

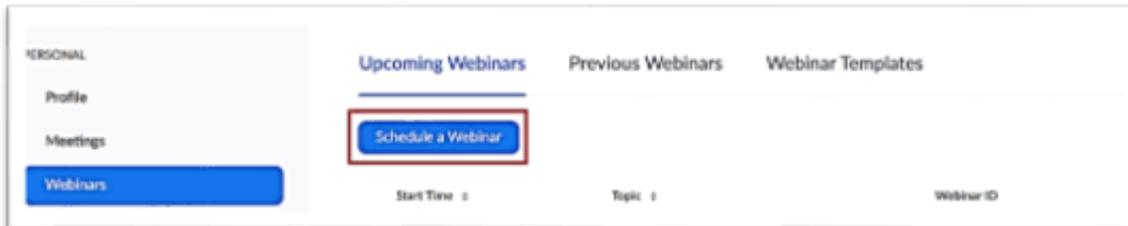


Schedule a Virtual Health Visit with automatic email reminder

IMPORTANT: Please use the web browser version of Zoom when scheduling visits*

1. Schedule the Virtual Health Visit

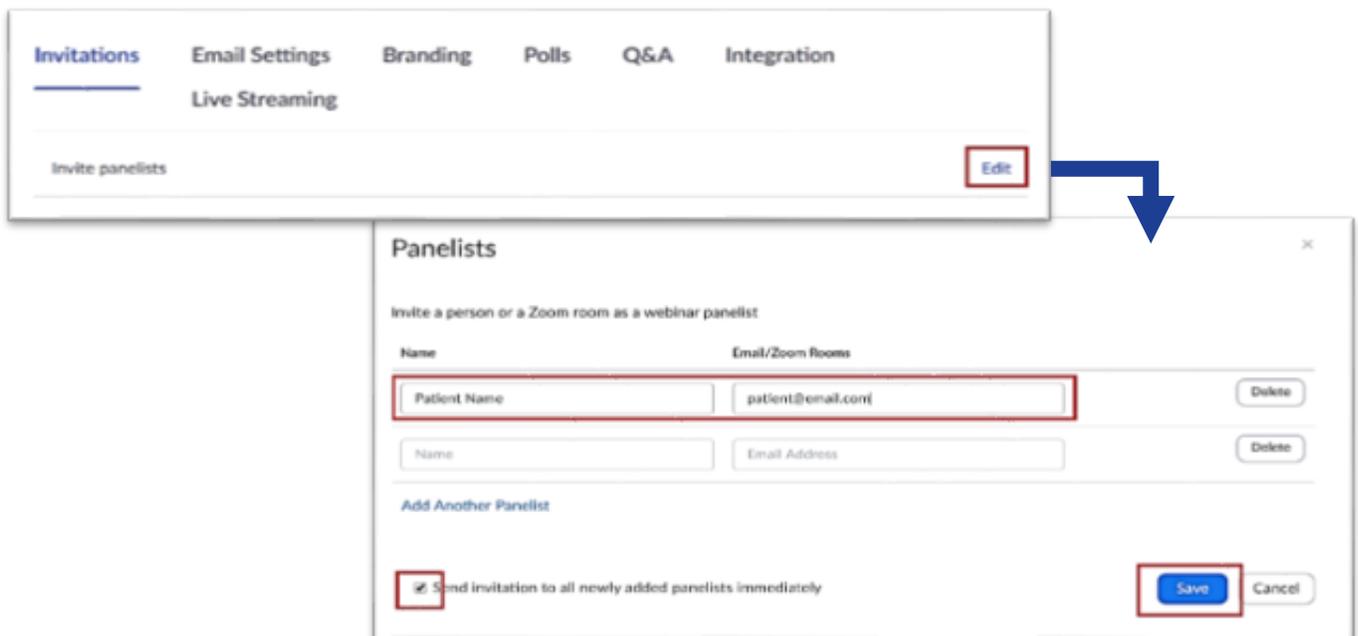
1. Sign into ZOOM - <https://zoom.us/>
2. Click on the **Webinars**** tab.



3. Click **Schedule a Webinar** or **Webinar Templates** to select from your webinar templates.
4. Click **Schedule** when all webinar details are completed.

2. Invite the patient to their Virtual Health Visit

1. Now that the visit is scheduled, scroll down to **Invitations** and invite the **patient as a panelist***** by clicking **Edit**.
2. Enter **patient's name** and **email address**.
3. Click **Save**. The patient will automatically be sent an email invitation through ZOOM.





3. Set up an automatic Virtual Health Visit email reminder

1. Click **Email Settings**.
2. Click **Edit** next to the **No reminder email to Attendees and Panelists** to adjust the settings.
3. Select the reminder option(s) you prefer.
4. Click **Save**.

Reminder Email

Send Reminder Email to Approved Registrants and Panelists

1 hour before the webinar start date and time

1 day before the webinar start date and time

1 week before the webinar start date and time

Save Cancel

4. Add the Virtual Health Visit to your Outlook calendar (optional)

1. Click **Outlook Calendar (.ics)** to download an .ics file
2. Click the **.ics download** to open it.
3. Outlook will automatically open and populate a calendar event.
4. Save the event.

Topic: VH Appointment

Description: VH appointment

Time: Mar 20, 2020 06:00 PM Vancouver

Add to: Google Calendar Outlook Calendar (.ics) Yahoo!

Subject: VH Appointment

Location: <https://zoom.us/j/762385618>

Start Time: Fri 3/20/2020 6:00 PM All day event

End Time: Fri 3/20/2020 7:00 PM

Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to join: <https://zoom.us/j/762385618>

Description: VH appointment

Or join by phone:

Dial (for higher quality, dial a number based on your current location)

Canada: +1 778 907 2071 or 855 703 8985 (Toll Free)

Webinar ID: 762 385 618

International numbers available: <https://zoom.us/jarGJM2kem>

Or an H.323/SIP room system:

H.323:

162.255.37.11 (US West)

*All scheduling is to be completed in the web browser. Use the desktop client (installed) version or mobile app on LTE data to conduct visits. The desktop client ensures video quality by adjusting to the amount of available hospital network bandwidth.

** We understand that appointment reminders are important to you and your patients. At this time, automatic email reminders are a feature only available in webinars. For this reason, Virtual Health Visits are recommended to be booked as webinars.

***By adding the patient as a panelist, the patient will be able to share their camera feed and speak to their provider. Attendees cannot share their camera feed or speak to their provider without being 'promoted' to the panelist role.