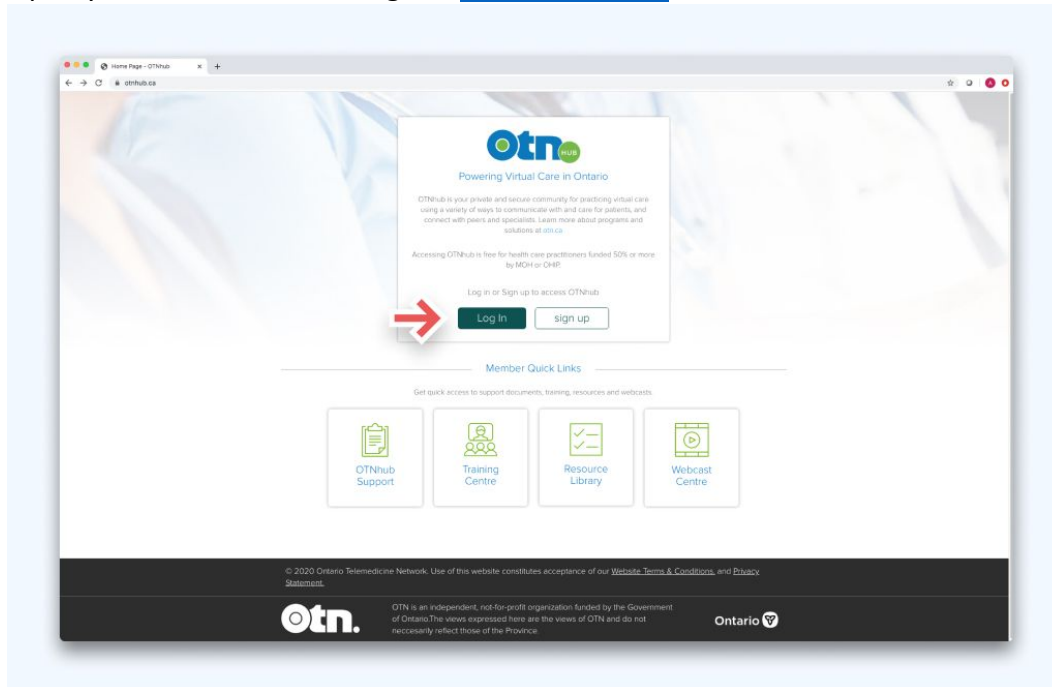


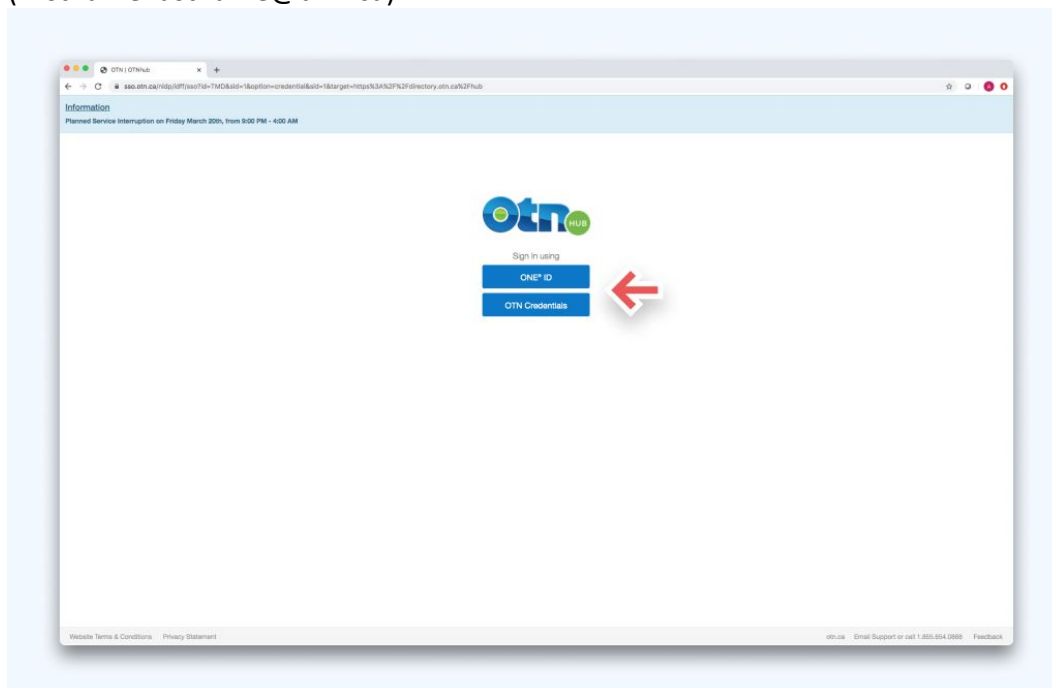
Instructions: Scheduling in OTNhub

An 8-minute instructional video of