Setting up Zoom Appointments

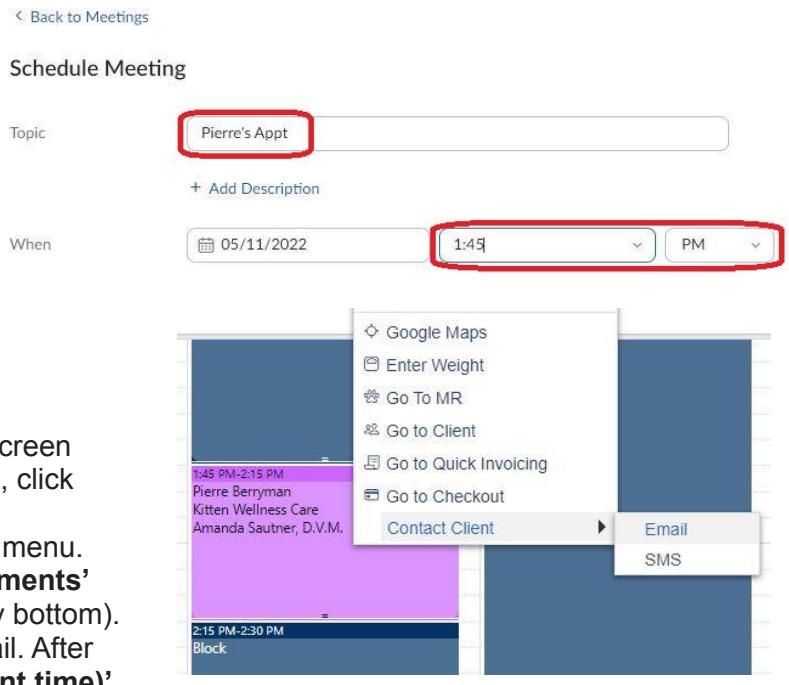
Always make sure tablets are plugged in and charging at the end of the day!

- Links sent out to every doctor concierge exam appointment
- We have tablets for running Zoom meetings for appointments, and we have different tablets for allowing clients to use Zoom or filling out forms, etc. They are labeled with their intended use.
- Zoom accts:**Healingpaws@carlisleveterinarian.com** & **forms@carlisleveterinarian.com**
  - The password for both: **HPVCZoom1**
- We currently set up one tablet for each column of concierge appointments in eVet.
  - Tablet 1 = 1st column, Tablet 2 = 2nd column
- Adjust assignment of tablet based on the schedule, just be sure the zoom acct doesn't have appts that overlap in time

SENDING LINKS TO CLIENTS

ZOOM

1. Open up https://zoom.us/ and verify you are logged in to the Zoom account you need. You can check by clicking on 'My account' and then our profile logo near the top right corner of the screen.
2. Click **Schedule** near the top of the screen to jump right to scheduling a new meeting.
3. Change the "TOPIC" from 'My Meeting' to **'(Pet's name)'s Appt**'.
4. Change the time to the patient's appointment time. Be sure to check that AM or PM is correct..
5. **Save** near the bottom.
6. Right click on the **blue invite link** that shows on the new created zoom meeting screen and **copy the link address**. (If you need to resend later, open the created meeting/appt to find and copy the link)



eVET

7. After you copied the link, go to eVET Home Screen schedule, right click on the appointment block, click '**Contact Client**', then click '**Email**'.
8. Select the correct patient from the drop down menu. Select the email template **'Zoom for appointments'** from the drop down menu (hint: it's at the very bottom).
9. Fill out the time of the appointment in the email. After '...appointment today', **add in 'at (appointment time)'**.
10. Paste the Zoom invite link in the next empty line. Be sure to **press 'space' after the link** so that the link turns blue. This makes it easier for the client to simply click on the link.
11. Hit **Send** at the bottom of the screen. To check if it sent, you can look in the comm log.

Hello!
When you arrive at the practice for %patientname%'s appointment today at 1:45 PM please use this zoom link to enter the virtual waiting room so that you can chat with %patientsexadjl% veterinary assistant and doctor!
https://us06web.zoom.us/j/84459752765

Note: if you don't have Zoom app on your phone - you can easily download it for free here: Free Zoom app
Have a great day!
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