

Schedule a Virtual Health Visit Webinar (1:1 or Group) in Zoom for Healthcare

Requirements

- Use the **web browser** version of Zoom to schedule Virtual Health Visit webinars.
- If a clerk is scheduling on behalf of a provider, the provider must assign scheduling privileges in advance
- Enable webinar passwords to be embedded in invitation URLs. This allows for patients to click to join.
 - Click on Settings tab.
 - Scroll to Embed password in meeting link for one-click join and toggle to 'on.'

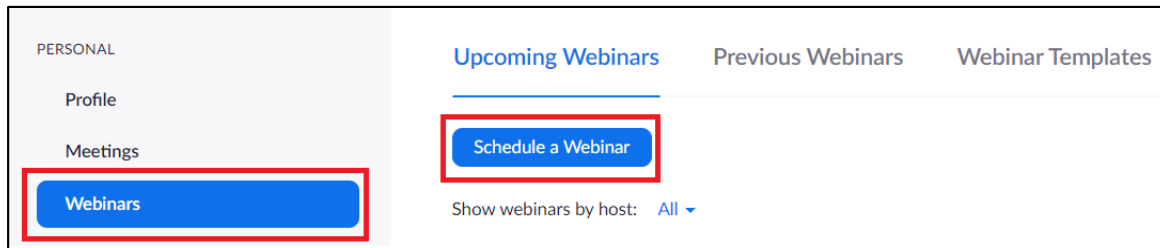
Embed password in meeting link for one-click join

Meeting password will be encrypted and included in the join meeting link to allow participants to join with just one click without having to enter the password.



Schedule the Virtual Health Visit webinar

1. Sign into your Zoom for Healthcare account on the web browser - <https://zoom.us/>
2. Click on the **Webinars** tab.
3. Click **Schedule a Webinar** or **Webinar Templates** to select from your webinar templates.



4. Complete webinar details:
 - **Date and time**
 - **Registration:** Leave as un-ticked.
 - **Webinar Password:** Leave as randomly generated password. The patient does not need to enter the password to join their visit. The invitation URL has the password embedded.
 - **Schedule for:** Pick the name of the person you want to schedule for, otherwise leave as 'Myself.'
 - **Video:** Change to 'On.'
 - **Audio:** Leave as 'Both.'
 - **Webinar Options:** Leave as is.
 - **Alternative Hosts (optional):** Assign an 'alternative host' to start the Virtual Health Visit on behalf of the provider. The alternative host must have a PHSA Zoom account.
5. Click **Schedule** when all webinar details are completed.

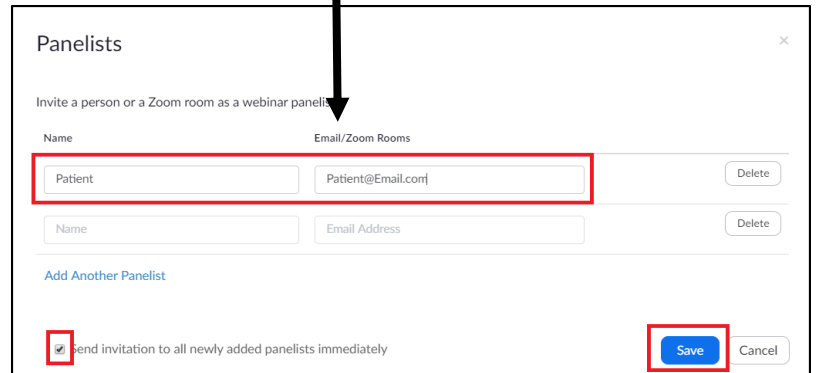
The webinar will be visible under "Meetings" in the Zoom desktop client and Zoom Cloud Meetings app for the webinar host and scheduler.

If you would like to add the event to your Outlook calendar, please see steps below.

Invite patient(s) to the Virtual Health Visit webinar

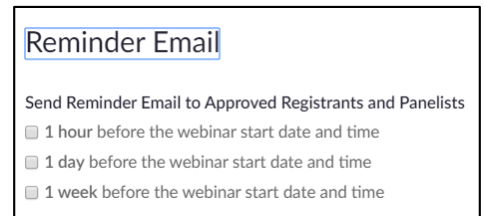
1. Now that the visit is scheduled, scroll down to **Invitations** and invite the **patients as a panelists** by clicking **Edit**.

- Enter each patient's name and email address.
 - Recommendation:** If scheduling a Group Visit, consider entering patient names as [first name] [last initial], e.g. John S, Jane S). The patient name you enter will be visible to all participants.
 - Up to 99 patients can be invited as panelists.
- Click **Save**. The patient will automatically be sent an email invitation through Zoom.



Set up an automatic Virtual Health Visit email reminder

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



Add webinar to your Outlook calendar (optional)

- Click **Outlook Calendar (.ics)** to download the .ics file.
- Click the **.ics download** to open it. Outlook will automatically open and populate a calendar event.
- If you are a clerk scheduling on behalf of the provider, invite the provider and/or alternative host as an attendee and click **Send**.
- Save and Close** the calendar event.

