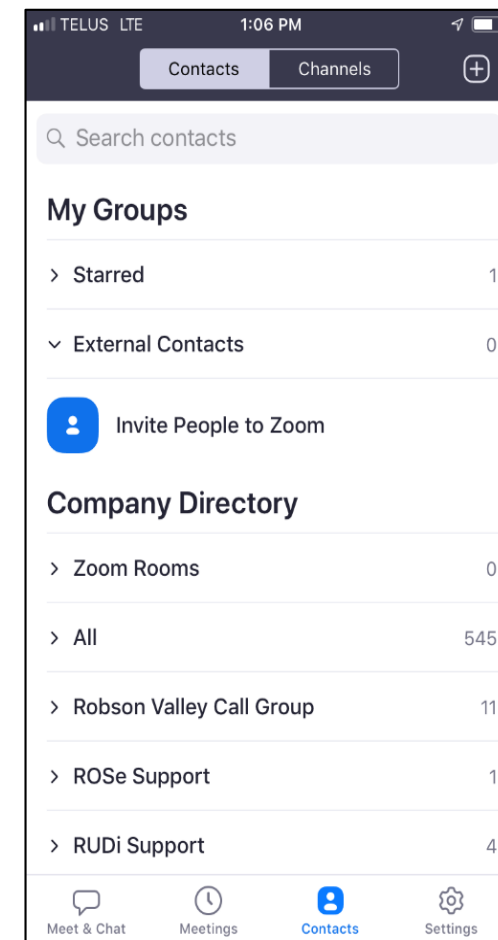
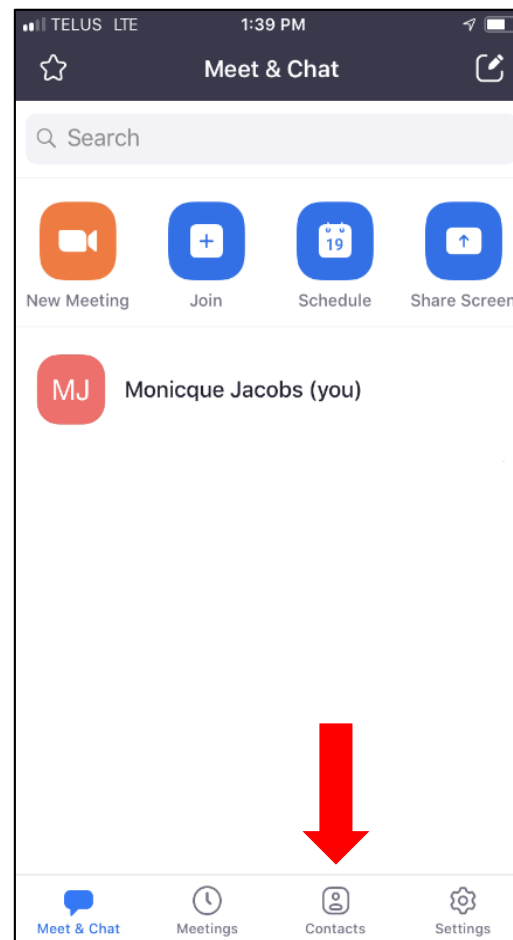


Contacts, The Company Directory and  
ROSe & RUDi  
on Zoom (for Phone & Ipad)

## How to access and set up your contacts.

After you have set up your Zoom licence, install the Zoom app on your phone. You will be able to connect to your patients, peers, specialists and both ROSe & RUDI services.

1. Log into the zoom application on your phone using the email address and password you used to set up your zoom licence.
2. Select “Contacts” as indicated by the red arrow.
3. The contacts screen shows all options for contacts.

