

## QUICK REFERENCE GUIDE

# Scheduling and Joining a Zoom Meeting

If you are a Health Care Provider (HCP) who will be offering virtual visits using Zoom for Healthcare or an administrative assistant scheduling on behalf of an HCP, please review the following:

### System Requirements for HCPs and Patients.

- An internet connection – high-speed internet or wireless (3G or 4G/LTE).
- Speakers/microphone or headset – built-in, plug-in, or wireless Bluetooth.
- A webcam or HD webcam – built-in or USB plug-in.

## Getting Set-Up for a Zoom for Healthcare Appointment

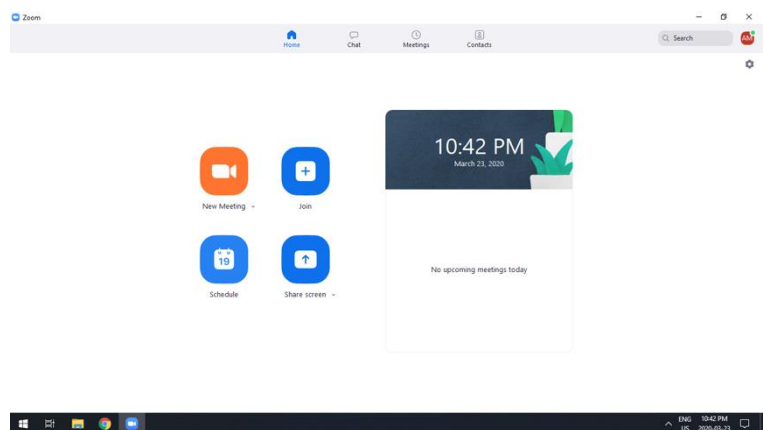
Note: If an administrative assistant will be scheduling virtual visits on behalf of the HCP, they will need their own Zoom for Healthcare account and must be assigned [scheduling privileges](#) from the HCP's account.

Sign in using either the [Zoom web portal](#) or the desktop client. Instructions for downloading the desktop client can be found [here](#). If you are having challenges downloading the desktop client and are using a Regional Health Authority (RHA) device, please contact your RHA service desk for support.

## Scheduling a Zoom for Healthcare Appointment

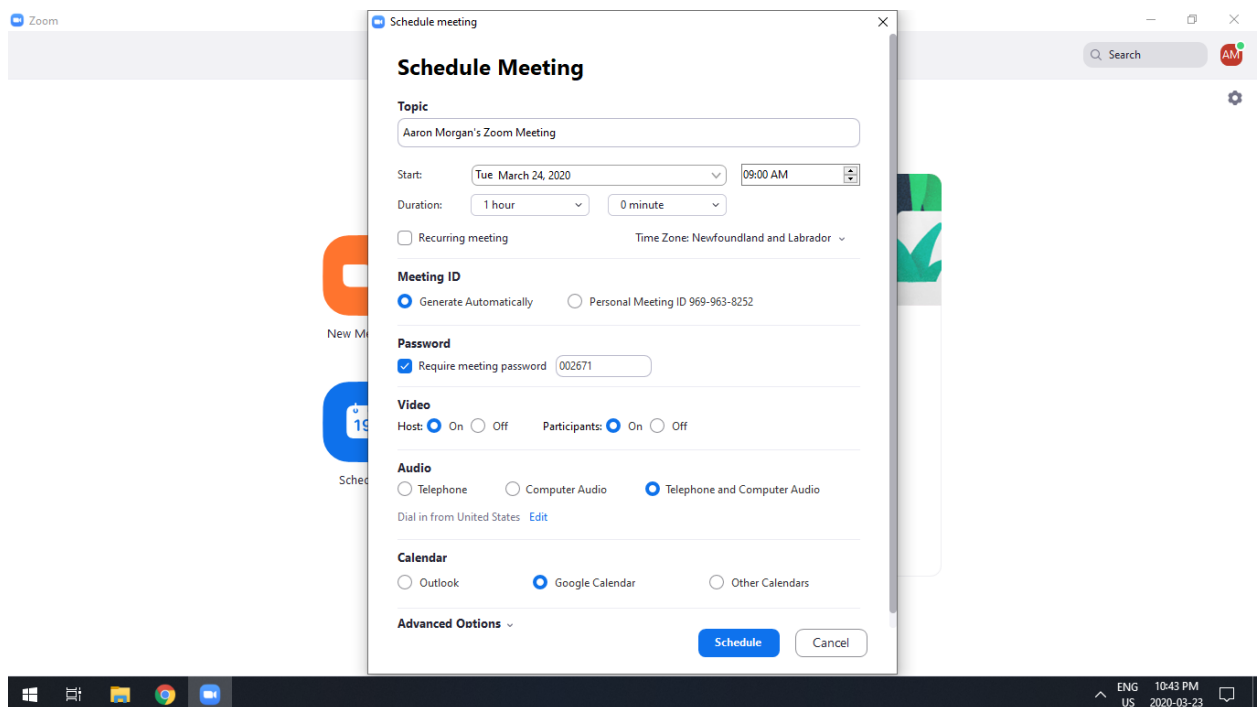
Please follow the steps below:

