

Modify or Delete Zoom Webinars

All modifications to Zoom webinars, or deleting Zoom webinars, must occur through the web browser at www.zoom.us.

*Note that changes will need to be reflected in up to 3 places: Cerner (source of truth), Zoom account, and Outlook calendar (if being used).

Modify Zoom Webinar

1. From the Zoom web browser, go to Webinars, select the webinar that needs to be modified, double click on the blue hyperlink and edit.

The screenshot shows the Zoom web browser interface. At the top, there are tabs for 'Upcoming Webinars', 'Previous Webinars', and 'Webinar Templates'. A 'Get Training' button is visible on the right. Below the tabs is a 'Schedule a Webinar' button. A dropdown menu shows 'Show webinars by host: All'. The main content is a table of webinars. The first row is circled in red, showing the 'VH Team Huddle' webinar with the host 'Melissa Coop' and a 'Start' button.

Start Time	Topic	Webinar ID	Start	Delete
Tomorrow (Recurring) 12:30 PM 12:30 PM Vancouver	VH Team Huddle Host Melissa Coop	991-3837-0772	Start	Delete

The original ZOOM webinar appears, and there is the opportunity to edit this webinar:

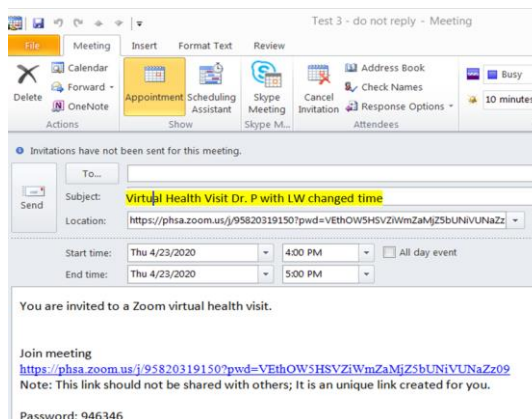
The screenshot shows the Zoom webinar options page. Under 'Webinar Options', there are three items: 'Q&A' (checked), 'Enable Practice Session' (unchecked), and 'Only authenticated users can join' (unchecked). At the bottom, there is a 'Save this Webinar as a Template' link and two buttons: 'Edit this Webinar' (circled in red) and 'Start this Webinar'.

Modifying the webinar, there will be an email sent to the host and alternative host. Note that the email does not list that the meeting has been modified, but zoom only generally invites them to a meeting. Patients are not automatically informed of the modification to the Webinar (see #3).

2. Any modifications will create a new .ICS file (outlook calendar) which will have to be resent (if applicable) to provider, alternative hosts, and patient (if your clinic is sending outlook calendar invites to the patient).

Zoom Webinars: Modify or Delete

A new .ics (outlook calendar) file is generated, and the clerk should email the .ics file to the host and alternative hosts. They should indicate that the event has been changed to a different time/date (in the subject line or in the body of the .ics email).



3. Notify patient of appointment changes

It is important to note that there is **NOT** an email that is sent automatically to the patient (Panelist in a Zoom Webinar).

- a) To be able to inform the patient that the zoom webinar has changed, go into **Invite Panelists**. Click **Resend** to email the new invite to the patient. Click **Save**. Note that the patient receives a new invite for a zoom webinar. There is no indication that there has been a change.
- b) The clerk should also email the patient separately **highlighting** the modification.

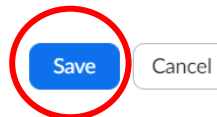
Panelists

Invite a person or a Zoom room as a webinar panelist

Name	Email/Zoom Rooms	
joelle Pellegrin (Alternative Host)	joelle.pellegrin@phsa.ca	Resend
JP	joellemarie.pellegrin@gmail.com	Resend Copy Delete
<input type="text" value="Name"/>	<input type="text" value="Email Address"/>	Delete

[Add Another Panelist](#)

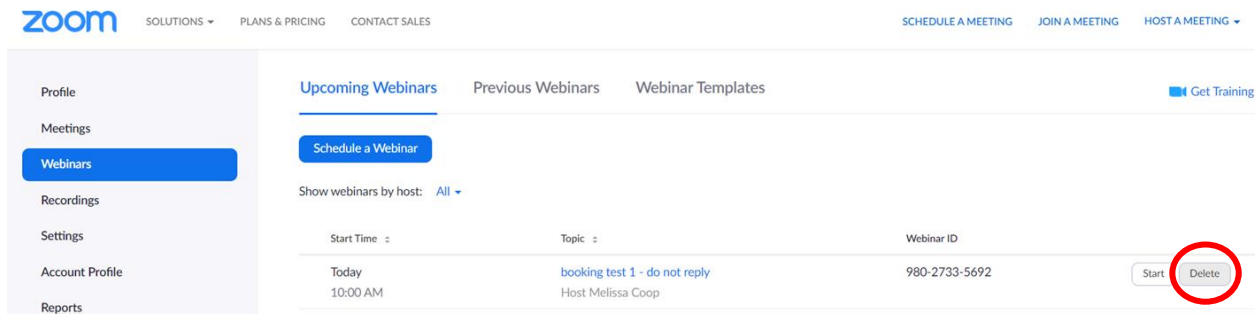
Send invitation to all newly added panelists immediately



