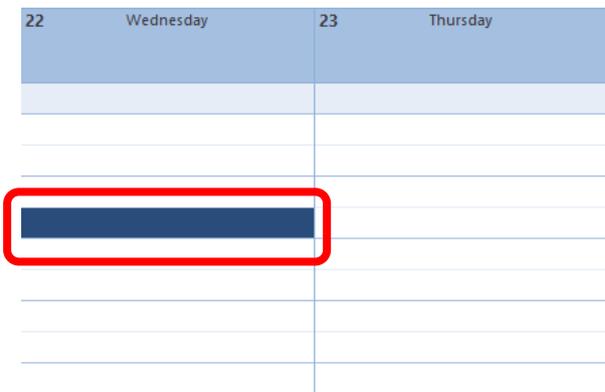


Virtual Consultations – Scheduling Guide For Physiotherapy Teams

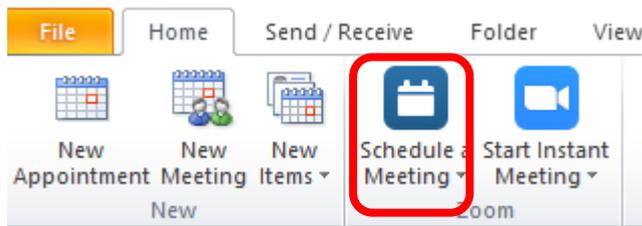
Pre-requisites:

- Zoom client installed and account created.
- Zoom Outlook Plugin installed.
- Appointment scheduling undertaken by actual Physiotherapist.
NB: Cannot schedule with Zoom for another team member!

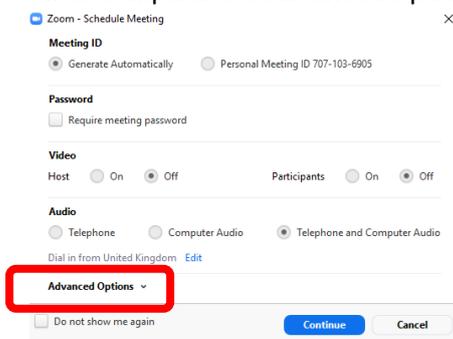
1. In Outlook, open Calendar and highlight the required time/date slot in the Virtual Consultations shared calendar;



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



3. Click to expand the Advanced Options ;



4. The following advanced options are recommended. Click the Blue Continue button once set;

Zoom - Schedule Meeting

Meeting ID

Generate Automatically Personal Meeting ID 707-103-6905

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 signed-in users can join the meeting: Sign in to Zoom

Automatically record meeting

Force include Join URL in location field

Insert Zoom meeting invitation above existing text

Select a language for meeting invitation: English

Alternative hosts:

Do not show me again

Continue Cancel

5. In the Outlook Meeting Window enter;
in the To field enter the **patients email address**
in the Subject field enter, **Spire physio virtual consult: [Physio name] and [Patient name]**

Invitations have not been sent for this meeting.

Send

To... spire.patient@email.com

Subject: Spire Physio Consult: Paul Hendrick - Mr Mike|Gray

Location: <https://spirehealthcare.zoom.us/j/380481060>

Start time: Wed 22/07/2020 09:30 All day event

End time: Wed 22/07/2020 10:00

6. Click **Send**;

Send

To... spire.patient@email.com

Subject: Spire Physio Consult: Paul Hendrick - Mr Mike Gray

Location: <https://spirehealthcare.zoom.us/j/380481060>

Start time: Wed 22/07/2020 09:30 All day event

End time: Wed 22/07/2020 10:00