

Tip Sheet Topic

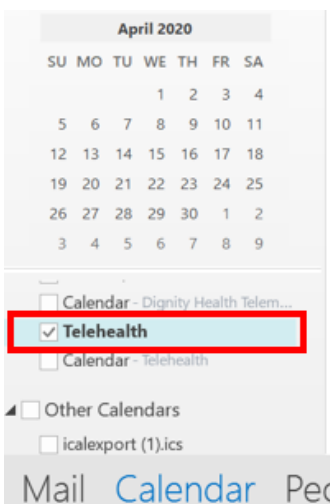
This tip sheet describes how to add the Zoom Visit to your calendar

End User Scheduling Visit

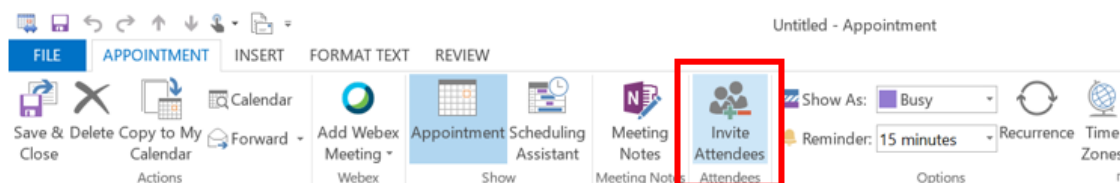
1. Open **Outlook** and go to the **Calendar** section



