Introduction
The intent of this is to provide a more streamlined approach to daily online Zoom patient appointments. These instructions provide the steps to create one Zoom meeting for a day that can be shared with all patients for that day. The meeting host can then manage the attendees in the same Zoom meeting throughout the day.

Zoom Desktop Client Steps for Setting up a Daily Meeting
This can be done any amount of time (days, weeks, months) prior to the day of the appointments.

1. Launch and log in to the Zoom desktop client.

2. Schedule a meeting

3. Enter the appropriate Name for the meeting space. Example: “Dr. YourName Patient Appointments - Date”

4. Since we are using one Zoom meeting for an entire day, schedule the meeting for the entire period of time aligning with that day’s office hours.

5. For Meeting ID, select Generate Automatically

6. Require a password and use the generated password, or enter your own. All patients will use the same password.
7. Video, Audio and Calendar – Choose your preferences. Recommendation:
   a. Video – Off for both Host and Participants – they can turn this on after joining
   b. Audio – Telephone and Computer
   c. Calendar – Outlook
8. Advanced Options:
   a. Select Enable Waiting Room
   b. Select Enable join before host
   c. Mute participants on entry – Choose your preference. They can unmute after joining.
   d. Do not enable Only authenticated users can join: Sign in to Zoom. This would require a WUSTL Key to join the meeting.
   e. Do not enable Automatically record meeting on the local computer
   f. Alternative Hosts - Add any additional hosts that will be managing the meeting; Administrative Assistants or the Physician.
9. Select Schedule

![Zoom Meeting Settings](image)

10. Share the meeting access information with the attendees.

Managing a Daily Zoom Meeting
When ready to start your appointments for the day, follow these steps.
1. Launch Zoom and navigate to Meetings
2. Select your scheduled meeting and then select Start

3. You will see a notification when attendees join that they entered the waiting room.

4. Admit them when ready to meet.
5. When finished with an appointment, confirm the attendee leaves the meeting before admitting the next. You can remove them if needed.
Daily Zoom Appointment Rooms

- If you end the meeting in the middle of the day or close Zoom, you can restart the same meeting by repeating these steps.

6. When finished for the day, end the meeting.