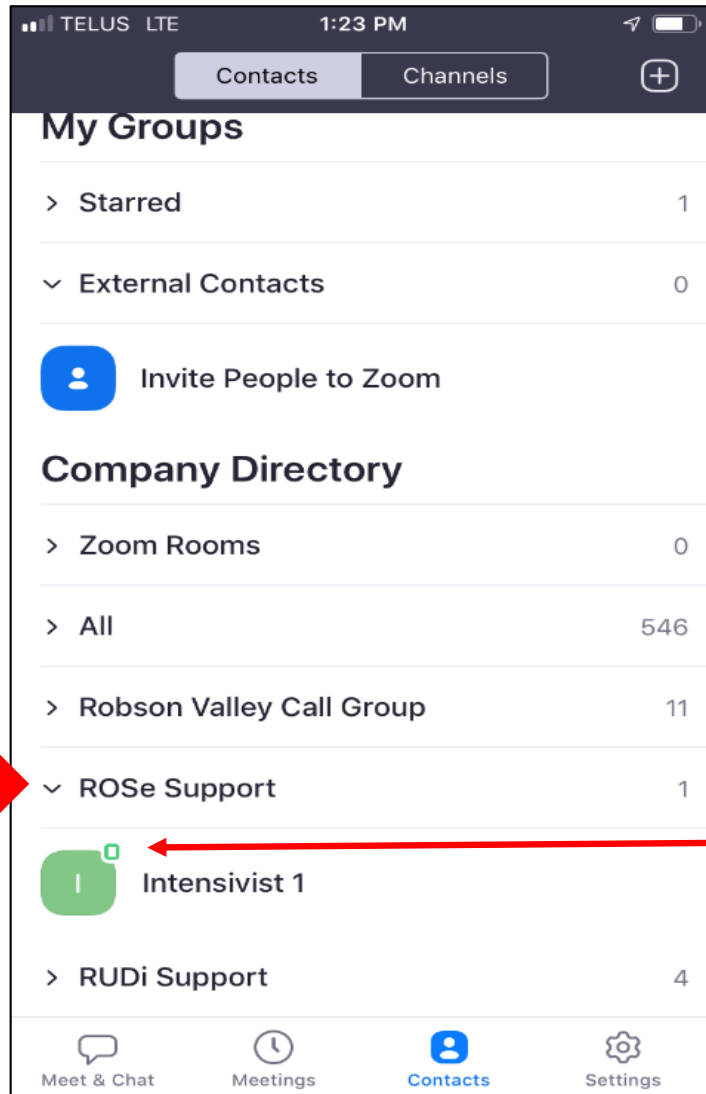


**ROSe Support** is accessed at the bottom of contacts screen.

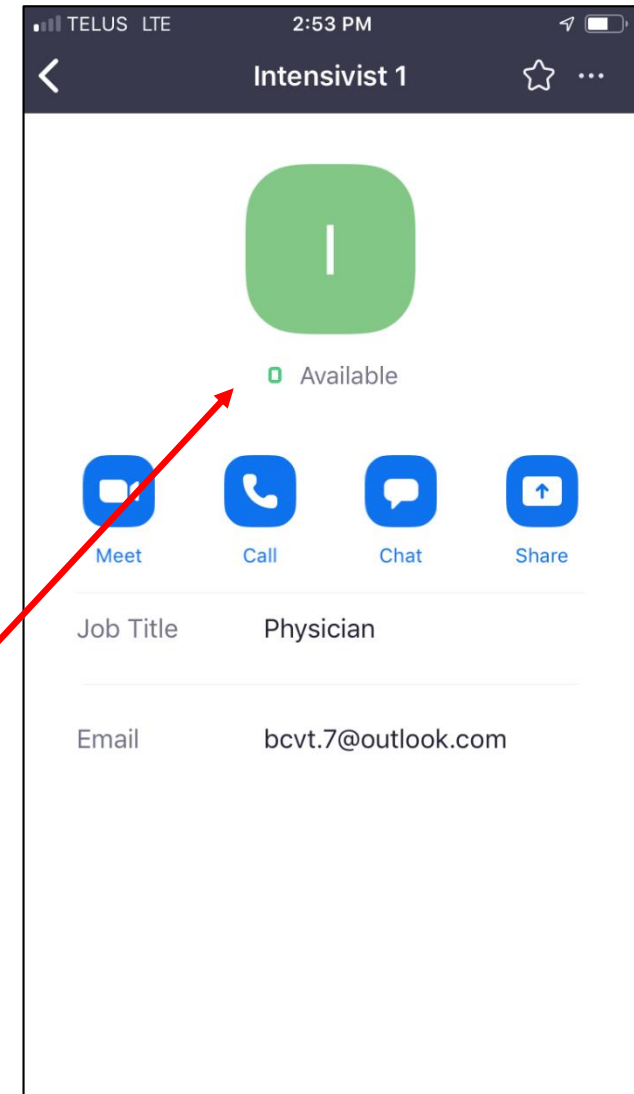
- Select the arrow to expand
- Intensivist will be listed

- Select Intensivist to see options:  
meet, call, chat, share

**NOTE: If you do not see  
ROSe at the bottom of  
your contacts list – add  
them to your contacts by  
starring them. See slide 6**