Zoom Webinars: Modify or Delete

Delete Zoom Webinar

1. From the Zoom web browser, go to Webinars, select the webinar that needs to be deleted, click the Delete button.

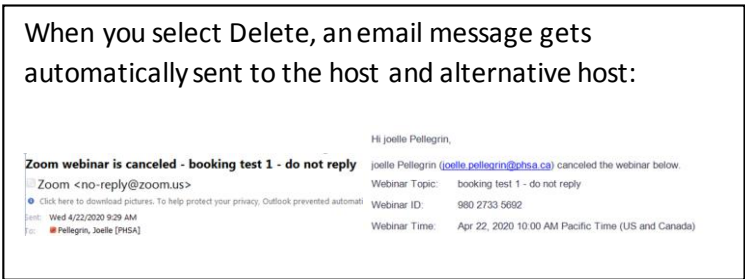


Delete the Webinar

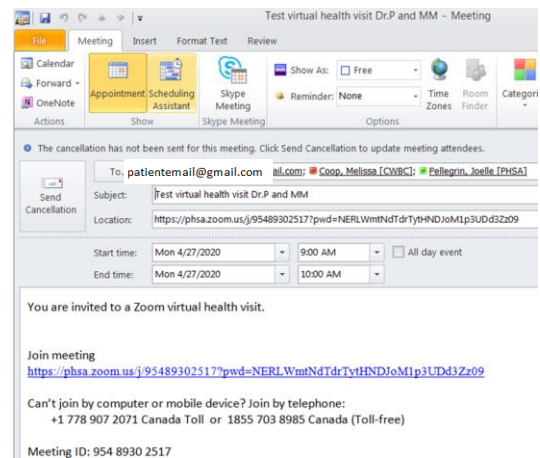
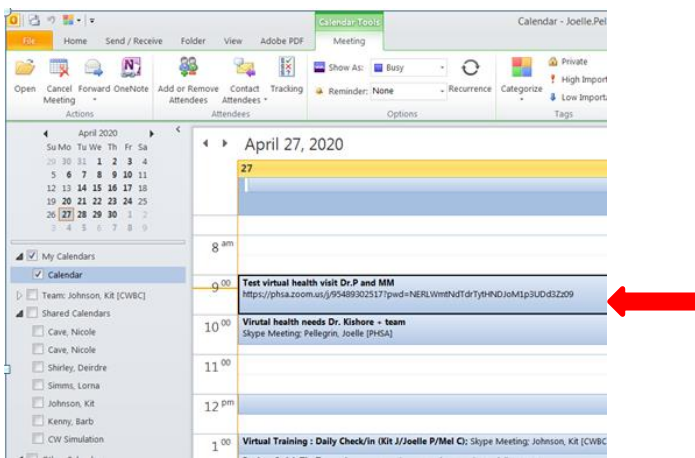
You are permanently deleting the webinar. The action cannot be undone.

Topic: booking test 1 - do not reply

Delete Cancel



2. Find the Outlook calendar invite (if applicable) and Cancel the invite. *Read step #3 below if included patient in the Outlook invite.

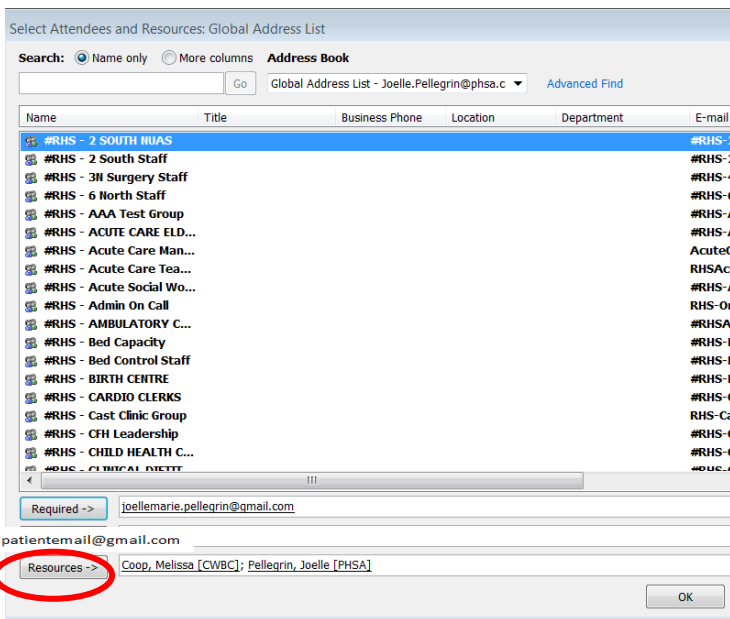


3. Notify patient of cancelled appointment.

There is NO email that is sent to the patient that the webinar has been deleted. There are two options:

- a) Email the patient separately highlighting the modification, or

b) Include the patient email on the outlook calendar invite cancellation and ensure that you have hidden the clinician's email. Add an explanation in the email body.



To hide clinician's emails:

From the TO line on a calendar appointment, you can send the .ics invite to the patient and the clinicians at the same time. The clinician's emails will be hidden. Insert the patient email on the TO line and then click the TO button. This opens active directory and you then search for the clinician(s) involved. Place them on the Resources line.

Once email addresses have been entered. Click OK. Say NO to the popup.