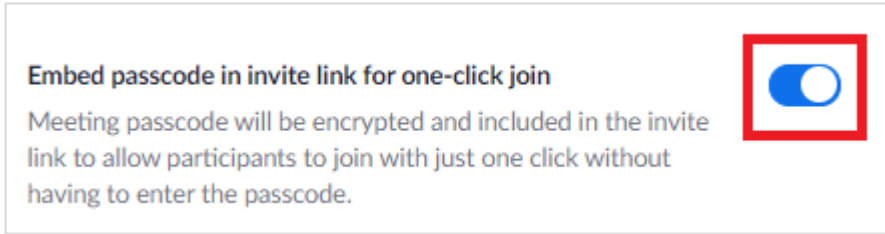




## Web browser scheduling

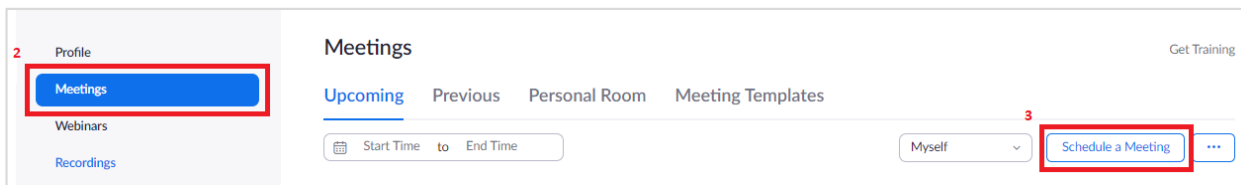
### Requirements

- Use the **web browser** version of Zoom to access all scheduling options for virtual health visit meetings.
  - You can use the **desktop application** to schedule, but it does not include options for adding a meeting description, scheduling from a meeting template, or adding registration.
- Use Google Chrome.
- If a staff member is supporting a provider with scheduling, the provider must assign [scheduling privileges](#) to the staff member in advance.
- Enable meeting passcodes to be embedded in invitation URLs. This allows participants to click to join their visit.
  - Click on the **Settings** tab.
  - Scroll to Embed passcode in invite link for one-click join and toggle to 'on.'



### Schedule the virtual health visit

1. Sign into your Zoom for Virtual Health Visits account on the web browser - <https://zoom.us/>
2. Click on the **Meetings** tab.
3. Click Schedule a Meeting.



4. Complete virtual health visit **meeting details**.

<b>Topic</b>	Title of the virtual health visit
<b>Description (optional)</b>	A description of the virtual health visit
<b>When</b>	The intended date and start time of the virtual health visit The Virtual health visit can be started before or after the start time



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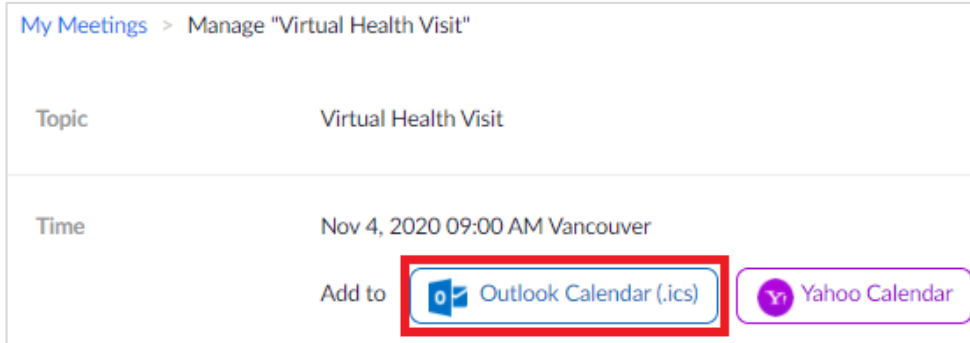
<b>Duration</b>	The intended length of the virtual health visit The virtual health visit <b>will not</b> automatically end after the duration time
<b>Registration (optional)</b>	Requires participants to register for the virtual health visit to receive the link to join See <a href="#">registration guide</a>
<b>Schedule for</b>	Option to schedule the session on behalf of someone else, e.g. a provider See <a href="#">scheduling privileges guide</a>
<b>Meeting ID</b>	Leave as Generate Automatically
<b>Template</b>	Select a template to schedule from See <a href="#">templates for scheduling virtual health visits guide</a>
<b>Security – Passcode</b>	Permanently enabled for security purposes
<b>Security – Waiting Room</b>	Permanently enabled for security purposes See more details about <a href="#">waiting rooms</a>
<b>Video</b>	Change to 'on' for host and participant
<b>Audio</b>	Leave as 'Both'
<b>Meeting Options</b>	<b>Allow participants to join anytime</b> – permanently un-ticked; participants cannot bypass the waiting room. <b>Mute participants on entry</b> – leave as un-ticked to reduce participant audio issues <b>Approve or block entry for users from specific countries/regions</b> – leave as un-ticked in case participants are joining from abroad
<b>Purpose of the virtual health visit</b>	Select the purpose from the dropdown options
<b>Alternative Hosts</b>	The alternative host must have a Zoom for Virtual Health Visits account. Alternative hosts can: Start the virtual health visit on behalf of the main host Admit participants from the waiting room into the virtual health visit

- Click **Save** when all virtual health visit meeting details are completed.