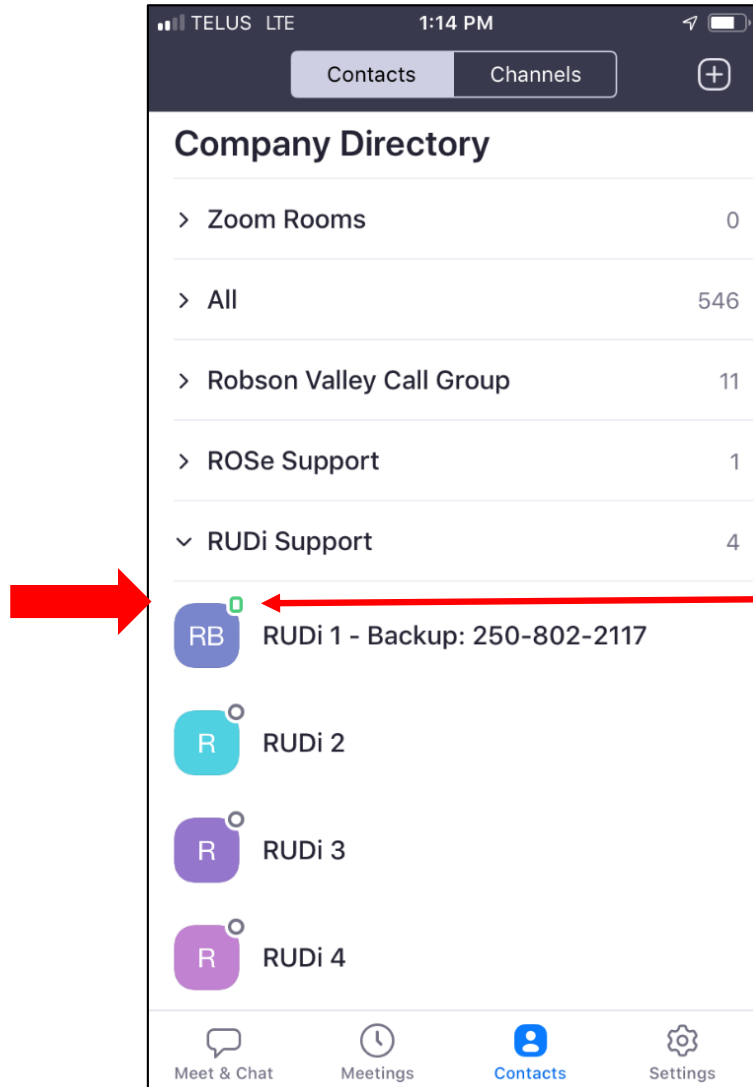
Note: The small green dot in the upper right corner indicates that this person is available. You can also see that when you select this person.



**RUDi Support** is accessed at the bottom of contacts screen.

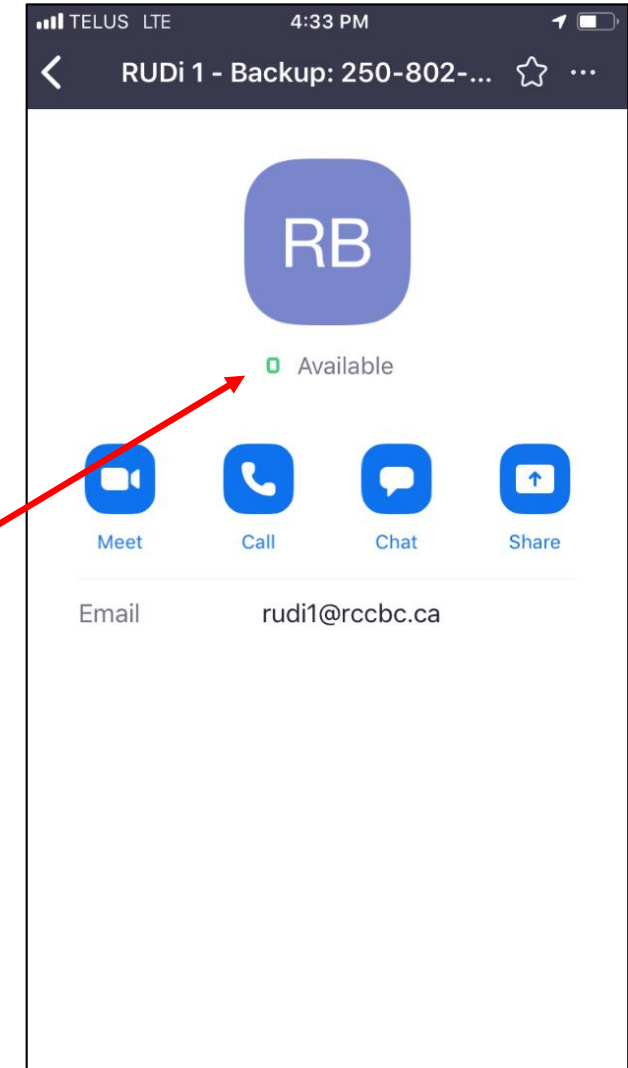
- Select the arrow to expand
- All RUDi lines will be listed

