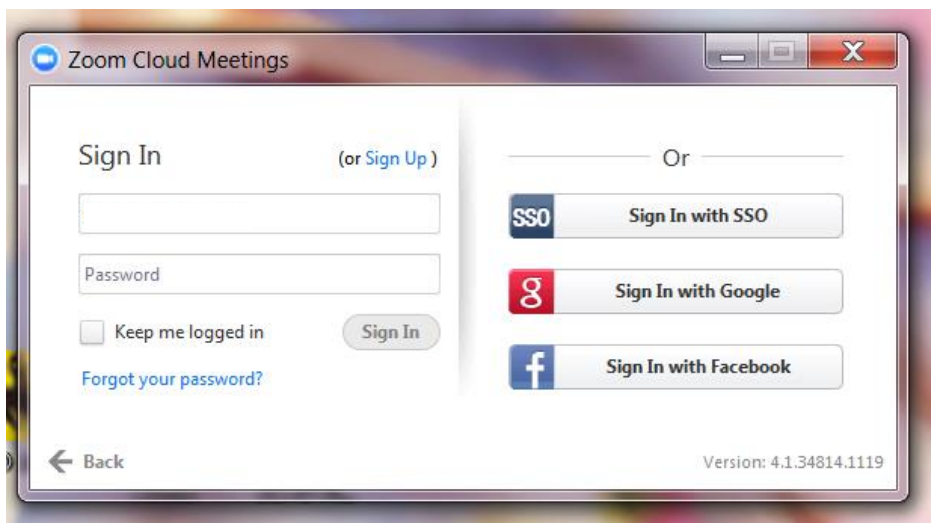
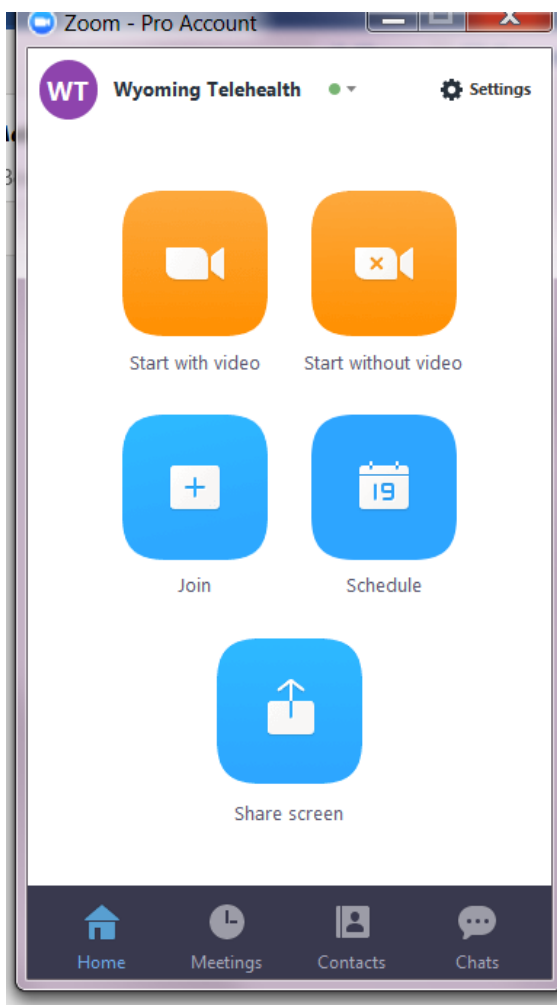


## How to Schedule a Zoom Meeting and Send an Invitation

**Step 1:** Log into Zoom. Make sure you are using your HIPAA secure Zoom account, and not a private or school account.



**Step 2:** Click on "Schedule," the blue button in the middle row on the right side.



**Step 3:** Give your meeting a meaningful topic name. Enter the date and time for your meeting. When you are entering the time, pay close attention to the time zones if you will be meeting with individuals in multiple zones.