1. Open the Zoom website via your browser or the desktop application.
2. Click **Schedule**.

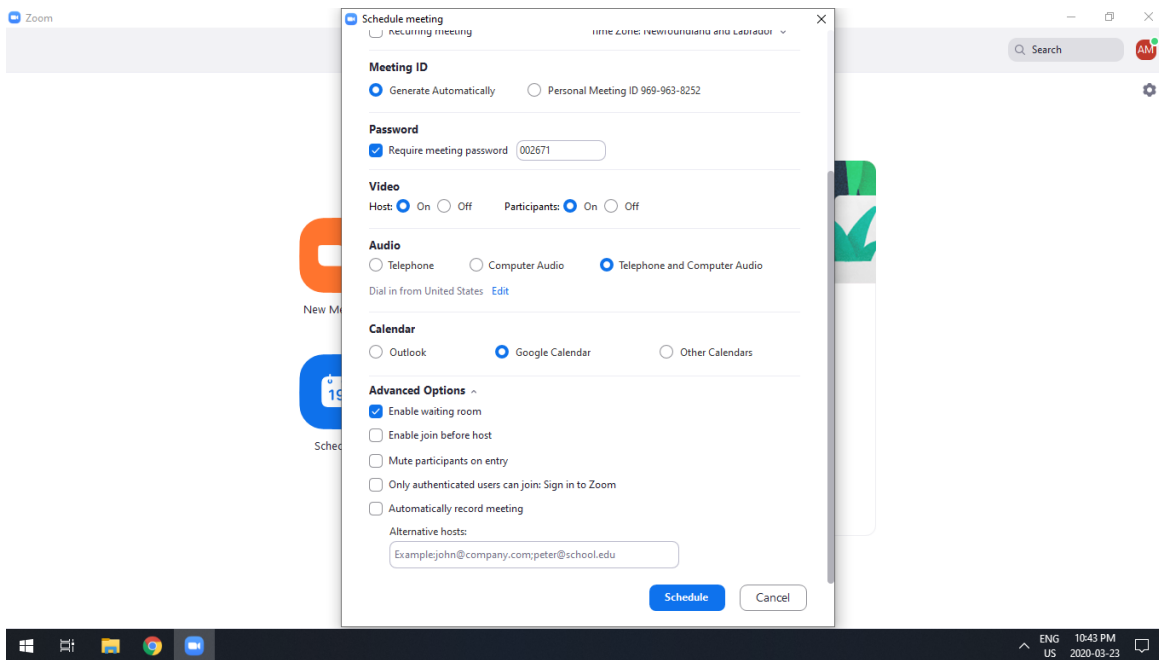


## Scheduling a Zoom for Healthcare Appointment cont'd

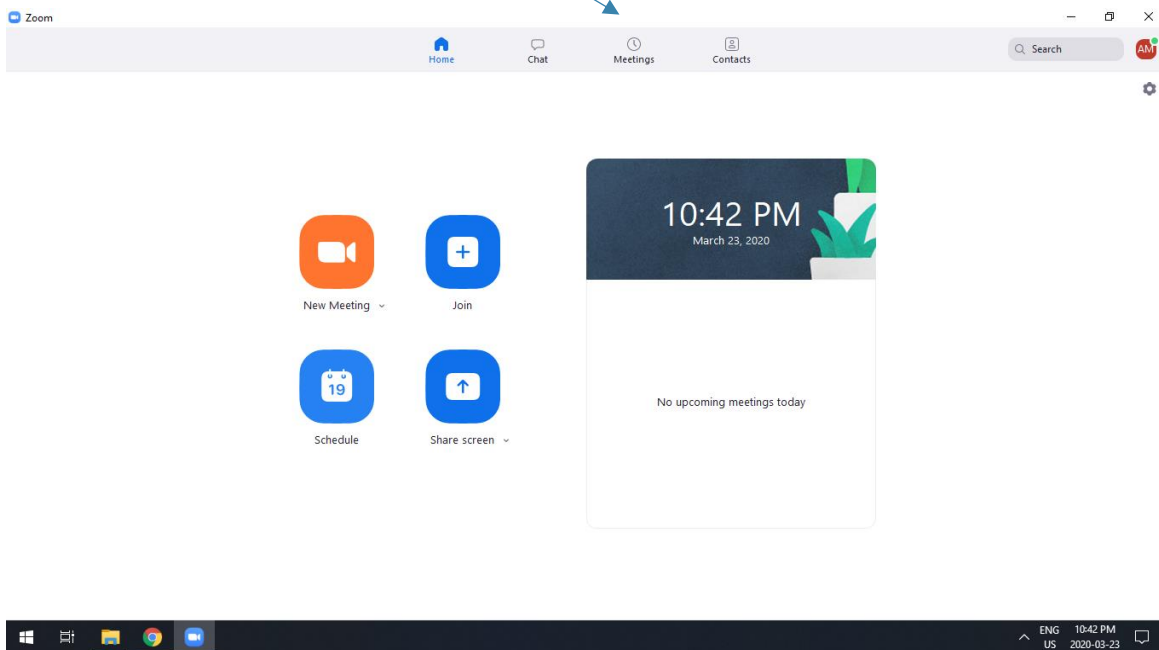
3. Topic (i.e. John Doe Zoom Meeting).
4. Enter meeting Start Date, and Time.
5. Duration: 1 hour is default.
6. Meeting ID: Generate Automatically is default, do not change.
