



## How to Use Propio ONE as a Meeting Platform for Video Meetings

### Step 1: Send a Meeting Invite to Block Calendar Time if You're Scheduling in Advance

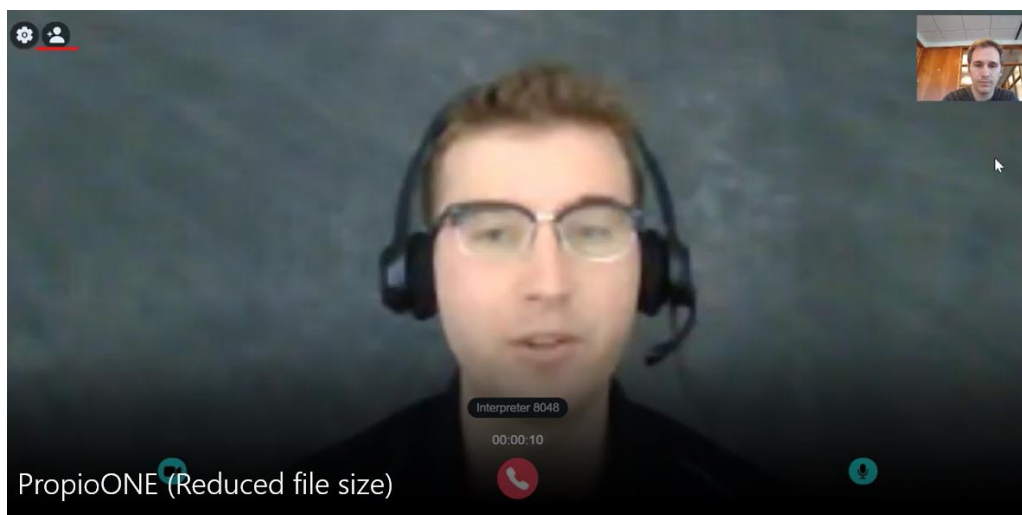
1. Send a calendar invite to the attendees (LEP) via Outlook or other scheduling tool (no meeting information will be included at this time, this is just to block calendars for the meeting).
2. Let the LEP/participant know that when it is time for the meeting to begin, Propio ONE will e-mail them or text them the invite with a link to simply click on to join the meeting.
3. Ask your LEP/participant:

At time of the meeting, would you like to be invited via SMS/text message or via e-mail? What is your cell phone number or e-mail address to send the invite with the link to join the meeting?

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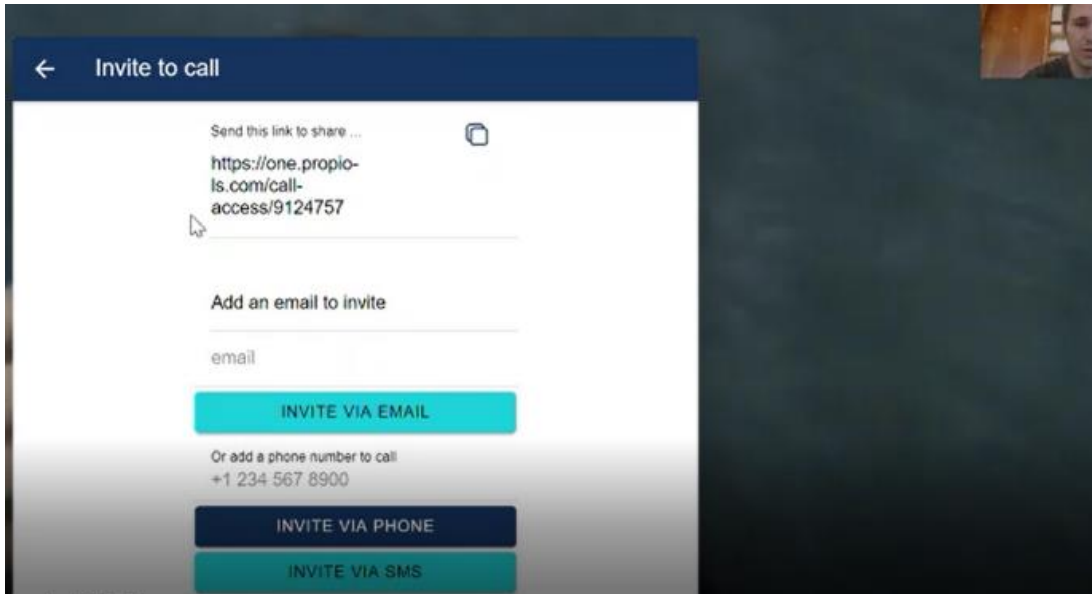
### Step 2: Day of the Meeting

1. 10 minutes prior to the start of the meeting, visit [one.propio-ls.com](https://one.propio-ls.com) or log into the Propio ONE app.
2. Select the video icon next to the desired language.
3. Once the interpreter answers, click on the "add call" (person) icon in the top left. *(This button only appears for video calls. If you are on an audio only call, ask the interpreter to do a 3<sup>rd</sup> party dial out, and provide the interpreter with the number for them to dial.)*