**Schedule a new meeting**

**Topic:** Wyoming Telehealth's Zoom Meeting

**When**

Start: Wed March 20, 2019 01:00 PM

Duration: 1 Hr 0 Min

Time Zone: (GMT-06:00) Saskatchewan

Recurring meeting

**Video (when joining a meeting)**

Host:  On  Off

Participants:  On  Off

**Audio Options**

Telephone  Computer Audio  Telephone and Computer Audio

Dial in from United States [Edit](#)

**Meeting Options**

Require meeting password

Primary Purpose of Meeting:

[Advanced Options](#)

**Calendar**

Outlook  Google Calendar  Other Calendars

[Schedule](#)

If you check the box next to “Recurring Meeting,” you will be able to schedule a standing meeting time that repeats every week, every month, etc. Remember to include this recurrence in the invitation that you will send later.

In the “Video” section, you can determine whether you or your participants’ video feeds will be automatically turned on or off upon entry to the meeting. Participants will still be able to turn their cameras on or off after joining.

**Meeting Options**

Require meeting password

Primary Purpose of Meeting:

Administration (e.g., staff meetings)  
Clinical/Direct Service (e.g., patient/client mtg)  
Education/Training (e.g., webinar, staff training)

**Calendar**

Outlook  Google Calendar  Other Calendars

Schedule

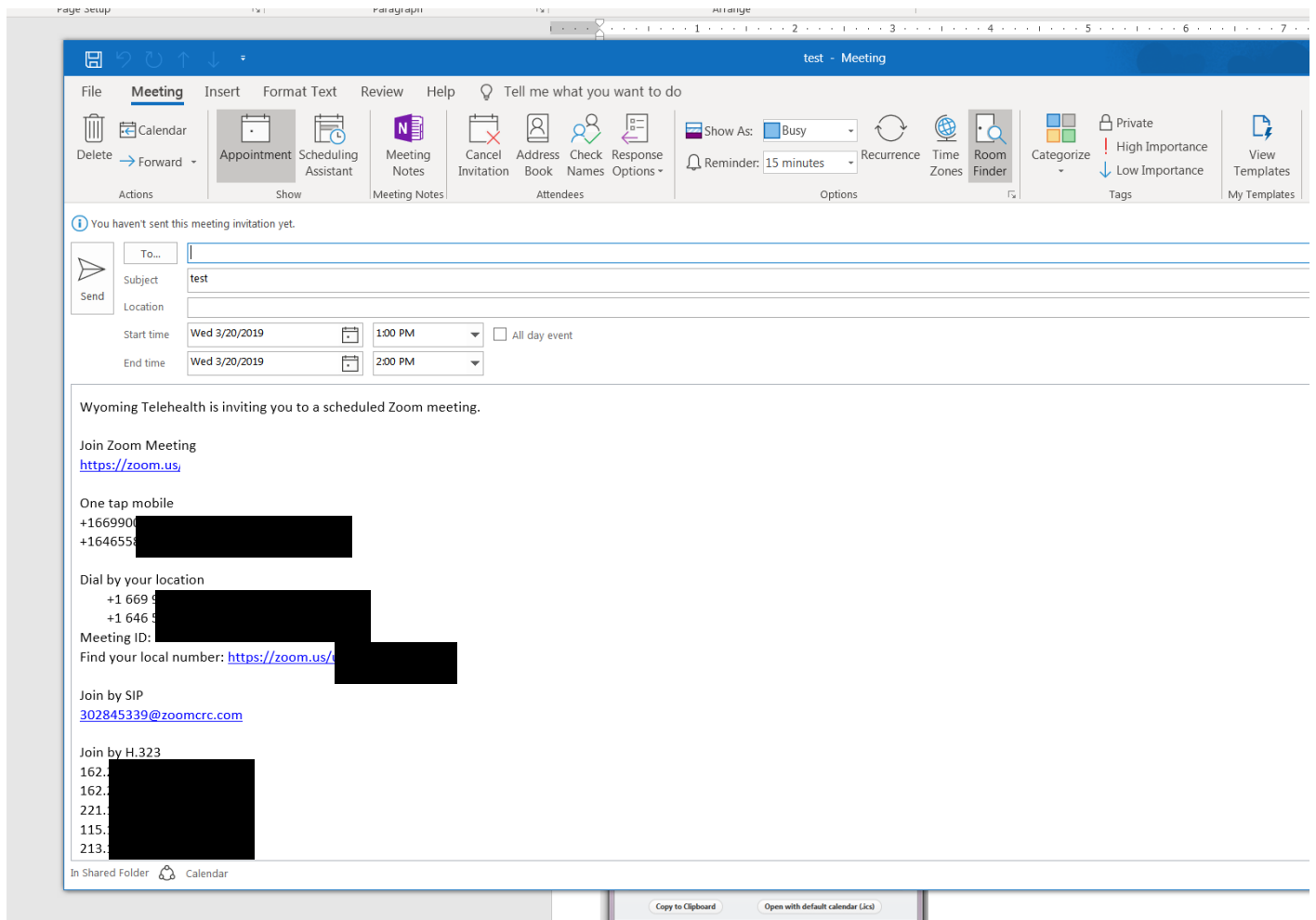
Under “Meeting Options,” you have the option to set a password for your meeting. Only those with the password will be able to join your Zoom room.

