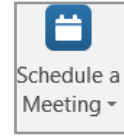



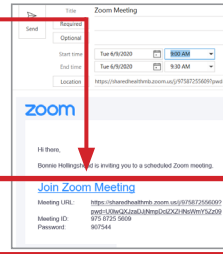
Book a Zoom for Healthcare Meeting (using a shared calendar or to “book on behalf of” someone else)

- 1 Open your own Outlook calendar (not the shared one) and click **Schedule a Meeting**.



- 2 The body of the invite will be pre-populated with the unique **Join Zoom Meeting** link and meeting information.

 Do not copy previous meeting information because each meeting uses a unique link.



- 3 Right click and **Copy** the entire body of the email (you'll **Paste** the info in step 4).

- 4 On the shared calendar, click **New Meeting** (regular Outlook meeting) then right click and **Paste** the Zoom information into the body of the invite.



- 5 Fill in the rest of the invite, insert any attachments and click **Send**.

- 6 Close the window on your own calendar, you only needed this to create the meeting link.

 Refer to the Quick Reference Guide for full steps and privacy information.