how to schedule and send OTNhub invites is available [here](#).

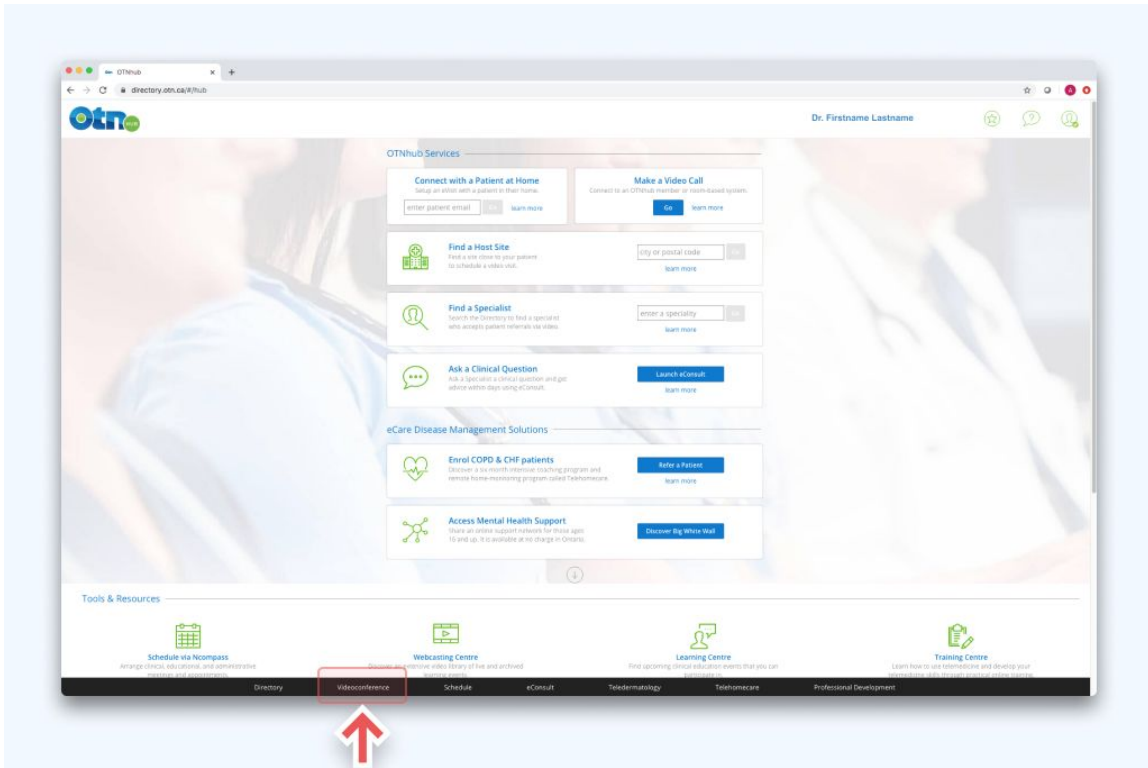
1. Open your web browser and go to www.otnhub.ca



