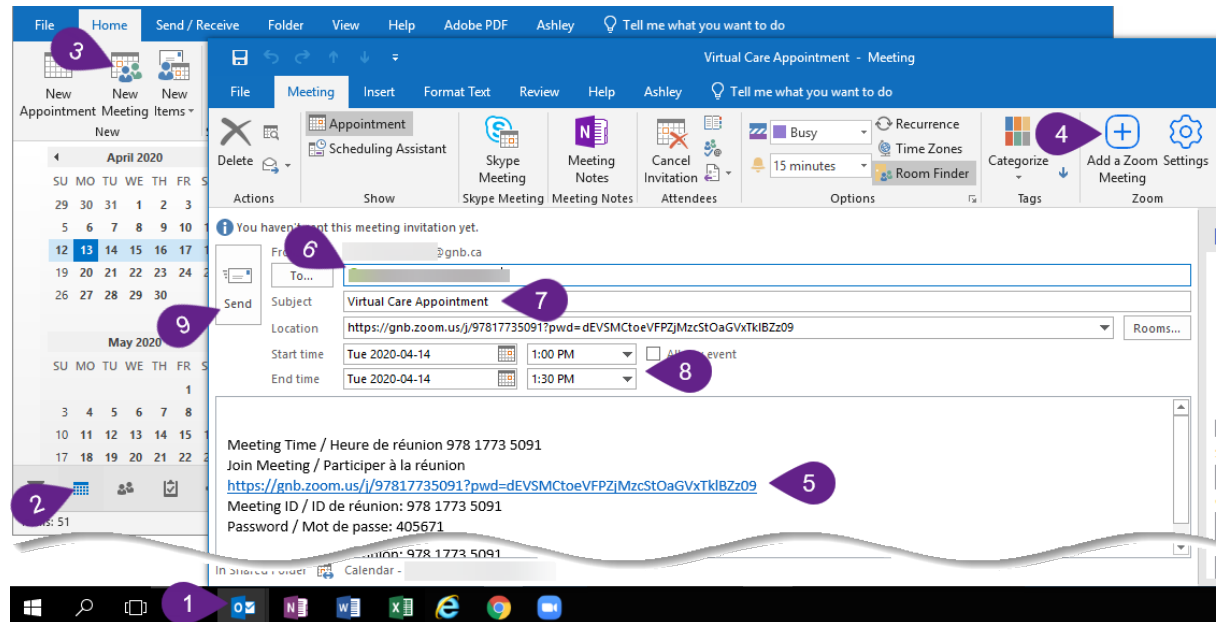


## Zoom Meeting Quick Reference – Meeting Basics using Outlook Desktop Add-in

### Scheduling Zoom Meetings

1. Open Outlook from the desktop
2. Navigate to the **calendar**
3. Select **New Meeting** to schedule a new appointment.
4. Click **Add a Zoom Meeting** from the ribbon.
5. The **Zoom Meeting details** will auto-populate the appointment
6. Add appointment invitee's **Email address**
7. Enter appointment **Subject**
8. Enter appointment **Date & Time**
9. Click **Send**



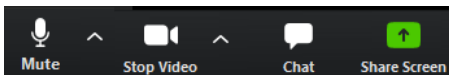
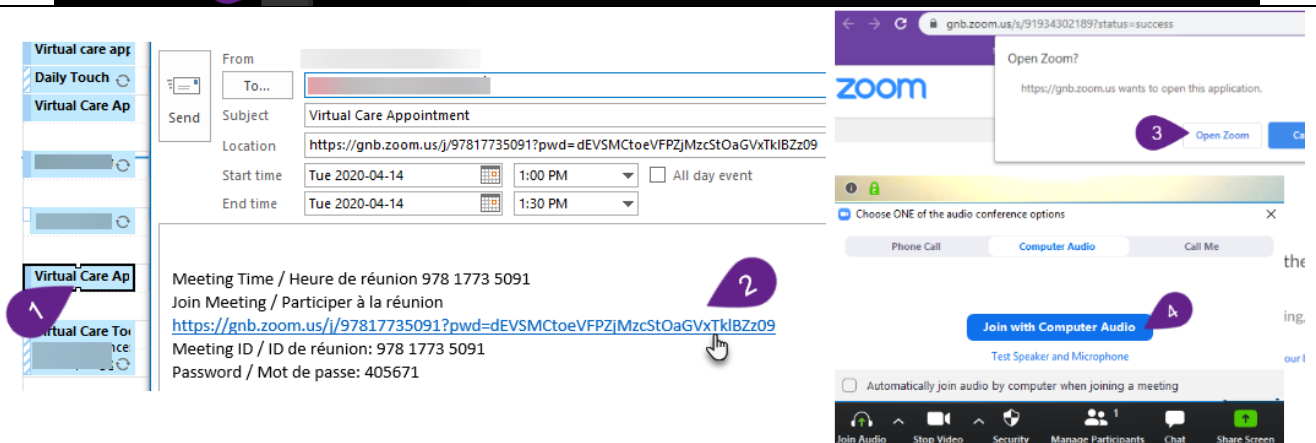
### Launch Zoom Meeting

Open Outlook from the desktop and navigate to the calendar

1. Open (double click) the **appointment** from the calendar.
2. Click the **Zoom meeting link** in the meeting invitation.
3. An internet browser window will open, click **Open Zoom** in the pop-up dialogue box.
4. Click **Join with Computer Audio**.