Before scheduling your meeting, you must choose a “Primary Purpose.” This is important, because if you have a Zoom license through the Wyoming Telehealth Network, this allows us to track which general categories of use are most popular for providers and administrators providing telehealth in Wyoming. This data allows us to continue to secure grant and other funding to continue to serve Wyoming providers and residents.

#### **Step 4: Schedule**

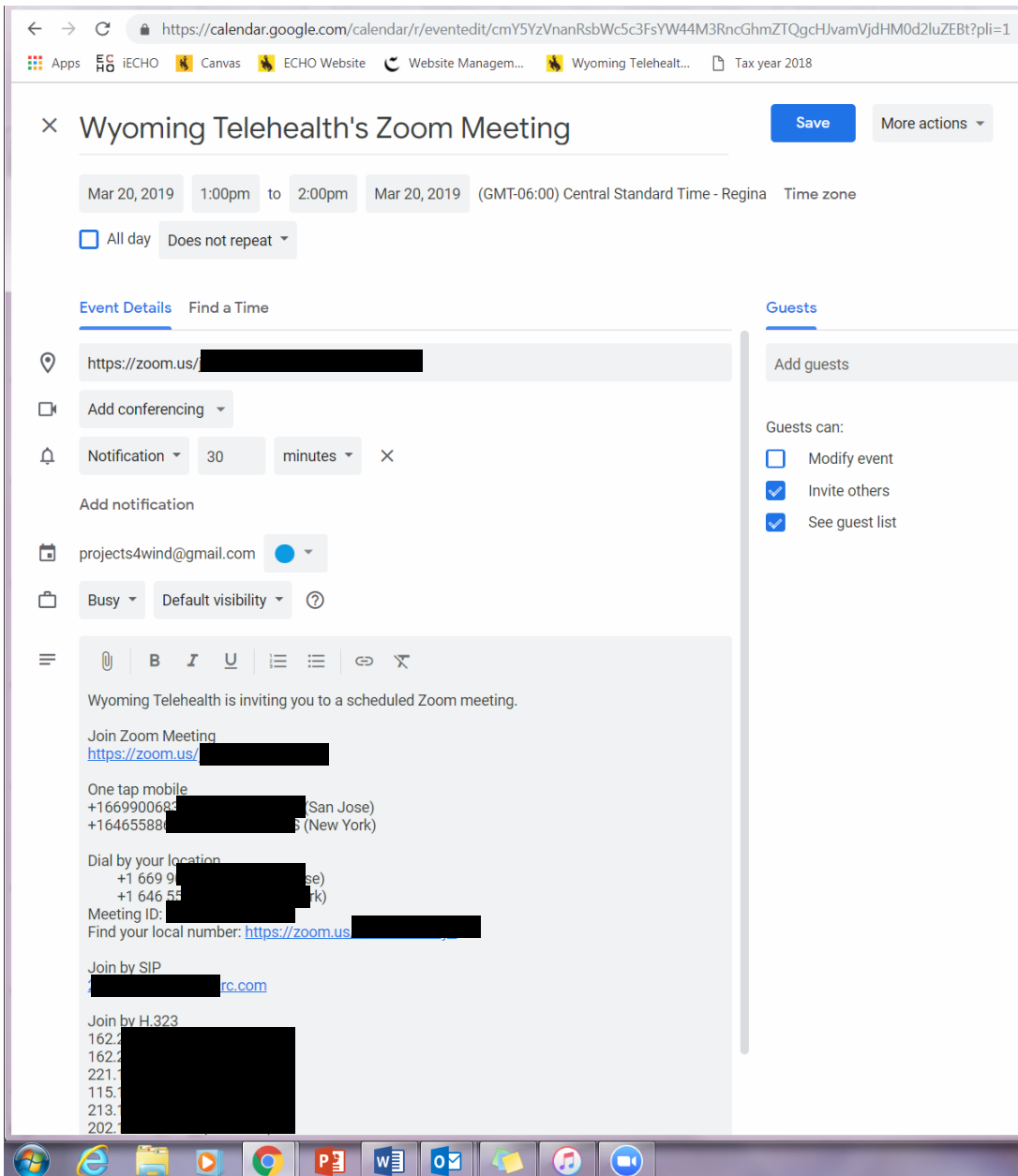
When you are finished providing all the information for your meeting, click the “Schedule” button at the bottom. Depending on which calendar you choose, the invitation Zoom creates for you to send out will look different.