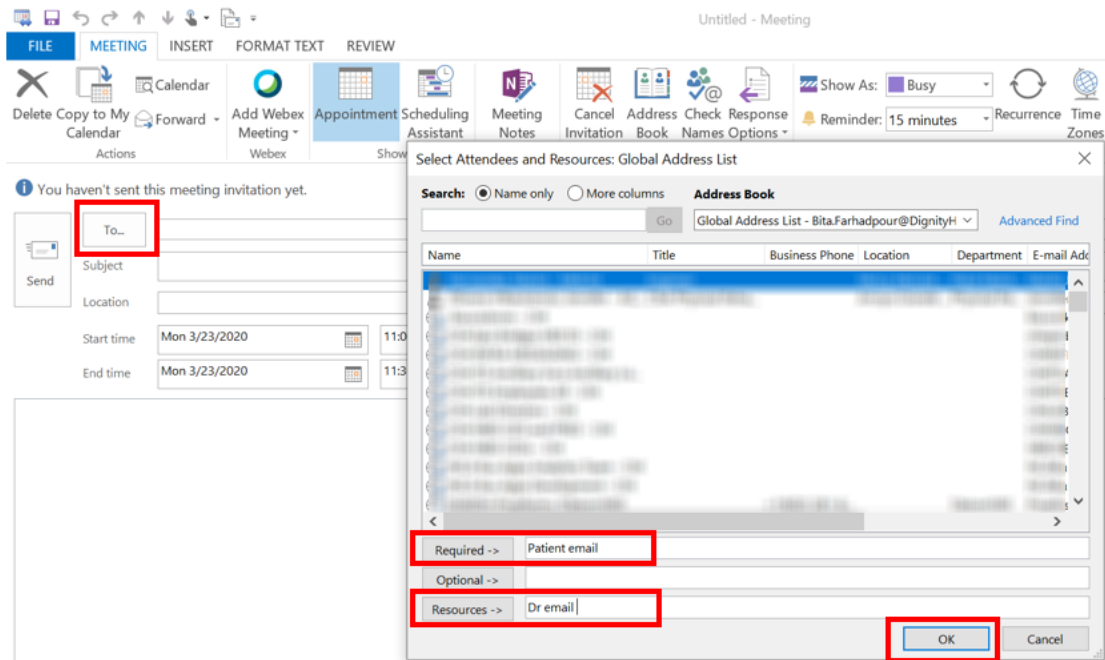
2. Select your Shared Calendar



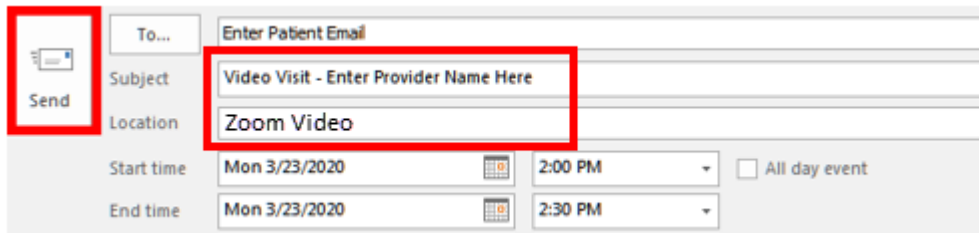
3. **Double Click** the date and time you want to schedule the Zoom Visit
4. Select Invite Attendees



5. Select the **To** Button
6. Under **Required** enter the patients email
7. Under **Resources** enter the Providers Email (Patients will not be able to see provider email)

