

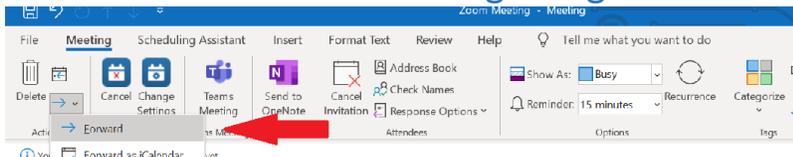
## Northern Health - Telehealth

# How To: Forward an external invite to a meeting room

## Summary

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.

## Forward an external meeting using Outlook



The screenshot shows the Outlook 'Meeting' ribbon. The 'Forward' button is highlighted with a red arrow. Below the ribbon, the meeting details are visible:

**Title:** Zoom Meeting

**Required:**

**Optional:**

**Start time:** Wed 12/7/2022 12:00 PM  All day  Time zones

**End time:** Wed 12/7/2022 12:30 PM [Make Recurring](#)

**Location:** <https://nha.zoom.us/j/69311016978?pwd=OE1TaU5lYSStnR3laQWRlY94Q2NZlUT09>

Zoom Meeting

Join Zoom Meeting

<https://nha.zoom.us/j/69311016978?pwd=OE1TaU5lYSStnR3laQWRlY94Q2NZlUT09>

Meeting ID: 693 1101 6978

1. In your Outlook invite click forward.

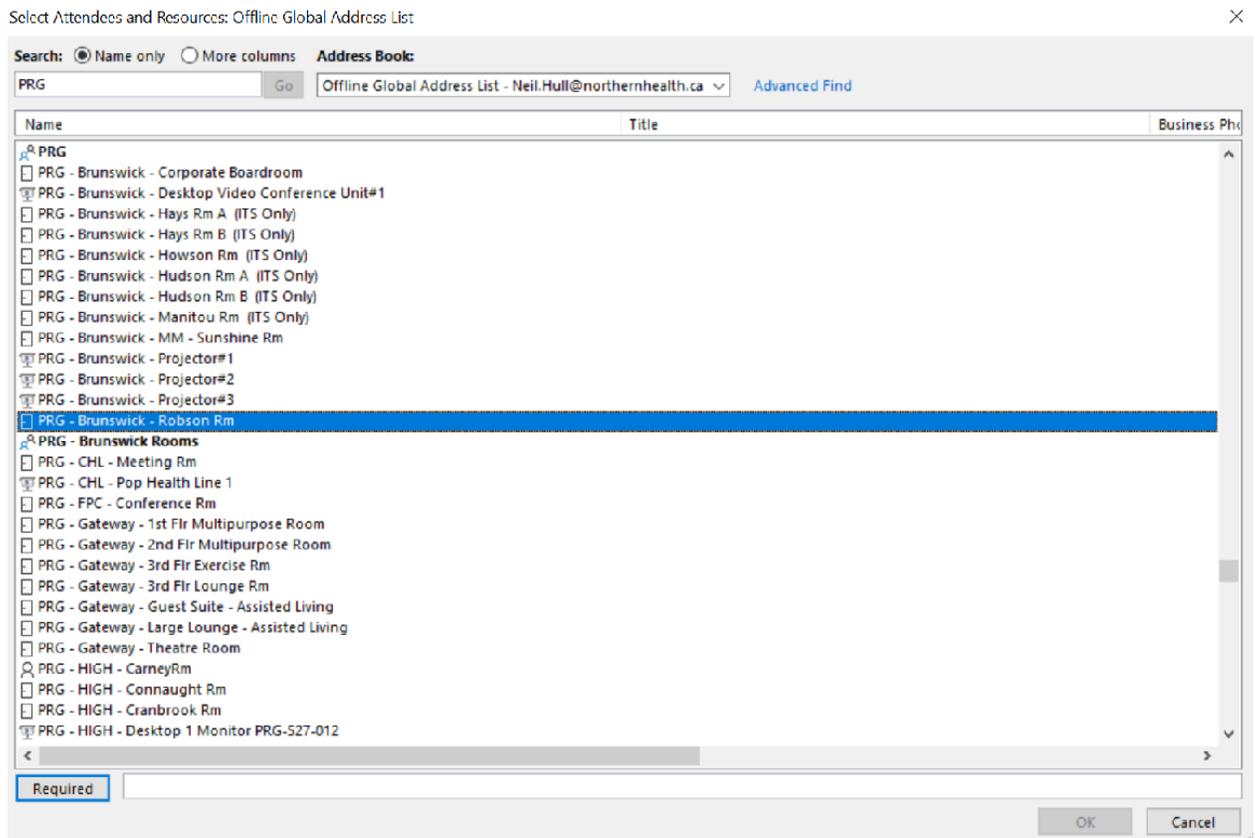


The screenshot shows the Outlook 'To' field. The 'Forward' button is highlighted with a red arrow. Below the 'To' field, the subject and when information are visible:

**Subject:** FW: Zoom Meeting

**When:** Wednesday, December 07, 2022 12:00 PM-12:30 PM

- Click the “To” field, this will bring up a new window seen below.



- 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.
- Click “Required” then “Ok”
- Then Click Send.
- Meeting has now been sent to the room mailbox and will be available to join at the meeting time.

## **Note**

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 [telehealth@northernhealth.ca](mailto:telehealth@northernhealth.ca)