The Zoom meeting has now been started.

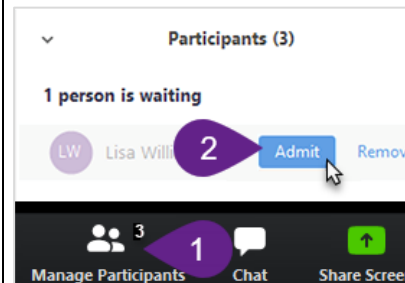
**For more on In Meeting Controls see page 2**



### Admit Meeting Participant(s)

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

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

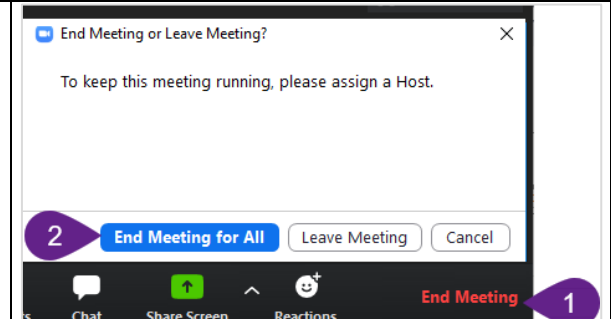


### End Zoom Meeting

For the Host to end the meeting:

1. 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.

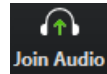
Note: For a meeting to continue after the Host leaves, click **Leave Meeting** instead and assign another participant as Host.



## Zoom Meeting Quick Reference – In Meeting Controls & 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** button.



### Join Video/Stop Video

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

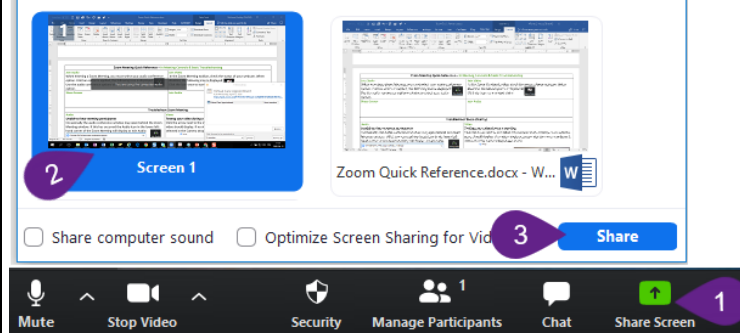


following icon is displayed:

### 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).



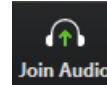
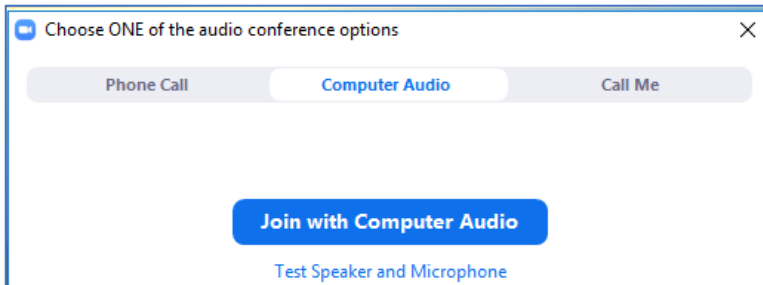
Note: The Chat feature is only to be used to communicate any technical difficulties you or the participants may be experiencing. If the participant prefers a text communication, use standard SMS text messaging services.

## Troubleshoot Zoom Meeting

### Audio

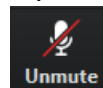
#### Unable to hear meeting participants

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:

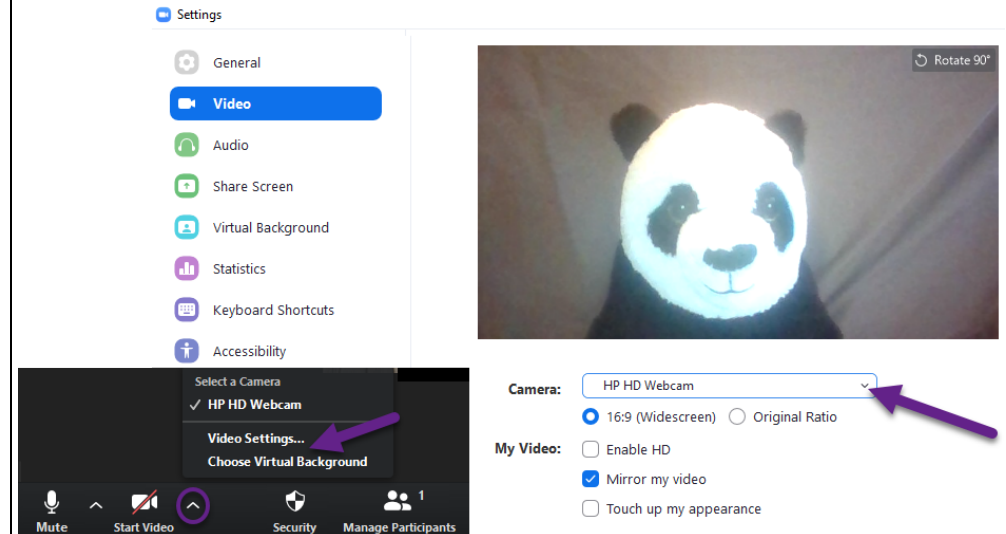


Click the icon once to unmute.

### 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.

## Zoom Meeting Quick Reference – Updating existing meeting using Outlook Desktop Add-in

### Updating an Existing Zoom Meeting

Log in to Outlook desktop app.



10. Open Outlook **calendar**.
11. Double click the **calendar event** you want to update.

12. Update the meeting information (Title, Date & Time).
13. Click **Settings** (sign in to Zoom, if prompted).
14. Click **Update**. A Notification will be displayed.
15. Click **Send Update** to send an update to the attendees.

The screenshot illustrates the process of updating a Zoom meeting in Outlook. It shows the Outlook calendar interface with a callout '1' pointing to the calendar icon in the top-left navigation pane. A callout '2' points to a Zoom meeting event in the calendar. Below, the meeting details pane is open, showing the 'Meeting' tab. Callout '3' points to the 'Send Update' button on the left. Callout '4' points to the 'Zoom Settings' button in the ribbon. Callout '5' points to the 'Update' button in the meeting details pane. Callout '6' points to the 'Send Update' button in the meeting details pane. A notification window is also visible, indicating that the meeting information has been updated.

1

2

3

4

5

6

Virtual Meeting / Rendez-vous virtuel - Meeting

File Meeting Insert Format Text Review Help Tell me what you want to do

Cancel Meeting Scheduling Assistant Tracking Appointment Skype Meeting Meeting Notes Contact Attendees Busy None Recurrence Time Zones Tags Insights Add Zoom Meeting Zoom Settings View Templates My Templa...

No responses have been received for this meeting.

To...

Subject Virtual Meeting / Rendez-vous virtuel

Location <https://gnb.zoom.us/j/93592170637?pwd=eGxFOFZDTGlseESTQmVFNEVSdnZpUT09> Rooms...

Start time Wed 2020-04-22 6:00 PM Atlantic Time (Canada) All day ever

End time Wed 2020-04-22 6:30 PM Atlantic Time (Canada)

Update Remove

Send Update

Load default settings

Schedule for

Notification

You can now save or send out invites to this calendar event. The join link and meeting invitation have been added to this event.

Join Meeting / Participer au rendez-vous  
<https://gnb.zoom.us/j/93592170637?pwd=eGxFOFZDTGlseESTQmVFNEVSdnZpUT09>  
Meeting ID / ID du rendez-vous : 935 9217 0637  
Password / Mot de passe: 169236

One tap mobile / Une seule touche sur l'appareil mobile  
8557038985,,93592170637#,,#169236#  
Canada Toll-free / Numéro gratuit

In Shared Folder Calendar

## Zoom Meeting Quick Reference – Cancelling existing meeting using Outlook Desktop Add-in

### Cancel an Existing Zoom Meeting



Log in to the Outlook desktop app.

1. Open Outlook desktop **calendar**.
2. Double click the **calendar event** you want to cancel to open it.
3. Select **Settings** (sign in to Zoom, if prompted).

4. Click **Remove**. A Remove the Meeting window will open.
5. Click **Remove**.
6. Click **Cancel Meeting**. A window will open asking if you still want to delete it.
7. Click **Yes**.
8. Click **Send Cancellation** to send a cancellation to the attendees.

The screenshot illustrates the steps to cancel a Zoom meeting from Outlook. It shows the Outlook calendar interface, the Zoom meeting details window, and the 'Remove the Meeting' dialog box. The process involves selecting the meeting, clicking 'Settings' in the Zoom add-in, then 'Remove' in the Zoom window, followed by 'Remove' in the dialog, 'Cancel Meeting' in Outlook, 'Yes' in the confirmation dialog, and finally 'Send Cancellation' in Outlook.