- Select available RUDi to see options: meet, call, chat, share



**NOTE: If you do not see ROSe at the bottom of your contacts list – add them to your contacts by starring them. See slide 6**

Note: The small green dot in the upper right corner indicates that this person is available. You can also see that when you select this person.

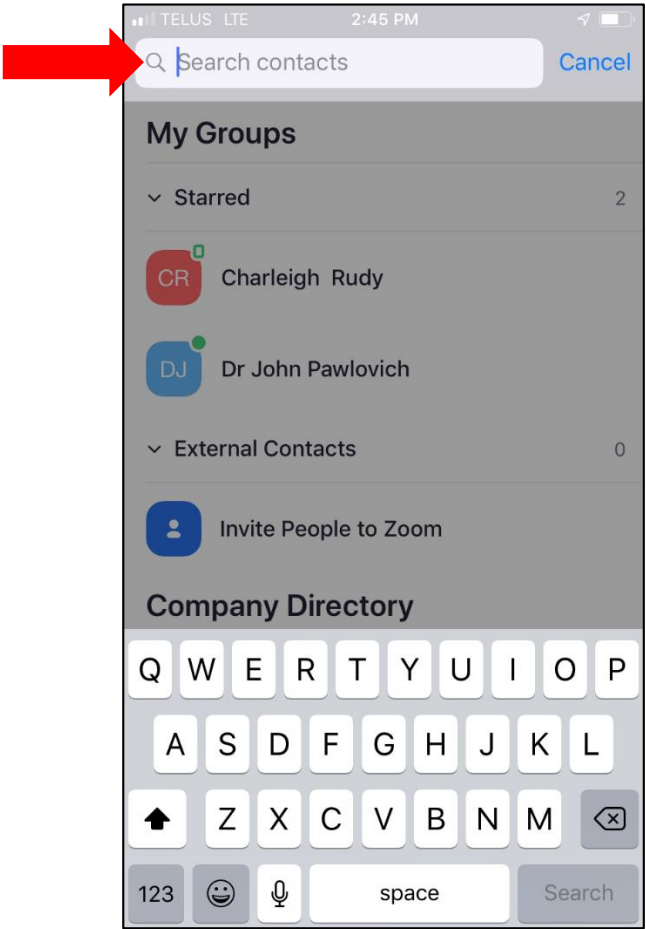


# Searching & Starring a Contact

You can star important contacts, placing them under the **STARRED** section in the chat panel and allowing you to quickly access them.

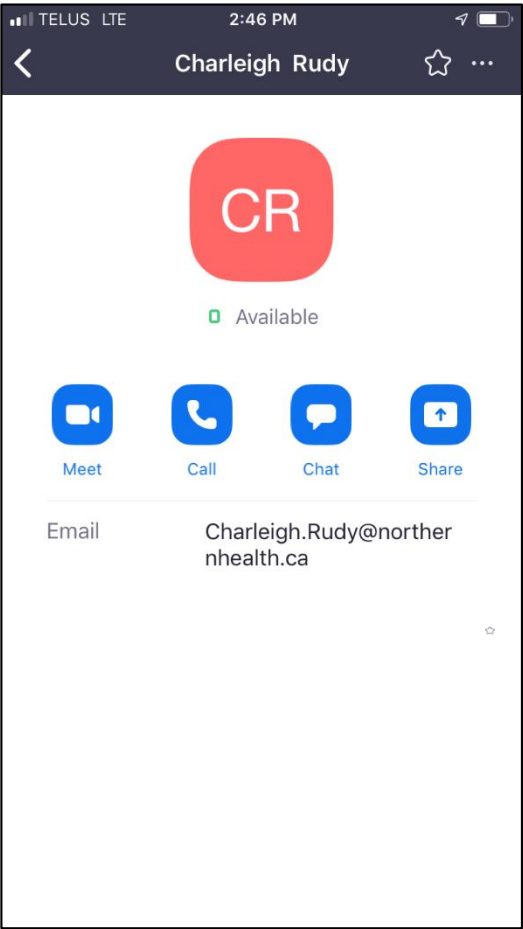
## Using search

Use the search bar at the top of your screen to search for the contact.

