

## Northern Health - Telehealth How To: Forward an external invite to a meeting room

## Summary

Meeting ID: 693 1101 6978

External meetings created outside Northern Health can be forwarded to meeting rooms. This will work with Teams, Zoom and WebEx to give a one touch to join meeting experience if the room is not busy and already has a calendar entry for that day/time.

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$\triangleright$	Title	Zoom Meeting					
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1	End time	Wed 12/7/2022	12:30 PM	<ul> <li>O Make Rec</li> </ul>	urring		
	Location https://nha.zoomus/j/69311016978?pwd=OF1TaU5IVStnR3IaQWRIV94Q2N7U709						
Zoom Meeting							
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## Forward an external meeting using Outlook

1. In your Outlook invite click forward.



2. Click the "To" field, this will bring up a new window seen below.

Select Attendees and Resources: Offline Global Address List

Search:	Name only	O More columns	ddress Book:	
PRG		Go	Offline Global Address List - Neil.Hull@northernhealth.ca 🗸 🛛 Advanced Find	
Name			Title	Business Ph
e <sup>o</sup> PRG				^
PRG	- Brunswick - Co	orporate Boardroom		
TT PRG	- Brunswick - De	esktop Video Confer	ce Unit#1	
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TT PRG	- Brunswick - Pr	ojector#3		
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g <sup>A</sup> PRG	- Brunswick Ro	oms		
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PRG	- Gateway - 3rd	FIr Exercise Rm		
PRG	- Gateway - 3rd	Fir Lounge Rm		
PRG	- Gateway - Gue	est Suite - Assisted Li	g	
PRG	- Gateway - Larg	ge Lounge - Assisted	ing	
PRG	- Gateway - The	atre Room		
2 PRG	- HIGH - Carney	Rm		
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- 3. In the "To" field, type the three letter acronym for the city that the meeting room is in, for e.g. "PRG" will bring up meeting rooms for Prince George as seen below.
- 4. Click "Required" then "Ok"
- 5. Then Click Send.
- 6. Meeting has now been sent to the room mailbox and will be available to join at the meeitng time.

## <u>Note</u>

To guarantee that the meeting location and time is free and available for you to use, you will need to check the rooms availability first.

Room bookings may vary from site to site. If you are unsure of the booking process, or would like to have this setup with your current video conference device, contact <u>telehealth@northernhealth.ca</u>