If you choose to use the Outlook Calendar, you will get a pop-up that looks like this:

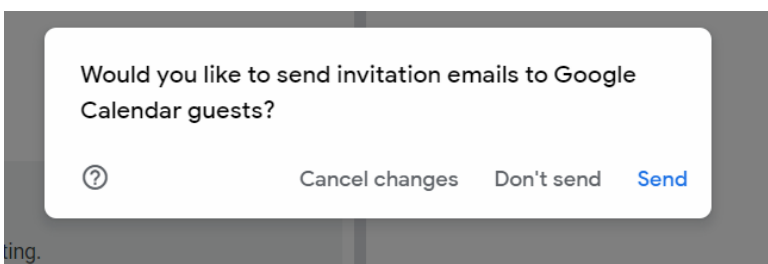


In this pop-up, you will be able to send the meeting details to any e-mail recipient you choose. Keep in mind that if you are sending a recurring meeting, you will have to click “Recurrence” in the Outlook taskbar at the top. If you do not do this, the recipient will only get an invitation to the first incidence of the meeting, not all of the recurring meetings.

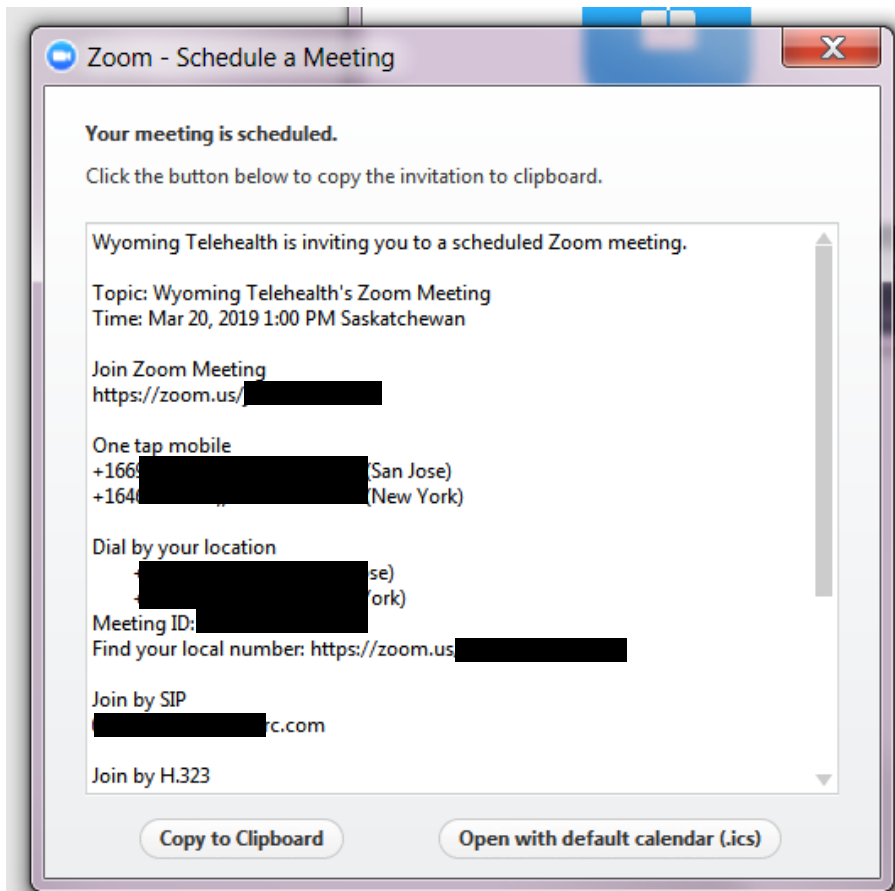
**If you schedule with Google Calendar,** and internet window will pop up that looks like this:



You can add recipients to your invitation by clicking in the box labeled "Add guests," which is located to the right of the invitation body. After you select "Save" in the upper right corner, you will see this window. Select "Send" to send out invitations to your participants.




**Here is what you will see if you select “Other Calendars.”** The text in this pop-up can be copied and pasted into any word document, message, or e-mail.



Below is an example of what the invitation from Google Calendar would look like to a Google / Gmail user:

Invitation: test @ Wed Mar 20, 2019 2pm - 3pm Inbox x

 **projects4wind@gmail.com** 1:34 PM (1 minute ago) ☆

Mar

**20**

Wed

**test**

[View on Google Calendar](#)

When Wed Mar 20, 2019 2pm – 3pm (MDT)

