

Modifying Host Email in Zoom Webinars

Many clinicians would like their email addresses hidden from patients when sending Zoom Webinar invites. This can be done before inviting the panelists (patients) to the Virtual Health Visit using Zoom Webinars, by modifying the Email Settings.

1. After Scheduling the Zoom Webinar and inviting the Host and Alternative host, scroll down to Email Settings. This must be done **before** you invite the panelist (patient).

Invitations **Email Settings** Branding Polls Q&A Integration

Select Email Language: English Edit

Email Contact: joelle Pellegrin, joelle.pellegrin@phsa.ca Edit

Invitation Email to Panelists Edit

2. Edit the Email Contact. You may want to include the Generic Clinic name and email or the Clerk's name and email. This modified Name will be on the email sent to the panelist (patient). If the patient responds to the Zoom Webinar invite email, the patient's email will be sent to the modified email address.

Edit Contact Email Address ×

You may change the contact information that attendees can use if they have questions about the webinar.

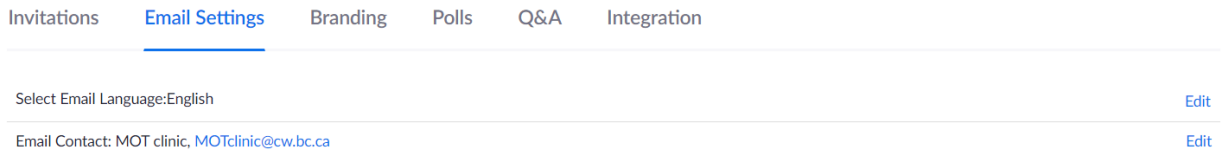
Name

Email Address

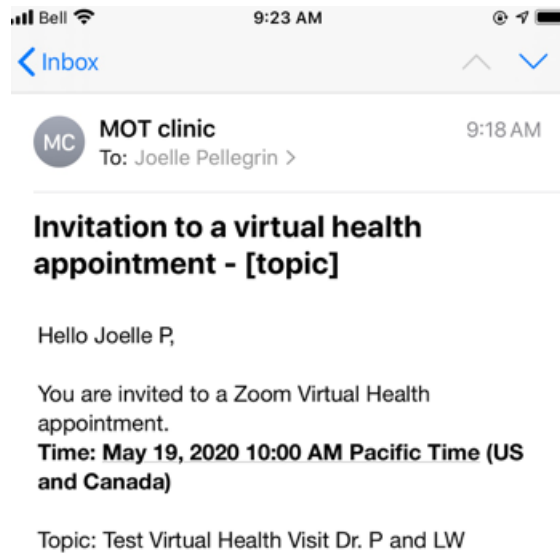
Save Cancel

3. Click Save.

4. Check to see that the email has been applied



The patient will see this on their Zoom Virtual Health Visit Webinar invite:



If they respond to this email, it will go to the MOTclinic@cw.bc.ca. If they want to view the email address, it only shows no-reply@zoom.us

5. To avoid having to modify the email address for each Zoom Webinar, if you want to have this modification registered for all Virtual Health Events, **Save this Webinar as a Template**. The Alternative host, the panelist, nor the date will be saved, but the modified email will be saved when referring to this clinician if saved as a Template.