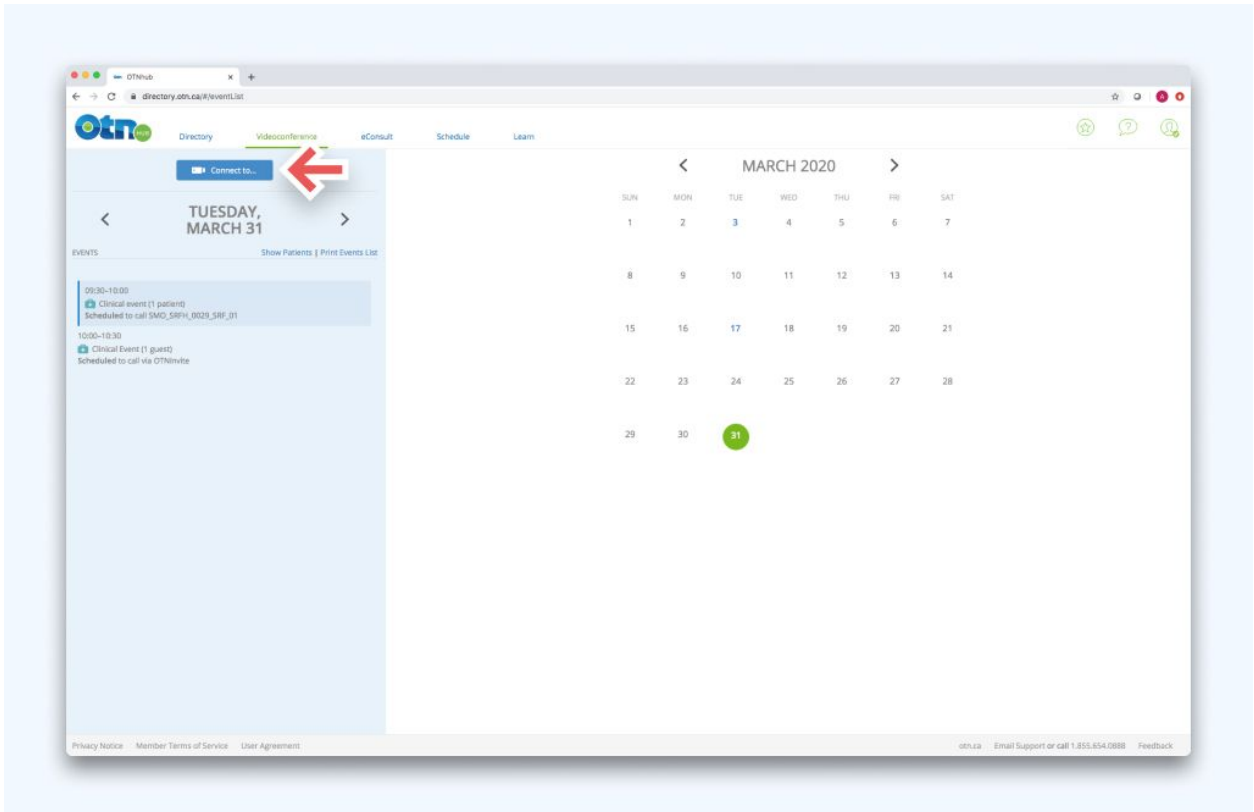
2. Login using your **ONE-ID** (firstname.lastname@oneid.on.ca) or **OTN Credentials** (firstname.lastname@uhn.ca)