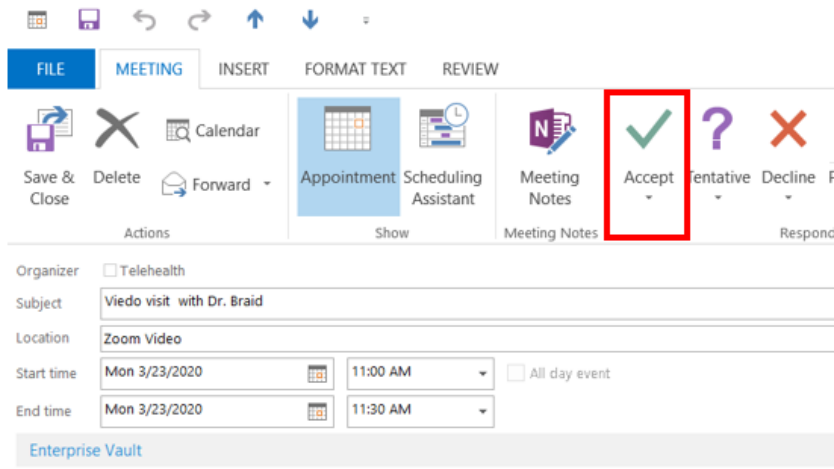


8. Enter Subject as Video Visit with – (enter provider Name)
9. Enter Location as Zoom Video
10. Send

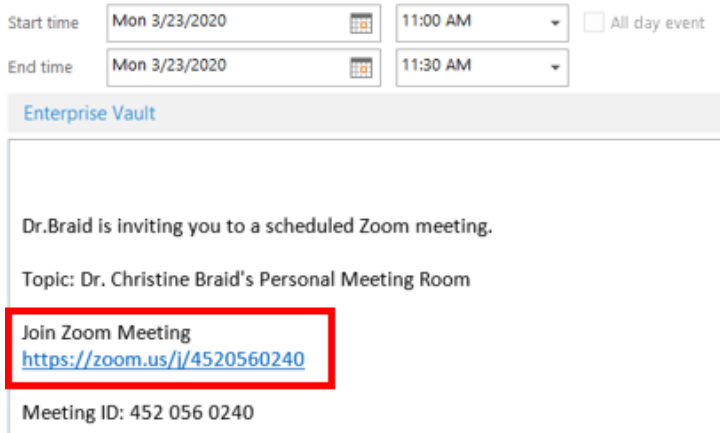


Clinician Steps

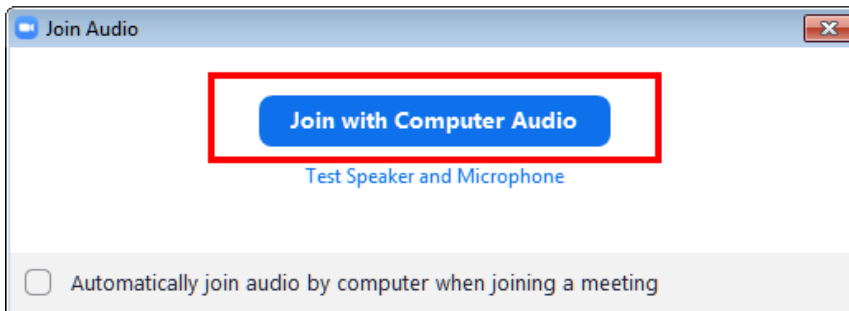
1. Clinician will receive Calendar Invite
2. Open Invite and select **Accept**



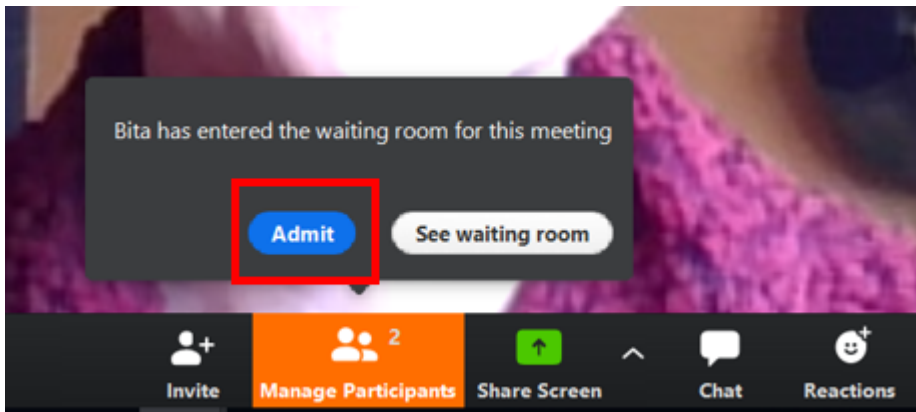
3. At time of visit
 - a. Open Calendar invite
 - b. Select link



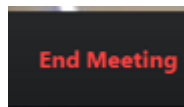
- c. Join Audio



- d. Select Manage Participants
- e. Select Admit next to patient name

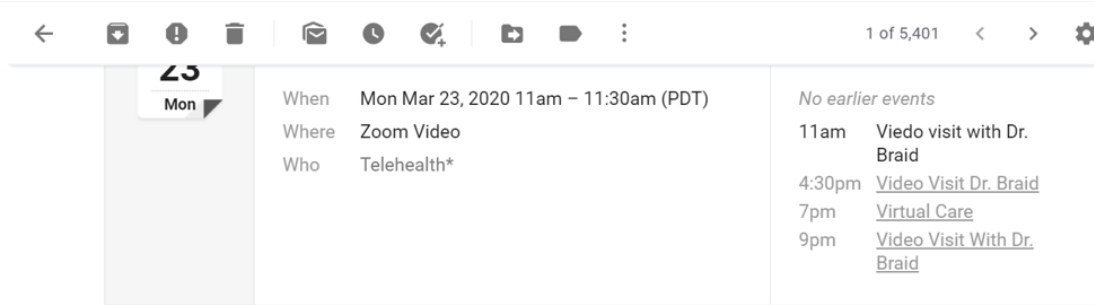


- 4. End Meeting when you are finished with your Video Visit



Patient Steps

1. Patient receives an email with a link to the visit



Dr.Braid is inviting you to a scheduled Zoom meeting.

Topic: Dr. Christine Braid's Personal Meeting Room

Join Zoom Meeting

<https://zoom.us/j/4520560240>

Meeting ID: 452 056 0240

2. Patient clicks on the link and waits until the clinician Admits them to the room

Please wait, the meeting host will let you in soon.

Christine Braid's Personal Meeting Room

Test Computer Audio

3. Clinician has Video Visit with Patient