



VIDEO ON DEMAND (VODA): FOR STAFF SENDING INVITES

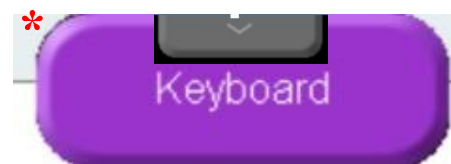
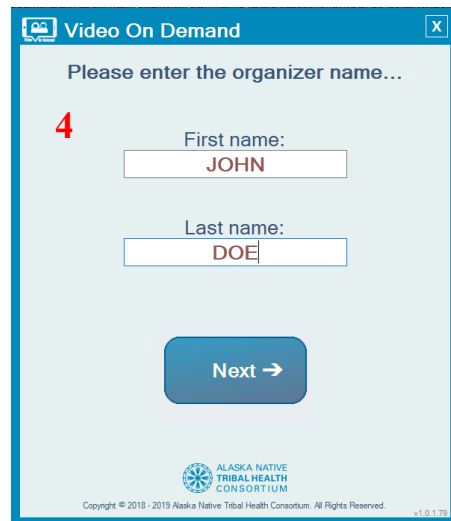
Video On Demand (VODA) is an app that allows any user to easily set up a video call using invitation links to emails and/or smart devices. You may invite as many individuals as you would like into the call.

Please do not use this for calls that involve connecting with a clinic.

1. Call/notify participants that they will be getting a video link from you. Ensure they know it may incur a cost (standard data rates apply).
2. You will need to obtain an email address or 10 digit smart phone number for each person you plan to invite.
3. From the start screen click the blue “VODA” button.
4. *Enter **your** name as the meeting organizer and click “Next”.

Do not use the patient’s name as this will not meet PHI requirements.

***Note:** If using VODA on a **tablet** you will need to select the purple “Keyboard” button from the drop down menu at the top of the screen **each time** you want to type.



5. Enter any text you would like the recipients of the video invitation to receive in the text box under “Message”.

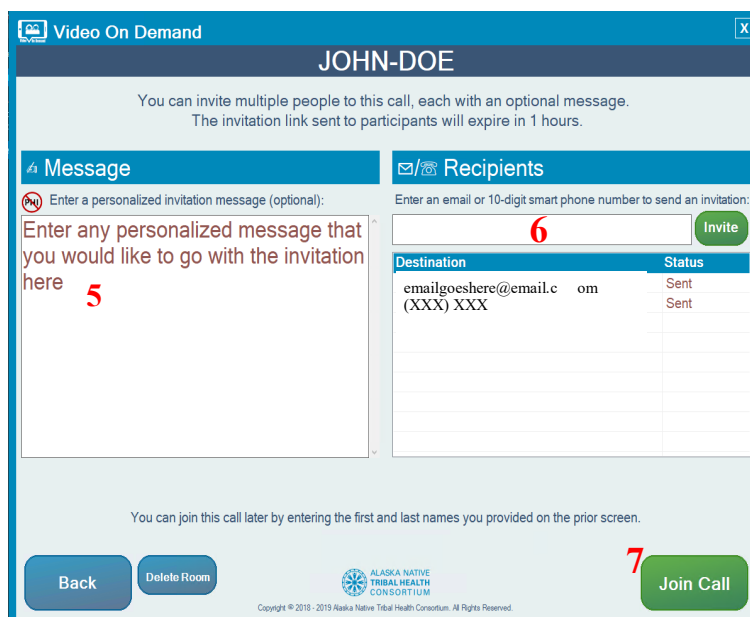
This is optional

6. Enter the phone numbers and/or email addresses of each participant you would like to send the link to under “Recipients”. Click invite after each email or smart phone number is entered.

Invitation expires in 24 hours

7. Click Join Call and a Vidyo window will open for you. Enter your name and click “Connect”

You may re-enter room for up to 24 hours or delete the room if it was made in error, or if you are the same organizer starting a new call





VIDEO ON DEMAND (VODA): ADDING PARTICIPANTS TO AN EXISTING CALL

1. From within the call click the drop down menu icon at the top of the screen.



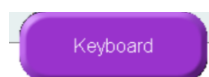
2. Click the blue “VODA” button from the drop down menu. This will take you back to the “send invitation” screen.



Even though the video call screen goes away, you are still in the call. Existing participants will be able to see and hear you unless you mute your microphone and camera.

3. Send additional invitations to the ongoing call.

If using a tablet select the purple Keyboard button from the dropdown menu to use keyboard.



Video On Demand

JOHN-DOE

You can invite multiple people to this call, each with an optional message. The invitation link sent to participants will expire in 24 hours.

Message

Enter a personalized invitation message (optional):

Enter any personalized message that you would like to go with the invitation here

Recipients

Enter an email or 10-digit smart phone number to send an invitation:

Invite

Destination	Status
emailgoeshere@email.com (XXX) XXX-XXXX	Sent
	Sent

You can join this call later by entering the first and last names you provided on the prior screen.

Back Delete Room

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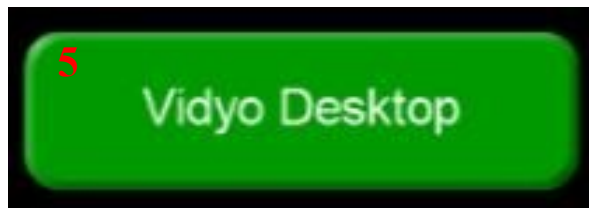
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To Return to the Ongoing Call:

4. Click the drop down menu icon at the top of the screen.



5. Click the green “Vidyo Desktop” button.



To End the Call

6. Click the drop down menu icon at the top of the screen (*see step 4*).

7. Click the red “End Call” button.
Ends call and returns user to start screen menu.