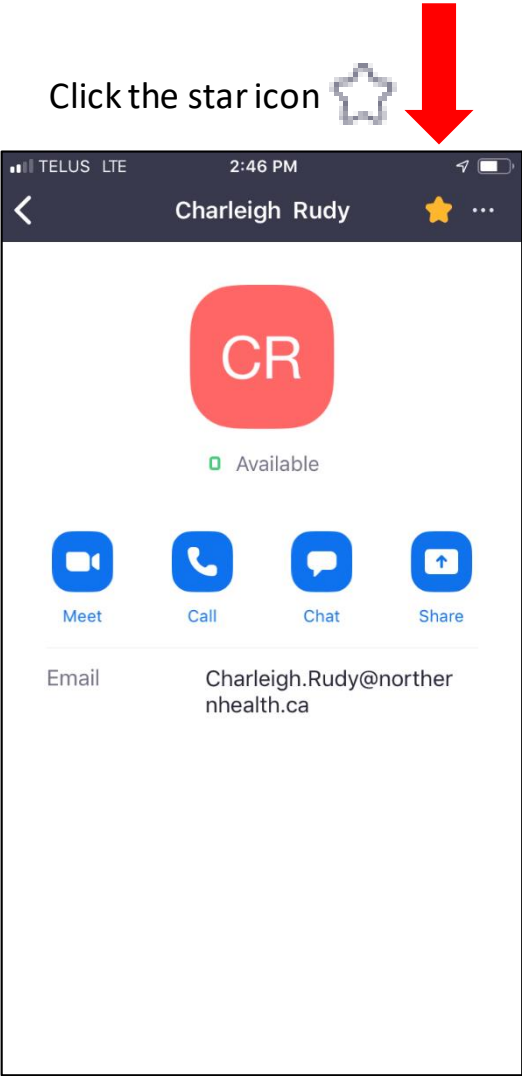


For ROSe search: Intensivist  
For RUDi search: RUDi and add all four

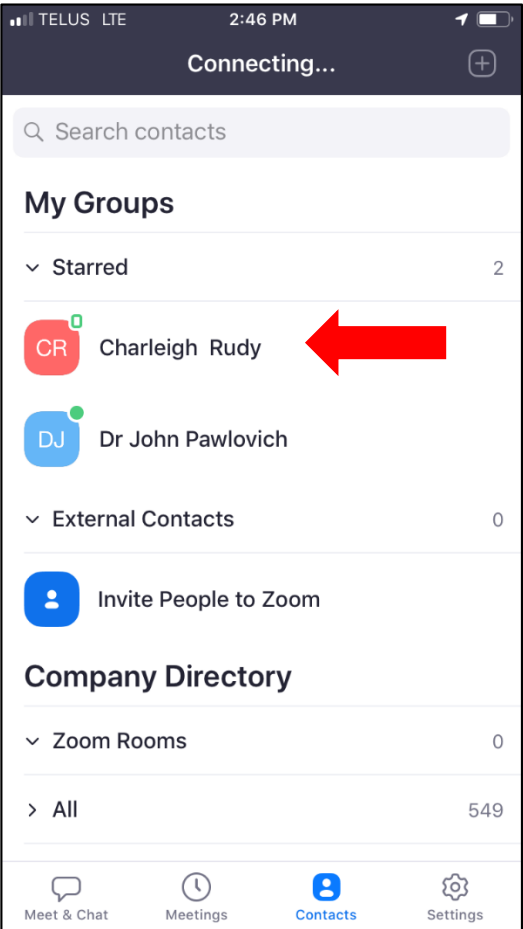
Click the contact's name



Click the star icon



The contact will appear in the Starred sections under Chat and Contacts.



## Adding an External Contact

- Click on **Contacts**.
- Click the add icon , then click **Add a contact**.
- Enter one email address at a time.
- Click **Add Contact**.
- Repeat with any additional contacts.

You can add multiple contacts at a time by clicking on **Copy Invitation** and sending it out via email.

**NOTE: You can only add a contact that has a zoom account. To add a contact not on zoom you will have the option to invite them to sign up for a zoom account.**

**NOTE: You do not need to invite a person as an external Contact in order to have a zoom call with them. Refer to the DTO Zoom [quick start guide](#).**

This is what your invitee will receive. Once they have accepted and signed up, they will be added to your external contacts.

