

Patient Checklist for Zoom Appointments

Mobile Device/Tablet

✓	<p>Activate MyChart Account</p> <ul style="list-style-type: none"> - If not yet active on MyChart, use the activation code sent from booking staff to set up your username and password <p>** For questions or assistance with MyChart, please email asehamb@toh.ca or call 613-737-8800</p>
✓	<p>Download MyChart App</p> <ul style="list-style-type: none"> - Search and download MyChart from App Store (or Play Store for Android users) - Login using your username and password
✓	<p>Verify your Upcoming appointment in MyChart</p> <ul style="list-style-type: none"> - Open the Appointments section within MyChart and verify your scheduled appointment appears in the Future section
✓	<p>Download Zoom Cloud Meetings App</p> <ul style="list-style-type: none"> - Search and download Zoom Cloud Meetings app using the App Store (Apple) or Play Store (Android users) <p>**For questions or assistance with Zoom, please visit https://support.zoom.us/hc/en</p>
✓	<p>Test Zoom Audio and Video</p> <ul style="list-style-type: none"> - Open an internet browser at least 24 hours prior to your appointment and use the following URL to test audio and video: https://zoom.us/test
✓	<p>Connect to Zoom Appointment</p> <ul style="list-style-type: none"> - Login to your MyChart Account 30 minutes prior to your scheduled appointment - Select your appointment from the Appointment section - Test your audio and video prior to the appointment to ensure you are properly set up

Laptop/Desktop

✓	<p>Activate MyChart Account</p> <ul style="list-style-type: none"> - If not yet active on MyChart, use the activation code sent from booking staff to set up your username and password <p>** For questions or assistance with MyChart, please email asehamb@toh.ca or call 613-737-8800</p>
✓	<p>Login to your MyChart Account</p> <ul style="list-style-type: none"> - Use your web browser to access your MyChart account using the following URL: https://epicapps.toh.ca/mychart/default.asp?mode=stdfile&option=faq - Login using your username and password
✓	<p>Verify your Upcoming appointment in MyChart</p> <ul style="list-style-type: none"> - Open the Appointments section within MyChart and verify your scheduled appointment appears in the Future section
✓	<p>Download Zoom Cloud Meetings</p> <ul style="list-style-type: none"> - Download the zoom application using the following URL: https://zoom.us/download <p>**For questions or assistance with Zoom, please visit https://support.zoom.us/hc/en</p>
✓	<p>Test Zoom Audio and Video</p> <ul style="list-style-type: none"> - Open an internet browser at least 24 hours prior to your appointment and use the following URL to test audio and video: https://zoom.us/test
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* To access technical guide please click [here](#)