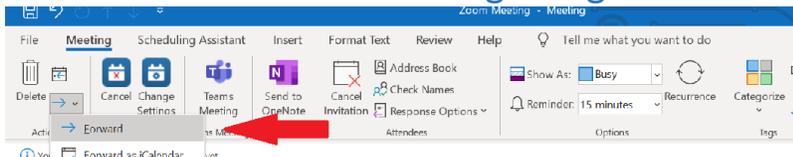Northern Health - Telehealth

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

1. In your Outlook invite click forward.

2. Click the "To" field, this will bring up a new window seen below.
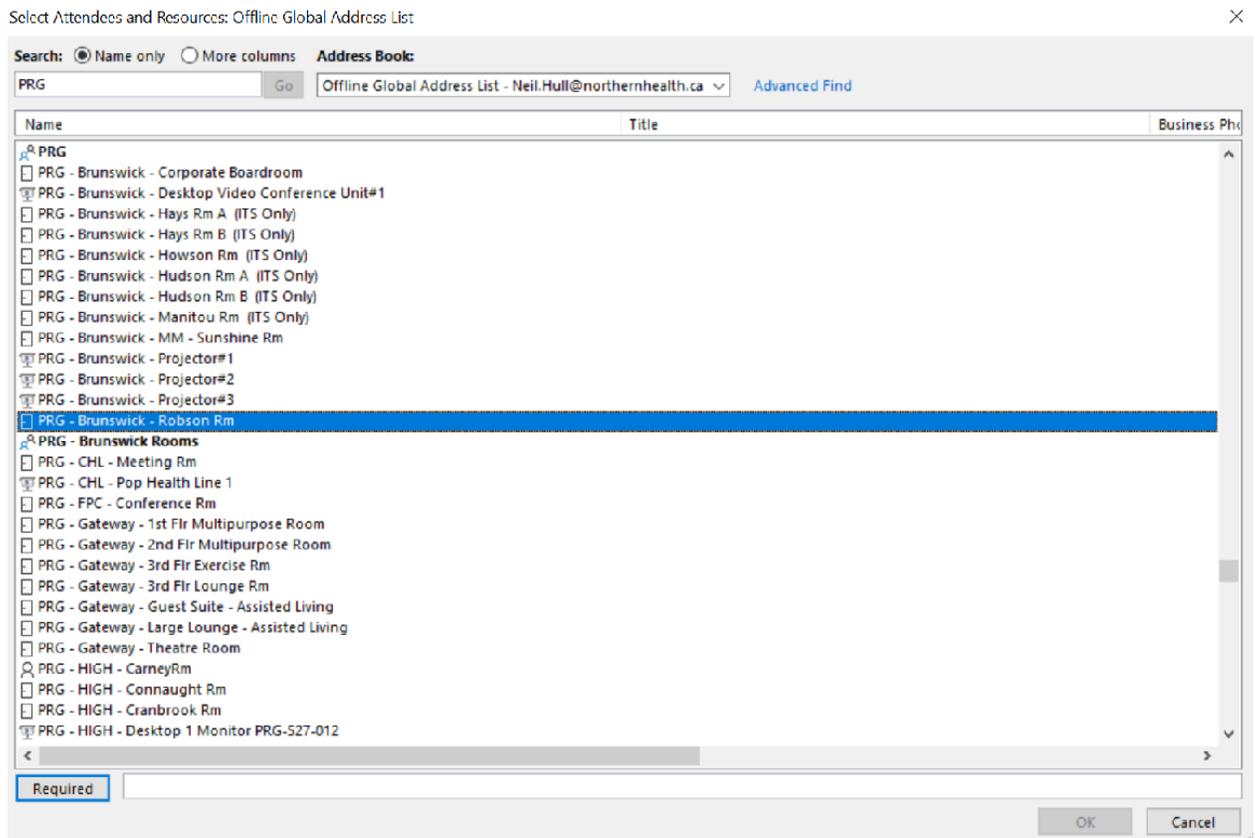
3. In the "To" field, type the three letter acronym for the city that the meeting room is in, for e.g. "PRG" will bring up meeting rooms for Prince George as seen below.
4. Click "Required" then "Ok"
5. Then Click Send.
6. Meeting has now been sent to the room mailbox and will be available to join at the meeitng time.

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