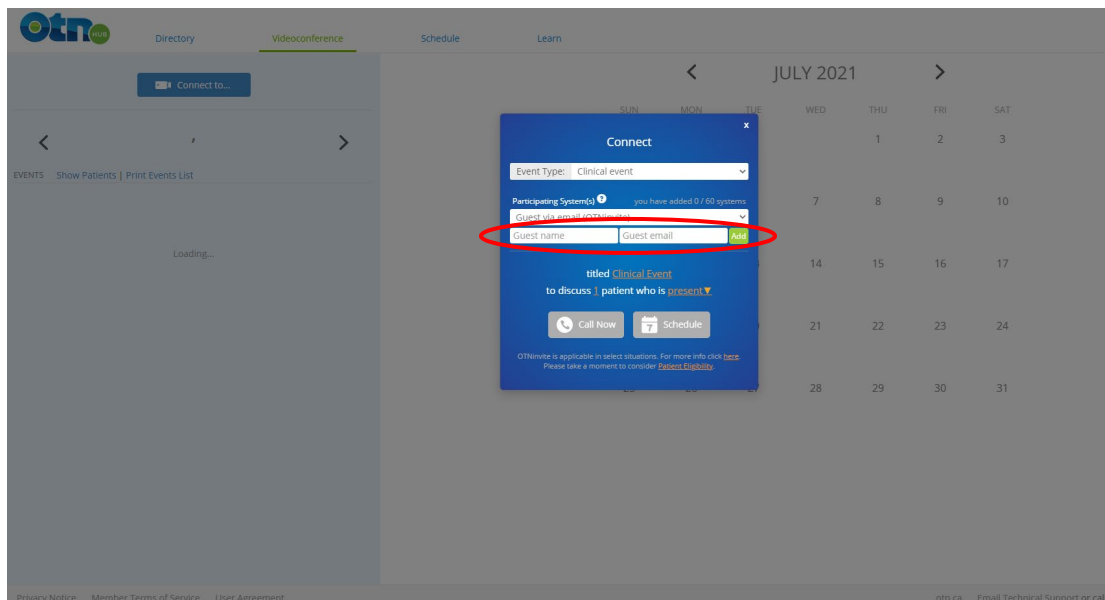
3. Click the **Video Conference** button at the bottom of the screen