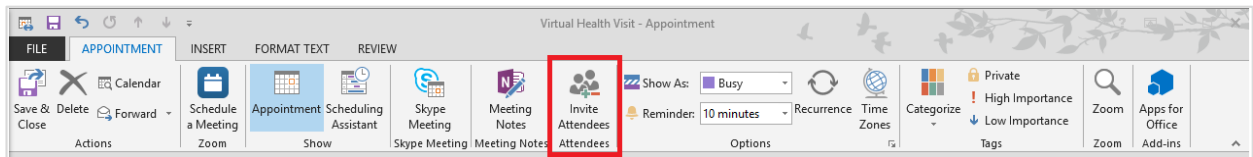


## Invite participants to the virtual health visit

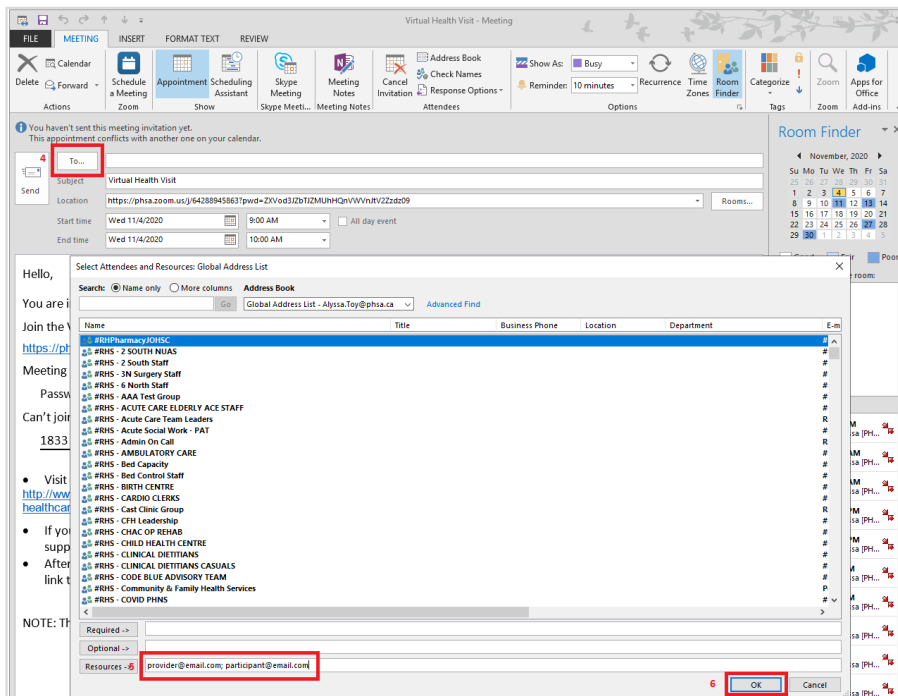
1. Click **Outlook Calendar (.ics)** to download a pre-populated Outlook calendar invitation.



2. A file will begin downloading. Click the file when it is done downloading. An Outlook calendar invitation will open.
3. Click Invite Attendees.



4. Click **To...**
5. Enter participant(s), provider, and alternative host's email addresses as **Resources**.
  - Participants are added as resources to protect the privacy of email addresses
  - If email addresses are entered as **Required** or **Optional**, they are exposed to all recipients of the invitation.
6. Click **OK**.