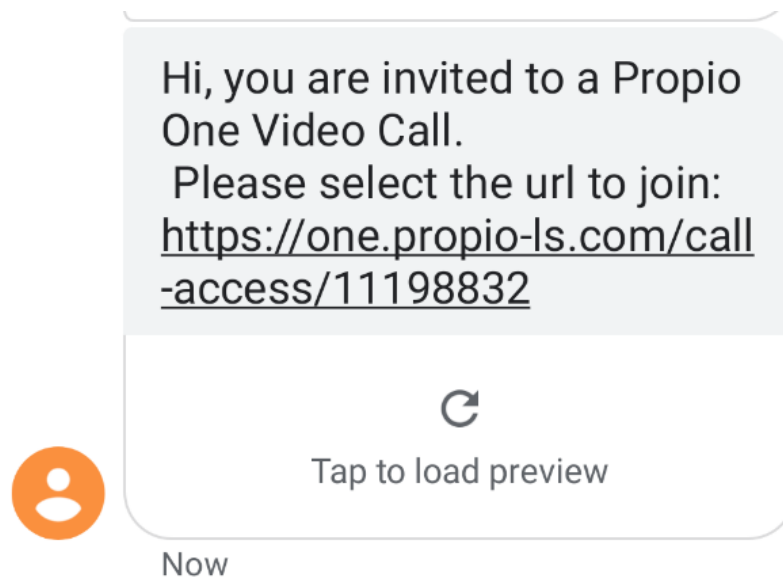




4. Click to invite your LEP by SMS/text or e-mail, then type in the number or e-mail to send the invite link to so they can join your meeting. (You can add 2 participants for a total of 4 people (interpreter, end user/you, LEP, LEP)).



This is what the SMS/text or e-mail invite will look like that you send:

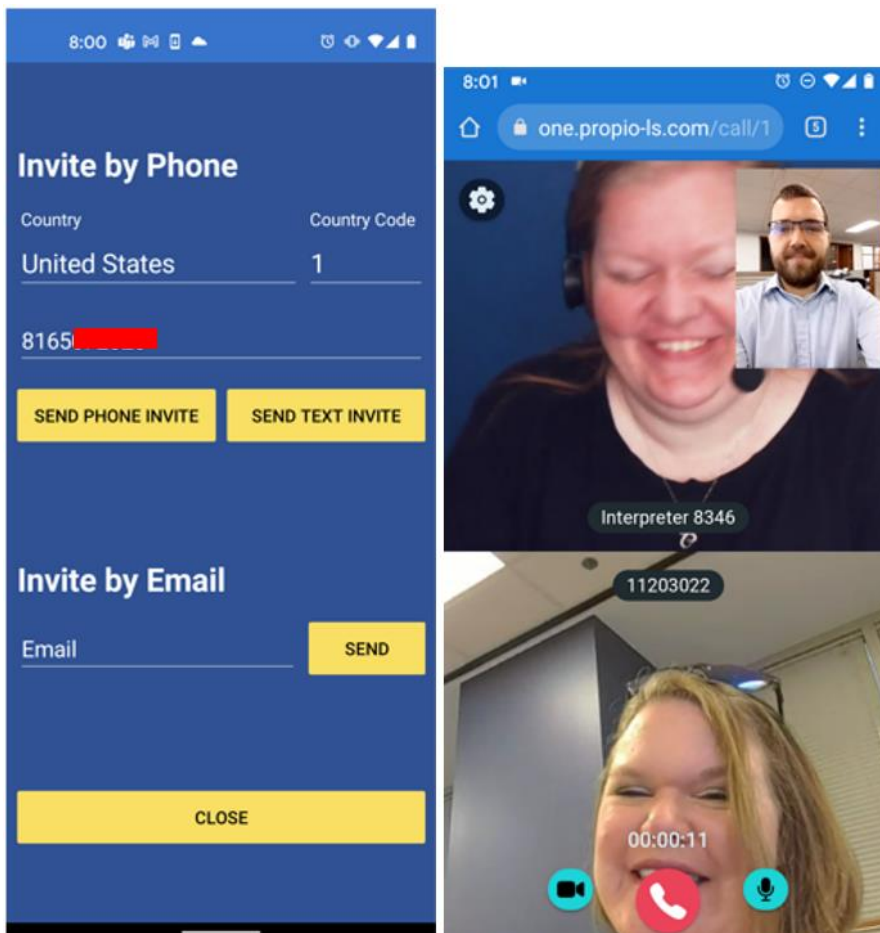




**Steps to complete a third-party video call on cell phone:**

1. Log in and obtain interpreter by selecting the video icon to the right of the target language
2. Once the interpreter connects, select the “add call” icon
3. To connect via patient’s phone, enter the phone number & select SEND TXT INVITE  
To connect via patient’s email, enter the email address & select SEND
4. Select close to return to the session

Images of the invite from an Android cell phone, and on the right is an image of a test call in action.



\*As an audio only alternative if you use Zoom: you can open an additional tab and go to <https://one.propio-ls.com>. Click the phone icon for audio only. Tell the interpreter you need to add a 3<sup>rd</sup> party and provide them with the phone number. You will all be able to hear each other.