

## **Scheduling Zoom Meetings**

- Open the Zoom desktop client (from your toolbar or desktop)
- 2. Click **Schedule** to open the Schedule Meeting window.
- 3. Enter appointment **Topic.**
- 4. Enter appointment Date & Time.
- 5. Click Schedule.
  - i. Note: if you use Outlook inside Citrix, always select
    - Other Calendars
- A schedule meeting window will open with the Zoom Meeting details. Click Copy to Clipboard if you wish to copy the details into your Outlook calendar.
- 7. Close the window.

#### Zoom - Schedule Meeting Schedule Meeting □ Zoom Your meeting has been scheduled. Click the button below to copy the invitation to clipboard. Virtual Appointment/ Rendez-vous virtue Join Meeting / Participer au rendez-vous Tue April 14, 2020 03:00 PM https://gnb.zoom.us/y/97629178226? pwd=MDRJZEUTWDA0RlpERVhQZmpUOHNjQT09 Meeting Time / Date et heure du rendez-vous Time Zone: Atlantic Time (Car Apr 16, 2020 04:00 PM Atlantic Time (Canada) Video Meeting ID / ID du rendez-vous: 976 2917 8226 Host O On O Off Participants: O On O Off Password / Mot de passe: 014233 One tap mobile / Une seule touche sur l'appareil mobile Computer Audio O Telephone and Computer Audio 8557038985\_97629178226#\_#,014233# Canada Toll-free / Numéro gratuit Dial in from Canada. Edit Dial by your location / Composes un numéro en fonction de votre emplacement 855 703 8985 Canada Toll-free / Numéro gratuit Calenda Meeting ID / ID de réunion: 976 2917 8226 Password / Mot de passe: 014233 Outlook Other Calendars Advanced Options - PRIVACY AND SECURITY STATEMENT - This email might contain some personal information which will be only used to facilitate scheduling my Virtual Cancel Appointment. Although safeguards and best practices were put in place to Open with default calendar Lic Copy to Clipboard

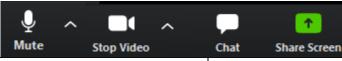
#### **Launch Zoom Meeting**

Open the Zoom desktop client.

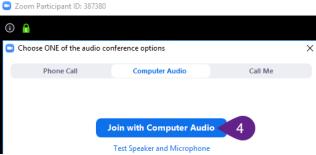
- 1. Navigate to the **Meetings** section.
- 2. Select the **Zoom meeting** from the Upcoming list.
- Click Start.
- 4. Click Join with Computer Audio.

The Zoom meeting has now been started.

For more on In Meeting Controls see page 2



# Virtual Appointment/ Rendez-vous virtuel 1:00 PM-2:00 PM Meeting ID: 934-6290-5733 Tue, Apr 14 Virtual care appointment 9:00 AM-9:30 AM



Contacts

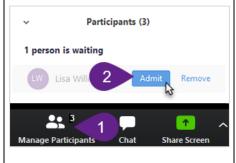
Q Search

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## Admit Meeting Participant(s)

For increased security, the Host must admit participants into the meeting:

- 1. Click Manage Participants.
- Click Admit next to the waiting participant's name.



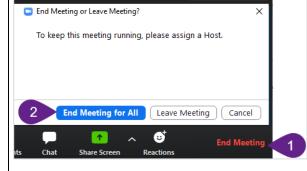
Zoom

#### **End Zoom Meeting**

For the Host to end the meeting:

- Click End Meeting in the lower right-hand corner of the Zoom Meeting.
- 2. Click End Meeting for All to close the meeting for all participants.

Note: For a meeting to continue after the Host leaves, click **Leave Meeting** instead and assign another participant as Host.



#### 04a - Zoom Meeting Quick Reference - In Meeting Controls and Basic Troubleshooting

#### Join Audio/Mute Audio

When entering a Zoom Meeting, select your audio conference option. Until an option is applied, the following icon is displayed:

To mute/unmute your microphone, click the Mute/Unmute

# Join Video/Stop Video

To start your webcam, click the icon once. To stop, click the **Stop Video** button once. When disabled, the following icon is displayed:

#### √↑) Join Audio

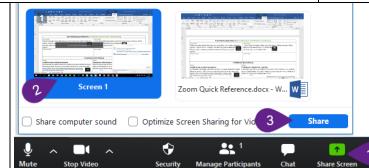
Join Audio

button.

#### **Share Screen**

- 1. Click Share Screen.
- 2. Select the screen to be shared (desktop or specific application).
- 3. Click Share

Note: All participants in your meeting can share their screen.



#### Chat

Click "Chat" to advise the attendees of any technical difficulties (audio or video difficulties).

Start Video



Note: The Chat feature is only to be used to communicate any technical difficulties you or the participants may be experiencing. If the participant prefers a text communication, use standard SMS text messaging services.

#### **Troubleshoot Zoom Meeting**

#### Audio

#### Unable to hear meeting participants

Occasionally the audio conference window may open behind the Zoom Meeting window. If this has occurred the Audio Icon in the lower left-hand corner of the Zoom Meeting will display as Join Audio:



### Meeting participants unable to hear you

In the Zoom Meeting toolbar, check the status of your microphone. When muted, the following icon is displayed:

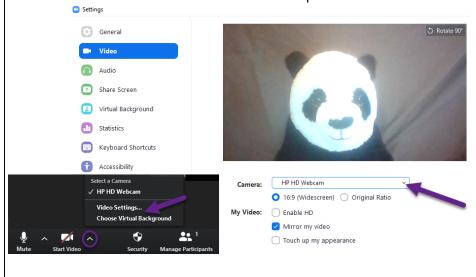


Click the icon once to unmute.

#### Video

# Testing your video during a meeting

Click the arrow next to the Video icon to open Video Settings. Your webcam video should display. If no video displays, ensure that the correct webcam is selected in the Camera drop-down menu.



#### **Privacy Reminders**

Obtain informed verbal consent from the client (or their substitute decision-maker, if applicable) for the use of videoconferencing for virtual care.

Remember that requirements for privacy and confidentiality continue to apply to virtual care and be sure to hold virtual care sessions in an environment that is professional and private.

### 04a - Zoom Meeting Quick Reference - In Meeting Controls and Basic Troubleshooting

### **Updating or Cancelling an Existing Zoom Meeting – Other Calendars Option**

# **Updating an Existing Zoom Meeting** (Date & Time)

- 1. Open the Zoom desktop client.
- 2. Click Meetings.
- 3. Select the Meeting to update.
- 4. Click Edit.
- 5. Update the meeting information.
- 6. Click Save.
- 7. Click Copy Invitation.
- In your scheduling tool (in this example Outlook) find the original invitation and update the Date & Time. Delete the content in the body of the email. Right click in the body of the email and select Paste to paste the updated meeting invitation.
- 9. Click Send Update to send an update to the meeting invitees.

# **Cancelling an Existing Zoom Meeting**

- 10. Select the meeting you want to delete and Click **Delete**.
- 11. A Delete Meeting window will open to confirm the action. Click **Yes**.
- In your scheduling tool (in this example Outlook), find the original invitation, click Cancel Meeting and Send Cancellation to send a cancellation email to the meeting invitees.