Where <https://zoom.us>

Who rd@gmail.com\*

Yes Maybe No

---

**test** [more](#)

Wyoming Telehealth is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting  
<https://zoom.us/j>

One tap mobile  
+1669900  
+1646555

Dial by your location  
+1 669  
+1 646

Meeting ID:  
Find your local number: [t](#)

Join by SIP

Here is an example of what an invitation to a recipient would look like if the recipient has an Outlook account and NOT a Google / Gmail account.

✓ Accept ▼ ? Tentative ▼ ✗ Decline ▼ 🕒 Propose New Time ▼ 📅 Calendar...

Wed 3/20/2019 1:29 PM

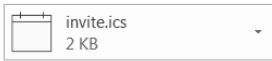


projects4wind@gmail.com

Invitation: test @ Wed Mar 20, 2019 2pm - 3pm (MDT)

Required

📌 Please respond.



invite.ics  
2 KB

**When** Wednesday, March 20, 2019 2:00 PM-3:00 PM | **Location** <https://zoom.us>

2 PM	Invitation: test @ Wed Mar 20, 2019 2pm - 3pm (MDT) <a href="https://zoom.us">https://zoom.us</a> projects4wind@gmail.com
3	

◆ This message was sent from a non-UWYO address. Please exercise caution when clicking links or opening attachments from external sources.

[more details »](#)

**test**

**When** Wed Mar 20, 2019 2pm – 3pm Mountain Time - Denver

**Where** <https://zoom.us>

**Calendar**

**Who** • [.com](#) - organizer  
•

Wyoming Telehealth is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://zoom.us>

One tap mobile

+166: # US (San Jose)