

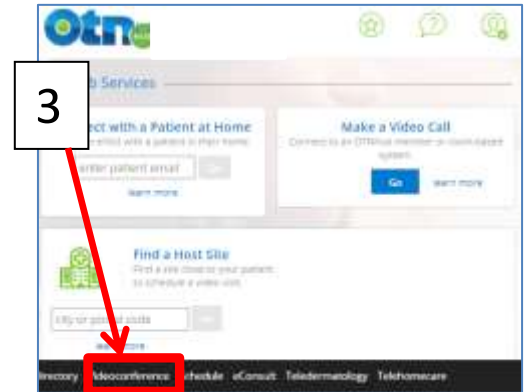
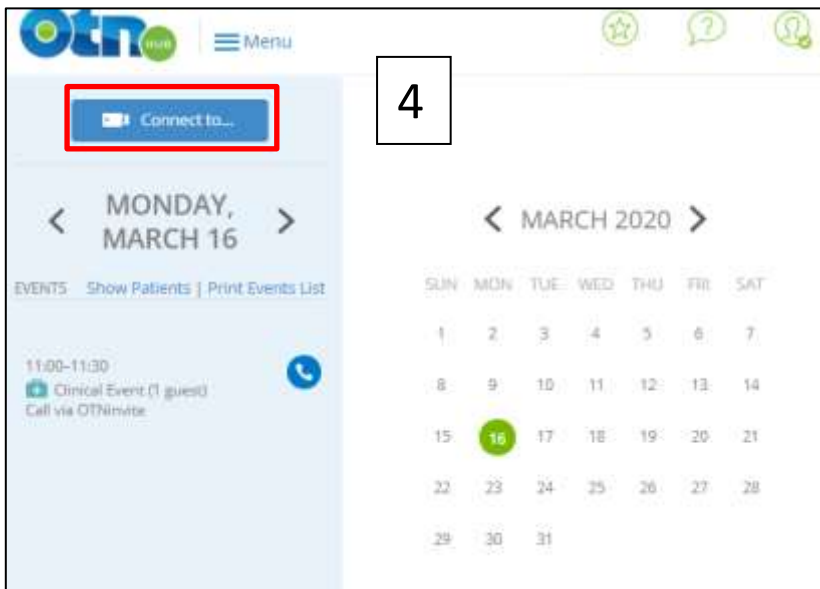
# OTN – Booking Appointments

## How To Book an Appointment if You are a Delegate

**Step 1:** Go to [OTNhub.ca](https://OTNhub.ca)

**Step 2:** Select ONE ID and login with your OneID account.

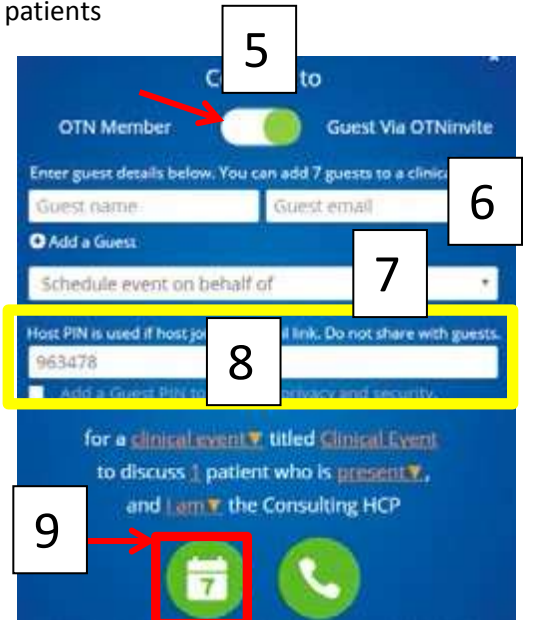
**Step 3:** Once logged in, select **Videoconference**.



**Step 4:**

Click **'Connect to...'** to begin scheduling

**Step 5:** Toggle to **'Guest via OTNinvite'** to invite patients



**Step 6:** Enter the patient's name and email

**Step 7:** 'Schedule event on behalf of' will allow you to select the physician associated with the appointment (if you do not see the physician, contact Itsupport)

**Step 8:** DO NOT create a PIN for the patient as that is not provided in the email the patient receives

**Step 9:** Click  to schedule

**Step 10:** Put in a date and start and end time, then schedule to finalize

