

# Patient Checklist for Zoom Appointments

## Mobile Device/Tablet

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

## Laptop/Desktop

✓	<b>Activate MyChart Account</b> <ul style="list-style-type: none"> <li>- If not yet active on MyChart, use the activation code sent from booking staff to set up your account with a username and password</li> </ul> <p>** For questions or assistance with MyChart, please email <a href="mailto:mychart@toh.ca">mychart@toh.ca</a> or call 613-737-8800</p>
✓	<b>Login to your MyChart Account</b> <ul style="list-style-type: none"> <li>- Use your web browser to access your MyChart account using the following URL: <a href="https://epicapps.toh.ca/mychart/default.asp?mode=stdfile&amp;option=faq">https://epicapps.toh.ca/mychart/default.asp?mode=stdfile&amp;option=faq</a></li> <li>- Login using your username and password</li> </ul>
✓	<b>Verify your Upcoming appointment in MyChart</b> <ul style="list-style-type: none"> <li>- Open the Appointments section within MyChart and verify your scheduled appointment appears under the Future section</li> </ul>
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\* To access a technical guide, please click [here](#).