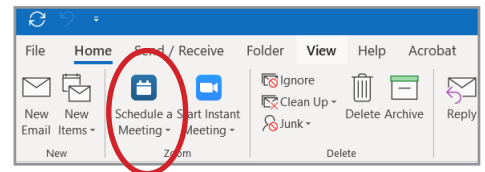



Follow the instructions below to create the calendar invite for the host, specify them as an alternative host and send the invite to the participants.

Create a meeting using your computer

1 Log in to Zoom using the web version <https://sharedhealthmb.zoom.us/> or the desktop app. (View the Login Options QRG if you require assistance).

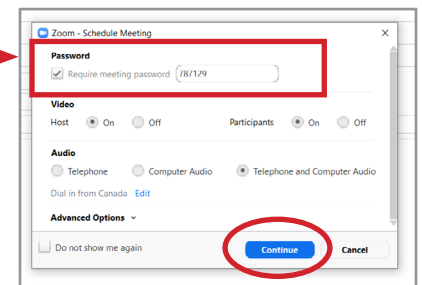
2 Open your Outlook calendar and click **Schedule a Meeting**.
(If you have recently installed Zoom you may need to re-open Outlook or restart your computer.)



 You can also manage, schedule and join meetings using the web page or the app.

3 The meeting password will be automatically generated.

Optional: If someone else will be the meeting host, scroll down and click **Advanced Options** and type the email address of the host in the **Alternative hosts** box, and then click **Continue**.



If you do not enter the email address in the Alternative hosts box, the host will not be able to start the meeting.

Alternative hosts:

4 Fill in the meeting details and then click **Send**.

(Note: confirm that the Zoom meeting has been added to your Outlook calendar.)

The body of the invite will be pre-populated with the unique Join Zoom Meeting link.

When it's time to meet, the host will use the link to start the meeting (they are able to start the meeting even though you created it because you set them up as an alternative host in step 3)

