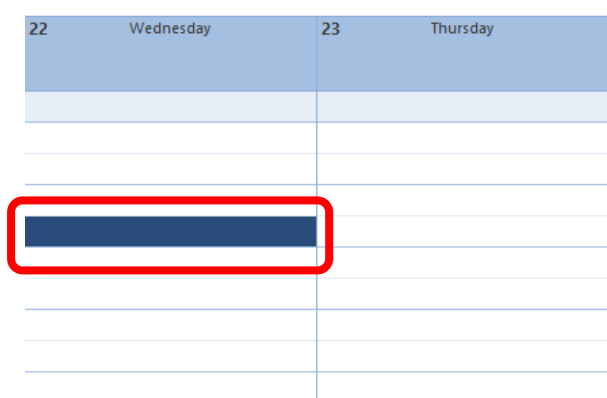


Virtual Consultations – Scheduling Guide For Pre Assessment Teams

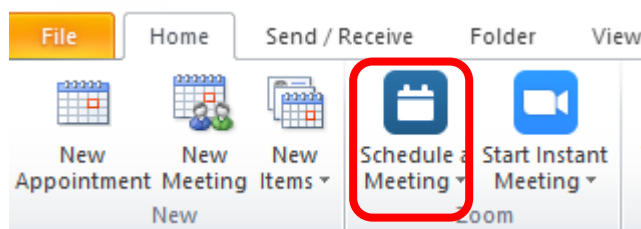
Pre-requisites:

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

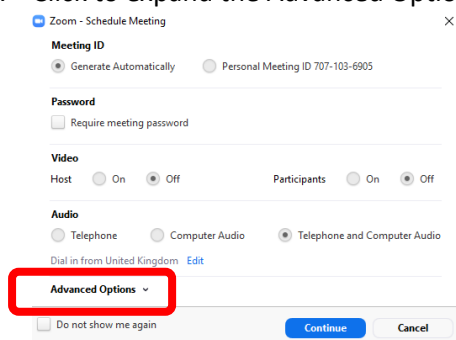
1. In Outlook, open Calendar and highlight the required time/date slot in the Virtual Consultations shared calendar;



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 ✕ Reset to default settings

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 POA virtual consult: [POA RN name] and [Patient name]

Invitations have not been sent for this meeting.

 **Send**

To: spire.patient@email.com

Subject: Spire POA Virtual 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**;

Invitations have not been sent for this meeting.

 **Send**

To: spire.patient@email.com

Subject: Spire POA Virtual 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