

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

Requirements

- The **web browser or desktop client** version of Zoom can be used to schedule Virtual Health Visit meetings.
 - Note: The desktop client does not include options for adding a meeting description, scheduling from a meeting template, or adding registration.
 - The instructions below show how to schedule a meeting from the web browser.
- If a clerk is scheduling on behalf of a provider, the provider must assign scheduling privileges in advance
- Enable meeting 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.'

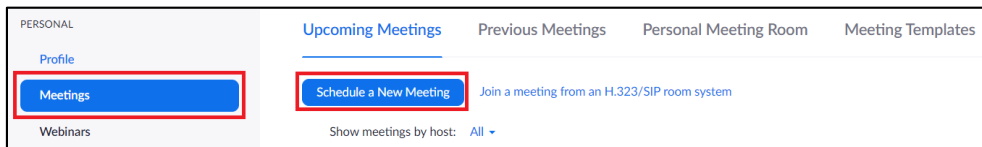
Embed password in meeting link for one-click join

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 meeting

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



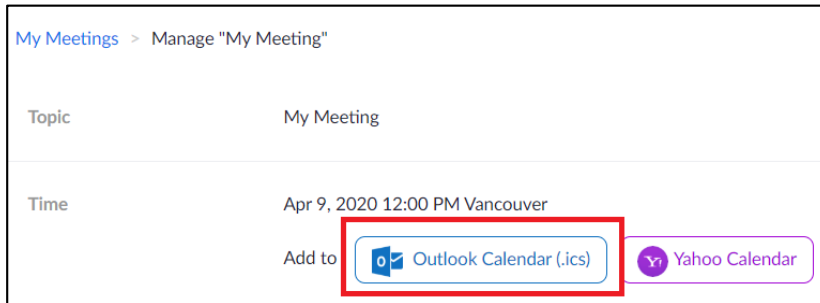
4. Complete meeting details:
 - a. **Date and time.**
 - b. **Registration:** Leave as un-ticked.
 - c. **Schedule for:** Pick the name of the person you want to schedule for, otherwise leave as 'Myself.'
 - d. **Meeting ID:** Leave as 'Generate automatically'. Do not use your Personal Meeting ID.
 - e. **Meeting 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.
 - f. **Video:** Change to 'On.'
 - g. **Audio:** Leave as 'Both.'
 - h. **Meeting options:**
 - i. Enable join before host – leave as un-ticked. Participants still need to be admitted from the waiting room.
 - ii. Mute participants on entry – optional
 - iii. Enable waiting room – permanently enabled for security. The meeting host/alternative host will be able to view a waiting room and admit or remove users as required.
 - iv. Only authenticated users can join – leave as un-ticked to allow patients to easily join
 - i. 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.



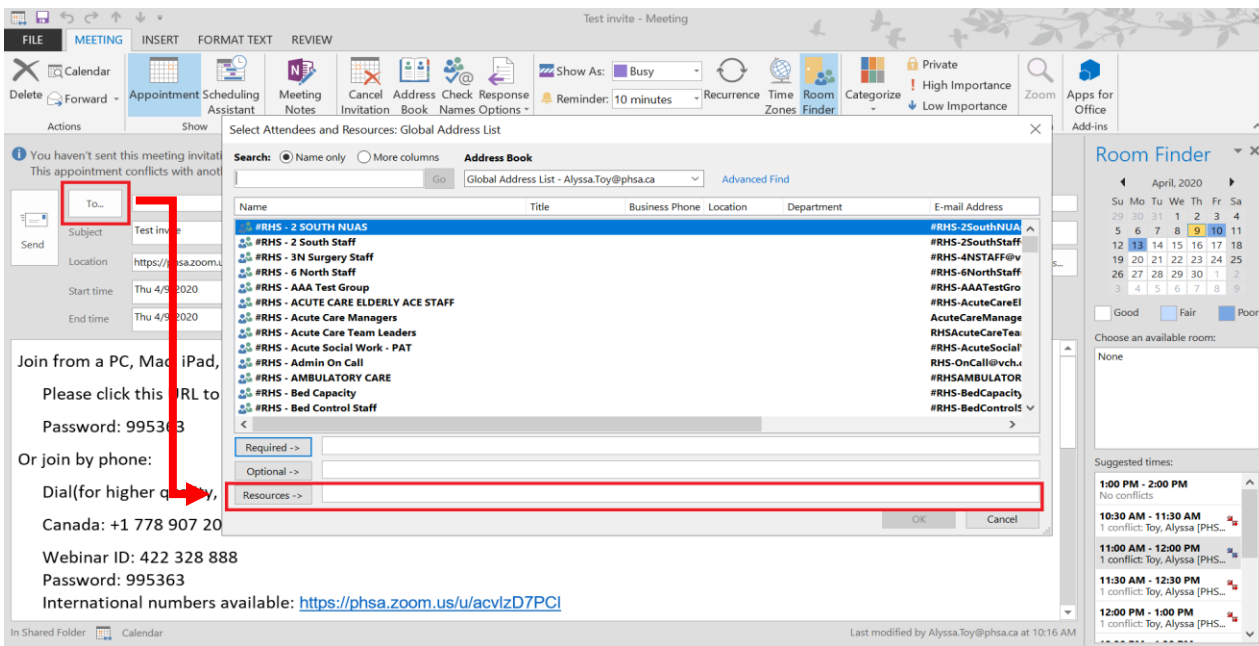
5. Click **Save** when all meeting details are completed.

Invite patient(s) and provider to the Virtual Health Visit meeting

1. Click **Outlook Calendar (.ics)** to download the .ics file.



2. Click the **.ics download** to open it. Outlook will automatically open and populate a calendar event.
3. Click **Invite Attendees**.
4. Click **To**.
5. Enter patient(s), provider, and alternative host's email addresses as **Resources**.
 - If email addresses are entered as **Required** or **Optional**, email addresses will be exposed to all recipients of the invitation.



6. Click **OK**.
7. Click **No** on the pop up asking if you want to change the location of the event to the email addresses entered.
 - If you click **Yes**, any email addresses entered as resources will be listed as the location for the event. Patients will be able to see each other's email addresses and/or patients can see the provider's email address.
8. Click **Send** to send the invitation.