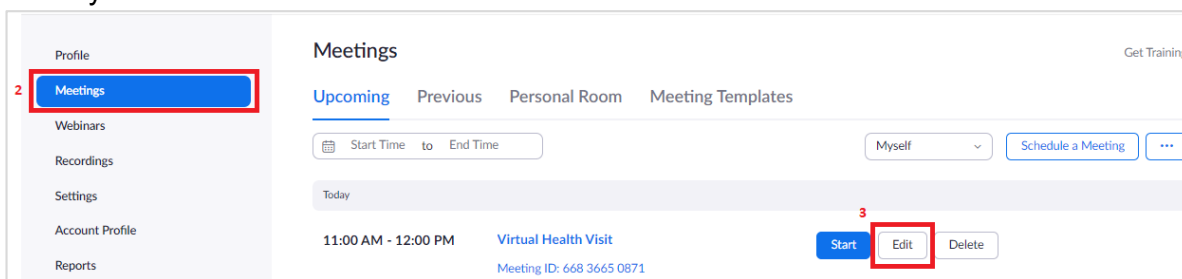




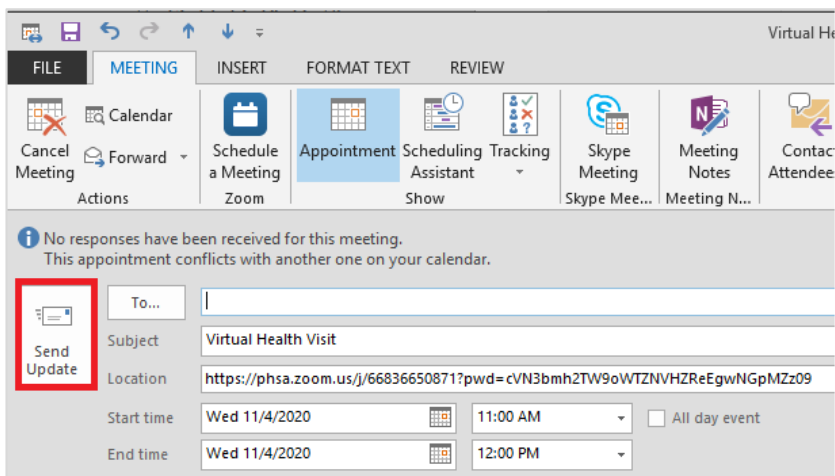
7. Click **No** on the pop up asking if you want to change the location of the event to the email addresses entered.
  - If you click **Yes**, any email addresses entered as resources appear as the location for the meeting.
8. Click **Send** to send the invitation.

## Editing virtual health visits

6. Sign into your Zoom for Virtual Health Visits account on the web browser - <https://zoom.us/>
7. Click on the **Meetings** tab. Under **Upcoming**, scheduled virtual health visits are listed.
8. Hover your cursor over the visit to be edited and click **Edit**.



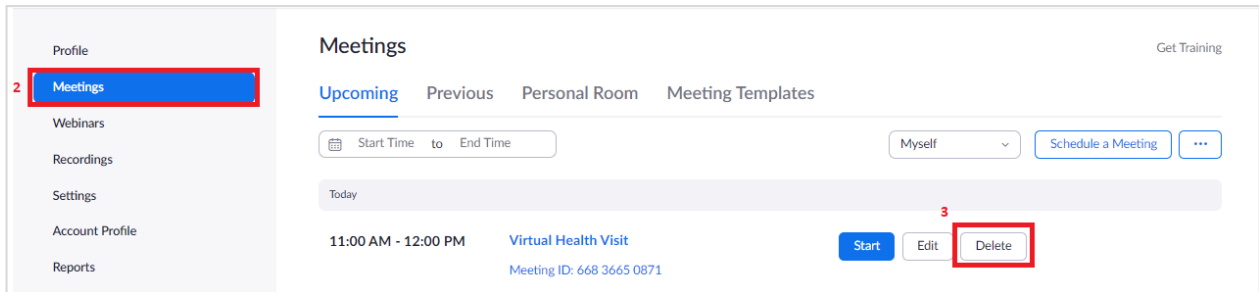
9. Edit the virtual health visit meeting details as required.
10. Click **Save** when all changes details are completed.
  - The meeting link, ID, and passcode will remain the same.
11. Open **Outlook Calendar event** for the virtual health visit.
12. Edit the **date and time** of the invitation as required.
13. Click **Send Update** to send an updated invitation.



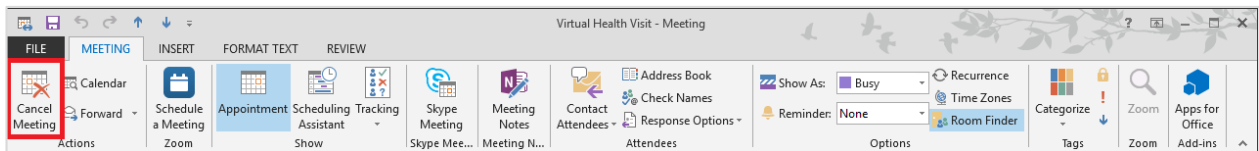


## Cancelling virtual health visits

1. Sign into your Zoom for Virtual Health Visits account on the web browser - <https://zoom.us/>
2. Click on the **Meetings** tab. Under **Upcoming**, scheduled virtual health visits are listed.
3. Hover your cursor over the visit to be cancelled and click **Delete**.



4. Click **Delete** to confirm you want to cancel the virtual health visit.
5. Open **Outlook Calendar event** for the virtual health visit.
6. Click **Cancel Meeting**.



7. Click **Send Cancellation** to send an email notification to all invitees. The calendar event will be deleted.