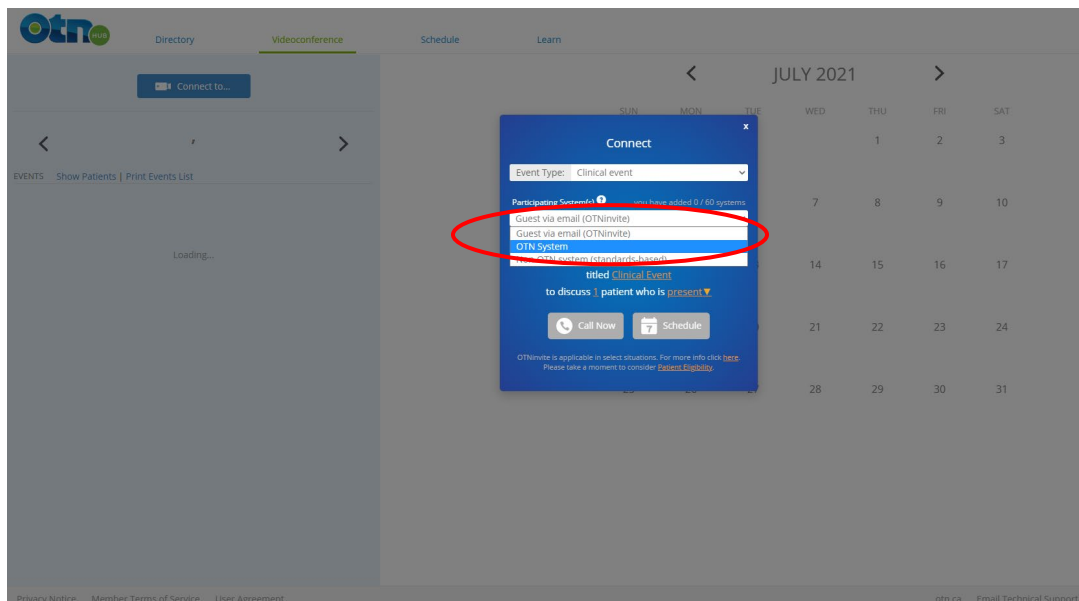
4. Click the **Connect to...** button



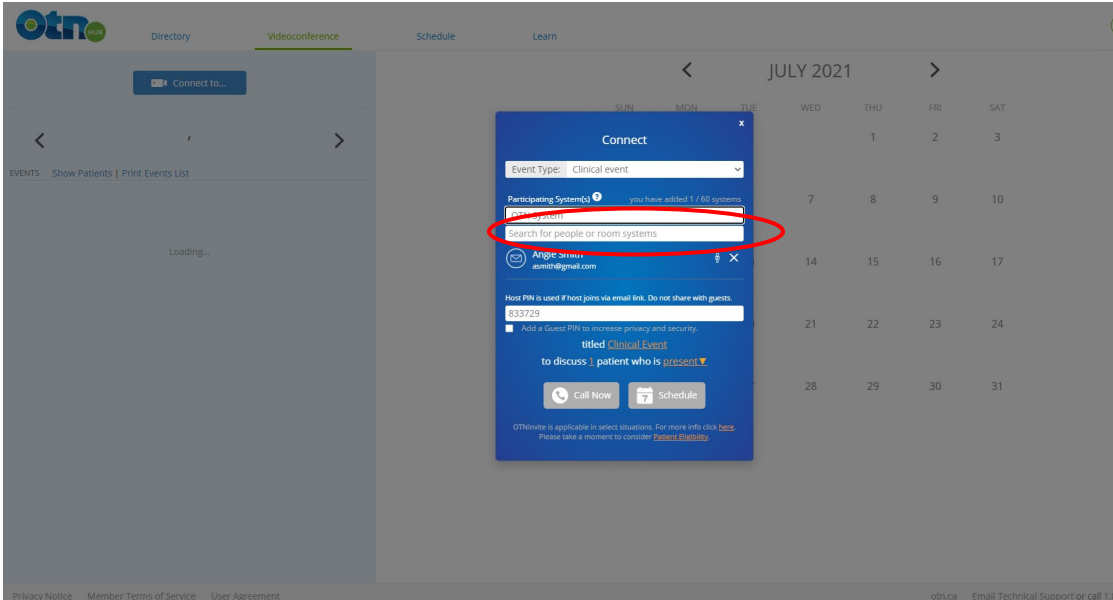
5. Enter the patient name and email address into the Guest name and Guest email field and click **Add**.



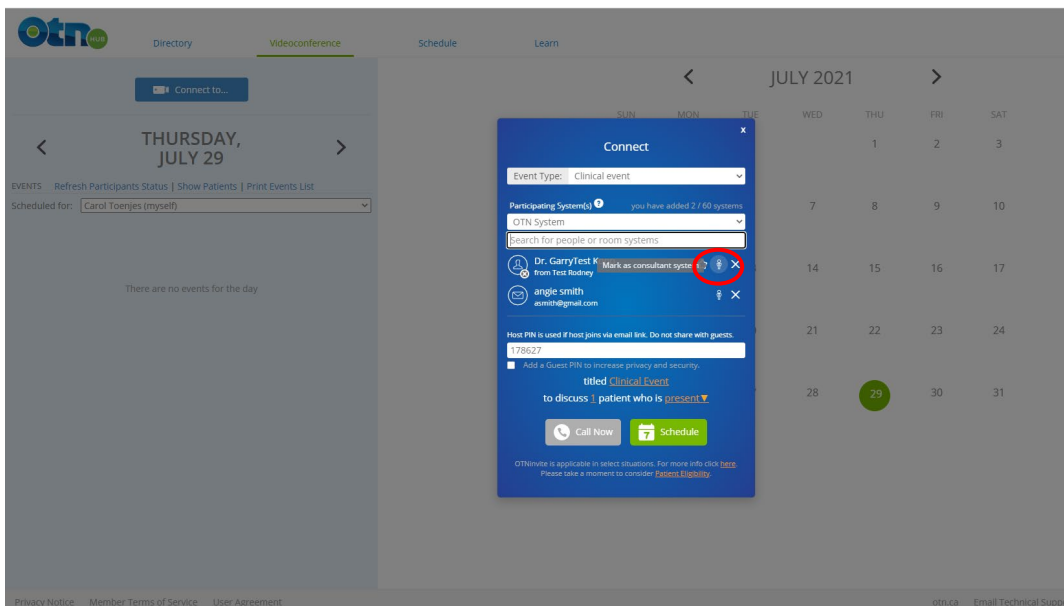
6. To schedule on behalf of a clinician (or your own OTNhub system), click the *Guest via email (OTNInvite)* field and choose **OTN System** from the dropdown.



