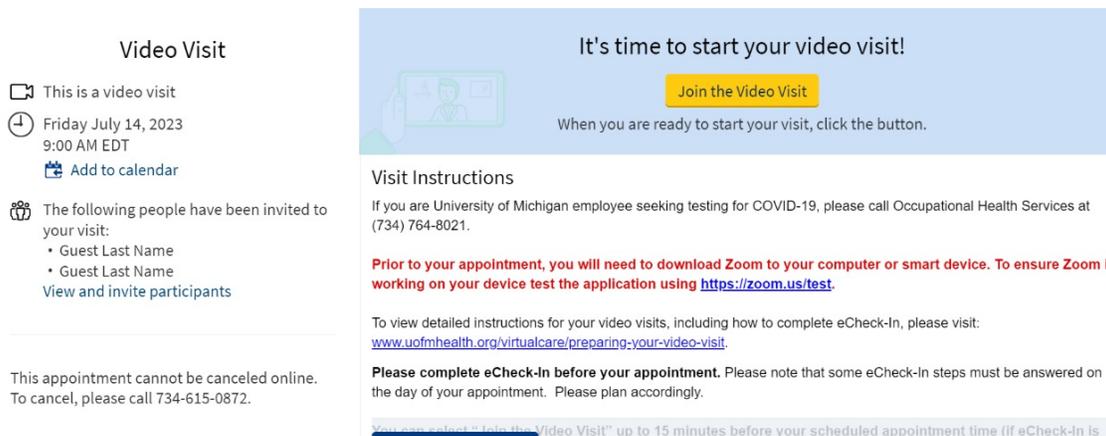
- Your guest will receive either an email or text message with the link to the visit, depending on your selection. Please remind them to download the Zoom app in advance and not to hit the link before the visit time.



- 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:



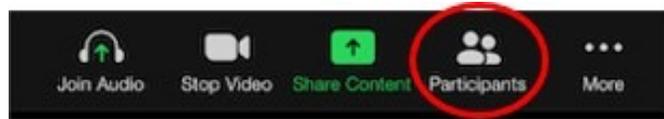
- You can confirm whether guests have been invited successfully by reviewing the guest section on your appointment page:



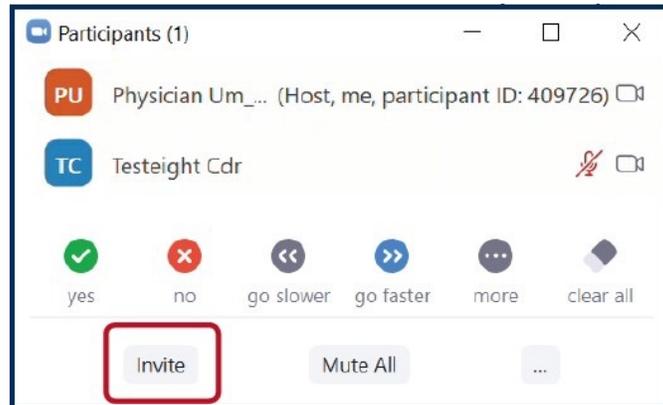
Please note that if a visit is rescheduled or changed, you will need to re-send the invitation

2) Once you have started your video visit, you can invite guests directly from within Zoom:

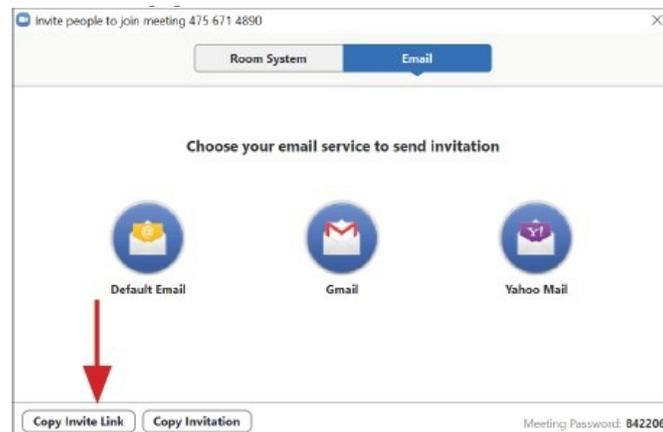
1. Click the **Participants** icon at the bottom of the Zoom window.



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