7. Password: Require meeting password is set automatically, do not change.
8. Video: Host: On Participants: On. Both are required to be On.
9. Audio: Telephone and Computer Audio is default.
10. Calendar: Google Calendar is default. Select appropriate calendar for the invite to appear in.



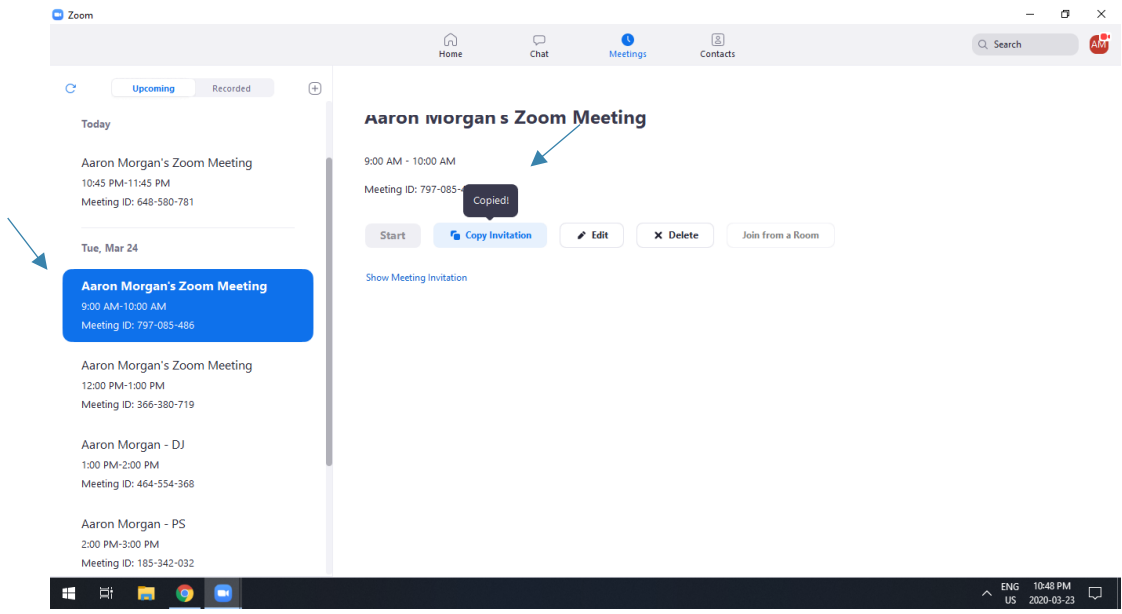
10. Under **Advanced Options**, click **Enable Waiting Room**. Click **Schedule**.



