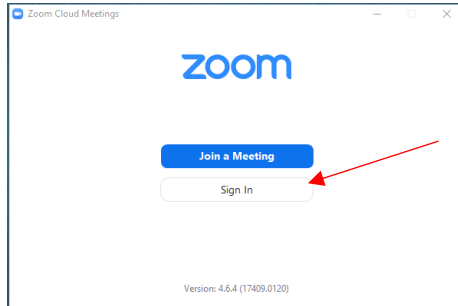


SCHEDULING A VIDEO VISIT FROM ZOOM

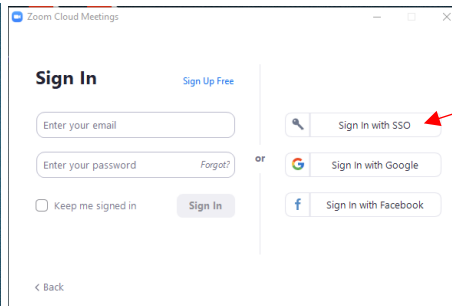
1. First you need to login to the Zoom desktop client. Click on the Zoom icon on your desktop.



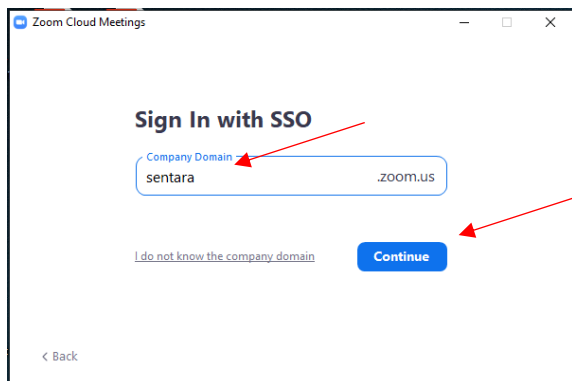
Choose Sign In



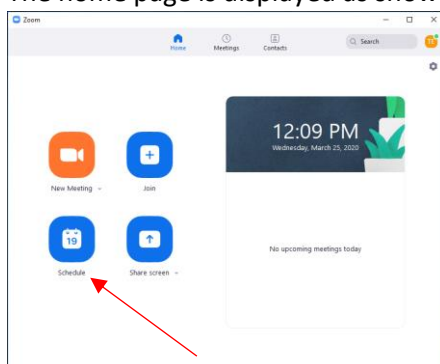
Then Sign in with SSO



2. Type in "sentara" in the Company Domain and click continue. Note: You should only have to type in the domain the first time you log into Zoom.



3. The home page is displayed as shown below. To schedule a meeting click on Schedule.





4. Your Name will show up in the highlighted Topic field. Next, select a Start date by clicking on the down arrow and choosing a date from the calendar. Do the same with the Time to start the meeting and the Duration.

The left screenshot shows the 'Schedule Meeting' dialog box with the following fields:

- Topic:** XXXXXXXXXXXX Zoom Meeting
- Start:** Wed March 25, 2020 (dropdown arrow)
- Time:** 01:00 PM (dropdown arrow)
- Duration:** 1 hour (dropdown arrow), 0 minute (dropdown arrow)
- Recurring meeting:** ☐
- Time Zone:** Eastern Time (US and Canada) (dropdown arrow)
- Meeting ID:** ☒ Generate Automatically, ☐ Personal Meeting ID 423-055-1190
- Password:** ☐ Require meeting password
- Video:** Host: ☒ On, ☐ Off; Participants: ☒ On, ☐ Off
- Audio:** ☐ Telephone, ☒ Computer Audio, ☐ Telephone and Computer Audio, ☐ 3rd Party Audio
- Calendar:** ☒ Outlook, ☐ Other Calendars
- Advanced Options** (dropdown arrow)
- Buttons:** Schedule, Cancel

The right screenshot shows the same dialog box with the 'Start' date dropdown open, displaying a calendar for April 2020. The date 'Wed April 1, 2020' is selected. The calendar shows the following dates: Sun 29, Mon 30, Tue 31, Wed 1, Thu 2, Fri 3, Sat 4. The 'Meeting ID' field is now visible as 423-055-1190.

Meeting ID: Leave at Generate Automatically

Password: You can choose to have a password or not

Video: Chose to have the video start automatically or not for the Host and/or Participant

Audio: Chose to allow audio via telephone, computer audio or telephone and computer audio. Suggest telephone and computer audio

Calendar: Choose the type of calendar application you use, Outlook or other.

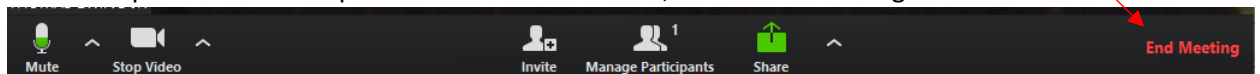
The partial screenshot shows the following sections:

- Video:** Host: ☒ On, ☐ Off; Participants: ☒ On, ☐ Off
- Audio:** ☐ Telephone, ☒ Computer Audio, ☐ Telephone and Computer Audio, ☐ 3rd Party Audio
- Options:** ☐ Require meeting password
- Advanced Options** (dropdown arrow)
- Calendar:** ☒ Outlook, ☐ Other Calendars
- Buttons:** Schedule, Cancel



- Click Schedule **Schedule** and an email message will be generated. Type in the patient's email address in the To: field and send the email message. If you are scheduling the meeting for a provider or 3rd person, include their email address in the To: field also.

- As the scheduler of the meeting for a provider or 3rd person, once the patient and provider have joined the Zoom video conference, RIGHT click on the video window of the provider and choose Make Host from the fly out menu.
- As the scheduler you can now Leave the Meeting
- When the provider has completed the Zoom video visit, select End Meeting.



- Then End Meeting for All. **End Meeting for All**

