

OTN – Attending Appointment

How to Attend an Appointment

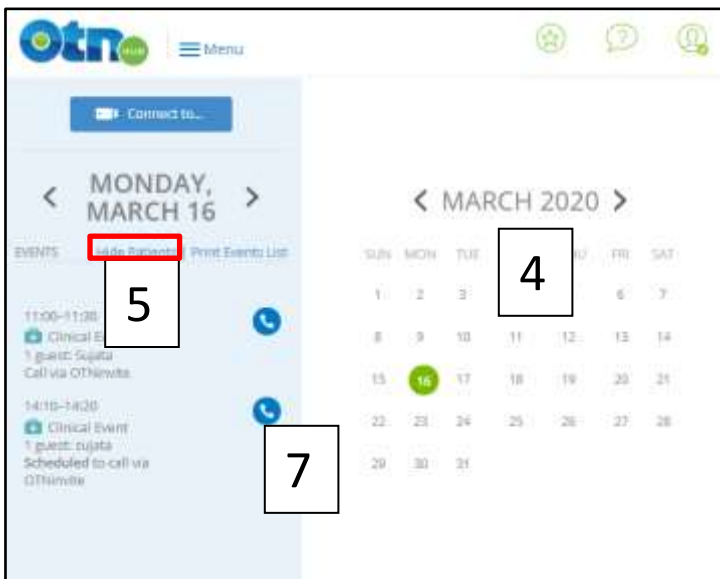
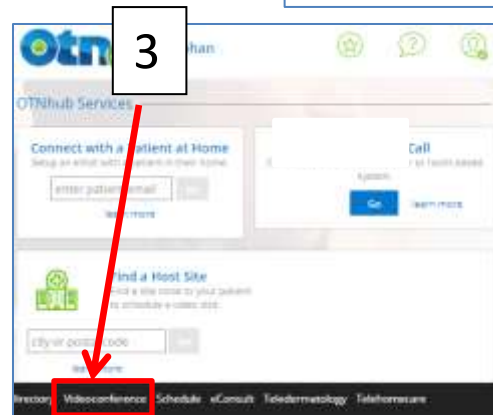
Step 1: Go to OTNhub.ca

Step 2: Click ONE ID and login via your One ID account

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

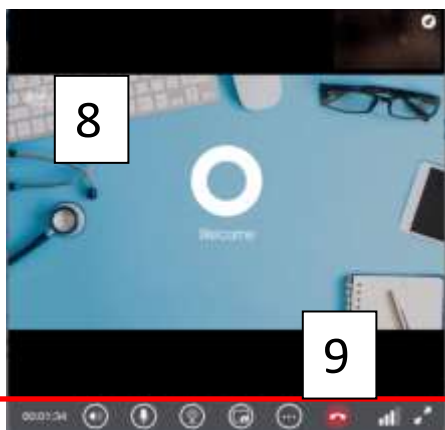
Step 4: Select the appropriate date on the calendar

Step 5: Select appropriate appointment from that date's appointments (select 'Show Patients' to see names of patients for each appointment)



Step 6: Review appointment details (Can resend invite to patient or cancel event if required)

Step 7: Click the phone icon to start the meeting



Step 8: Appointment meeting will open as a video conference. (On browser, select to allow for it to use your device's microphone and speaker)

Step 9: Hang up when meeting is complete

Tips: Mute screen, hide video or full screen as required using the buttons along the bottom of screen