11. Go back to Zoom. Click **Meetings**.



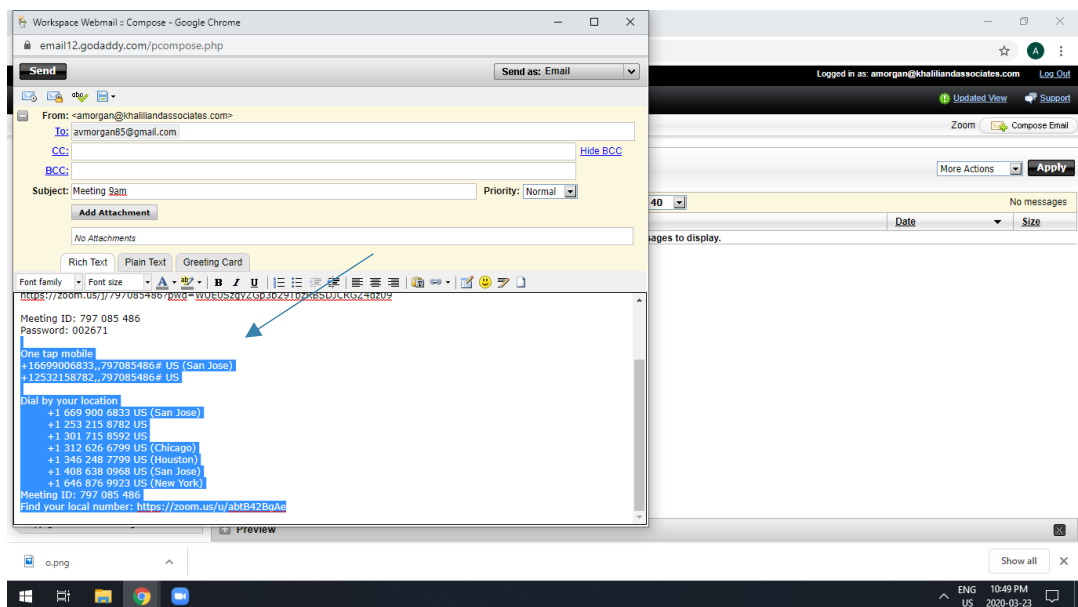
12. Your Zoom meetings will load. Select desired meeting on the left side of the screen. Click **Copy Invitation**.

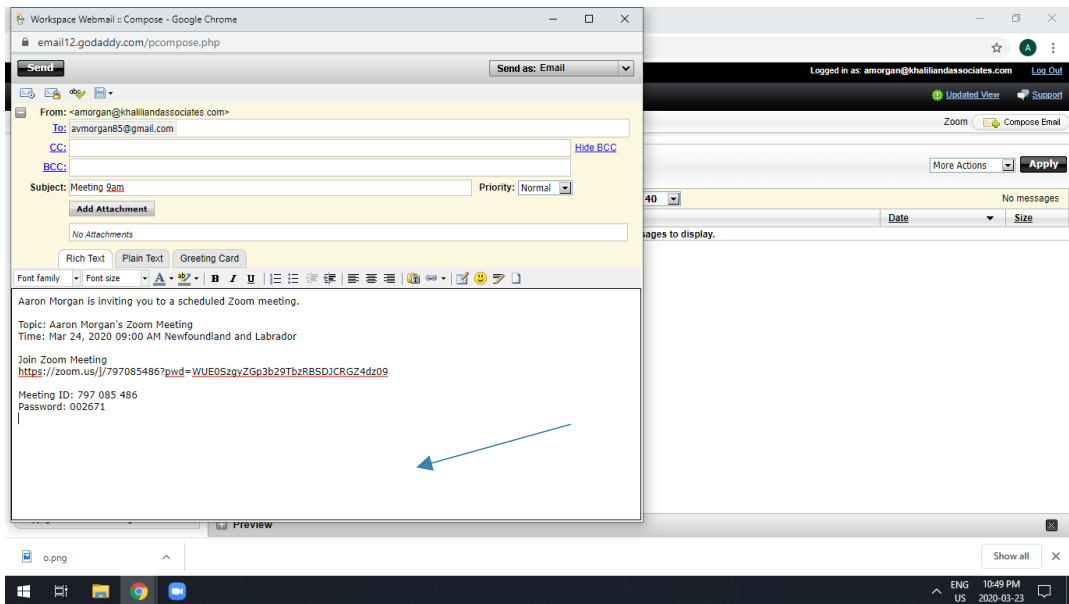


13. To share the meeting details with your client, complete the following steps:

- a. Open your email.
- b. Create a new email.
- c. Enter the client's email address in the **To** field.
- d. Indicate the meeting time in the **Subject** line.
- e. Paste the meeting link into the body of the email. Highlight text (as noted below) and delete all information below **Password**.

This will provide your client with all the information they will require to join the Zoom Meeting.





## Joining a Zoom Meeting

1. In Zoom, click **Meetings**. Select desired meeting on the left side of the screen. Click **Start**.

