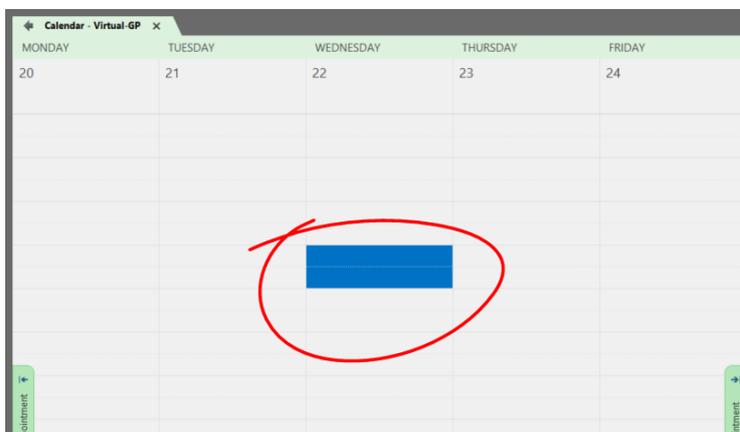


## Virtual Consultations – Scheduling Guide

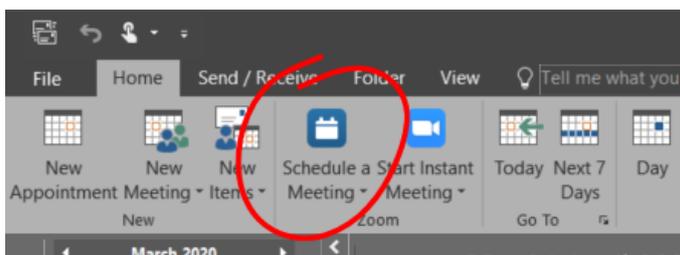
### Pre-requisites:

- Zoom client installed and account created.
- Zoom Outlook Plugin installed.
- Virtual Consultation shared mailbox/calendar added to Outlook.

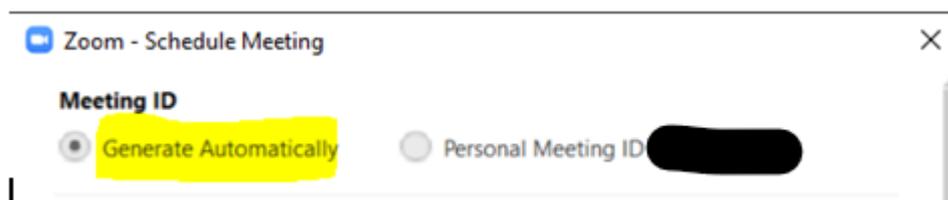
1. In Outlook, open Calendar and highlight the required time/date slot in the Virtual Consultations shared calendar;



2. Select **Schedule a Meeting** on the toolbar at the top of Outlook;



3. Ensure **Generate Automatically** is selected under Meeting ID;



4. Expand **Advanced Options**;

Zoom - Schedule Meeting

Reset to default settings

**Meeting ID**

Generate Automatically  Personal Meeting ID [Redacted]

**Password**

Require meeting password

**Video**

Host  On  Off      Participants  On  Off

**Audio**

Telephone  Computer Audio  Telephone and Computer Audio

Dial in from United Kingdom [Edit](#)

**Advanced Options** ▾

Do not show me again

[Continue](#) [Cancel](#)

5. Place a tick in **Schedule for**, and using the drop down, select the correct GP/Consultant that you are scheduling the meeting for, and click **Continue**;

**NB: Ensure that the meeting options are set as below!**

Zoom - Schedule Meeting

Meeting ID

Generate Automatically  Personal Meeting ID [Redacted]

Password

Require meeting password

Video

Host  On  Off      Participants  On  Off

Audio

Telephone  Computer Audio  Telephone and Computer Audio

Dial in from United Kingdom [Edit](#)

**Advanced Options** ^

Enable Waiting Room

Enable join before host

Mute participants upon entry

Only authenticated users can join: Sign in to Zoom

Automatically record meeting in the cloud

Force include Join URL in location field

Insert Zoom meeting invitation above existing text

Select a language for meeting invitation: English ▾

Schedule for:

Doctor Gray ▾

Alternative hosts:

Example:john@company.com;peter@school.edu

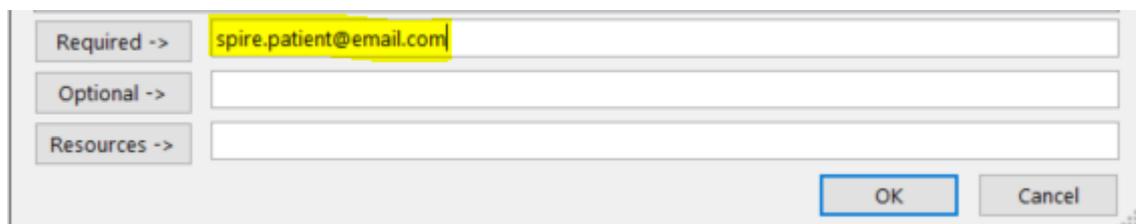
Do not show me again

[Continue](#) [Cancel](#)

6. In the Outlook Meeting Window, select **To...**;



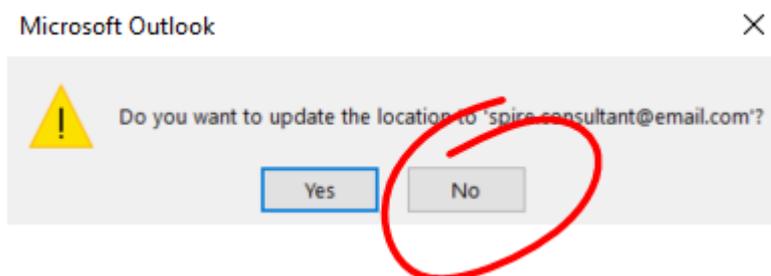
7. In the **Required ->** field, enter the email address of the **PATIENT**;



8. In the **Resources ->** field, enter the email address of the **GP/CONSULTANT** and click **OK**;



9. Click on **No** to the following message;



10. In the **Subject** field, add the Title and Surname of the GP/Consultant [and] Firstname, Lastname of Patient;

A screenshot of the Zoom meeting creation interface. The 'Subject' field is highlighted in yellow and contains the text 'Spire Virtual Consultation - Dr Gray and John Smith'. Other fields include 'To...' with email addresses, 'Location' with a Zoom URL, and 'Start time' and 'End time' set for Wednesday, 22/04/2020, from 11:00 to 12:00. There is an 'All day event' checkbox.

11. Click **Send**;

A screenshot of the Zoom meeting creation interface, identical to the previous one, but with the 'Send' button circled in red. The 'Subject' field now contains 'Spire Virtual Consultation - Dr Gray and John Smith' with a cursor at the end of the text.