- In the 'Search for people or room systems' field, type the **last name of the clinician** you are scheduling on behalf of and select their system name from the list.

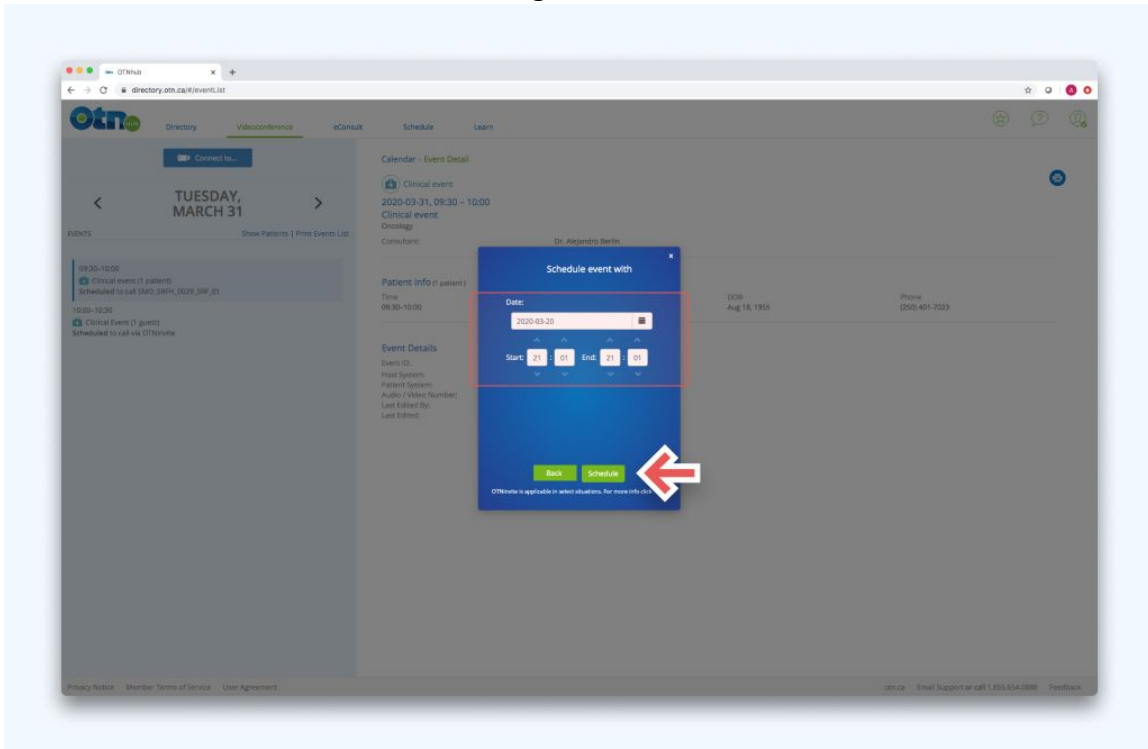


- Mark the UHN clinician as the consultant (host) system by clicking on the person icon to the right of their system name.



- Click green **Schedule** button

10. Enter the Date & Time, then click the green **Schedule** button



Having Trouble? Contact UHN Telehealth Tech Support at 416-340-4887 or after-hours OTN Tech Support at 1-855-654-0888