Scheduling a Meeting

Once you create a Zoom account, you can schedule Zoom meetings. Meetings can be scheduled in advance, either on a one-time or a recurring basis. Remember, if you are using the free version of Zoom, your session will be limited to 40 minutes if there are three or more people on the call. Scheduling meetings is easiest to do on a laptop or computer. Follow these steps to schedule a Zoom meeting:

1. Sign into your Zoom account.
   a. You will need your email and password used in the account set up process.
2. Once you are logged into Zoom, click on the "Schedule a Meeting" icon located in the upper right-hand corner of your screen.
   a. On a tablet or phone, it is indicated by the blue "Schedule" icon.

3. Next you will need to input your meeting information.
   a. Topic or title of the meeting
   b. Date
   c. Duration/Time
   d. Time Zone
      i. This should be automatically set so you do not need to change anything
   e. Recurring Meeting
      i. If you would like this meeting to repeat every week, you can select this option.
   f. Meeting ID
      i. Always choose the "Generate Automatically" option.
         1. This adds an extra layer of security to your meeting compared to using the Personal Meeting ID (which remains the same).
   g. Meeting Password
      i. If you are using the free version of Zoom, the meeting will require you to include a password. You can edit the password to be whatever you want.
      ii. Requiring a password by attendees also adds more security to your meeting.
   h. Select Meeting Settings
      i. Video

1. You can choose to have the host and attendees join the meeting with their video on or off, if there is a preference.
    ii. Audio
        1. Always select the "Both" option so people can join the meeting either by telephone or computer audio.
    iii. Meeting Options
        1. You can adjust the settings so that attendees can join the meeting before you start it.
        2. You can also adjust the settings so that attendees are automatically muted upon entry into the meeting.
        3. For added security, enable the waiting room. This way you can see who is joining before admitting them into the meeting.
            a. As the host, you will have to keep an eye on the waiting room to make sure you admit everyone.
            b. Sometimes, people join the meeting late so it may be helpful to have a co-host for the meeting, or someone who has some host privileges and can let people into the meeting.
        4. The last option is to record the meeting. If you wish to record it, selecting this option will start recording as soon as the meeting begins.
            a. You should inform the attendees that the meeting is being recorded.

(The next page will show how it looks like on screen.)

Schedule a Meeting

Topic   My Meeting

Description (Optional)   Enter your meeting description

When   04/30/2020   3:00 ⌄   PM ⌄

Duration   1 ⌄ hr   0 ⌄ min

Time Zone   (GMT-7:00) Pacific Time (US and Canada) ⌄

                          ☐ Recurring meeting

Meeting ID   ◉ Generate Automatically   ○ Personal Meeting ID 380-155-8133

Meeting Password   ☐ Require meeting password

Video   Host   ◉ on   ○ off

            Participant   ◉ on   ○ off

Audio   ○ Telephone   ○ Computer Audio   ◉ Both

            Dial from Edit

Meeting Options   ☑ Enable join before host

                   ☐ Mute participants upon entry 🗹
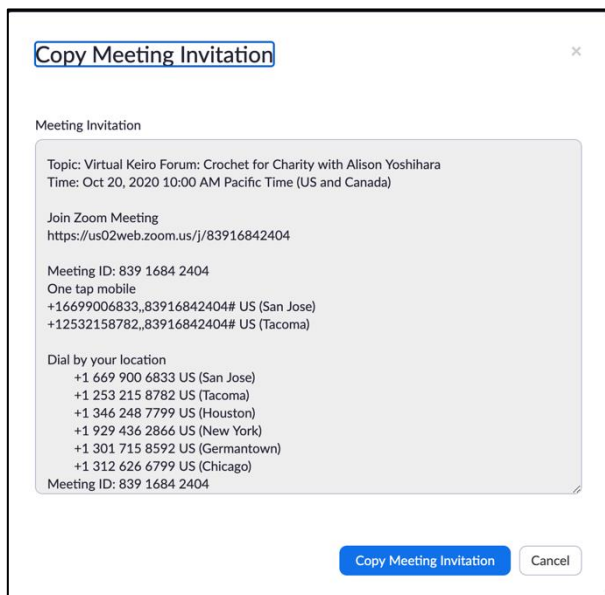
                   ☑ Enable waiting room

                   ☐ Record the meeting automatically on the local computer

                   [Save]   [Cancel]

Sending the Meeting Information

Once you have scheduled your meeting, be sure to send out the meeting invitation and other details such as the meeting link and meeting ID to your attendees. The easiest way to do this is on a laptop or computer. To send the meeting invitation to attendees, you will want to "copy the invitation," an option available in Zoom.

1. Sign into your Zoom account through Zoom.us.
2. Go to the "Meetings" tab on the left side of your screen.
3. Select the "Upcoming Meetings" section to find your scheduled meetings.
4. Select the meeting you want to share.
5. Under the "Invite Link" section, select the "Copy Invitation" option on the right side of the screen.
6. A small screen will pop up with all of the meeting details included. At the bottom of the screen, select the blue "Copy Meeting Invitation" option. This will copy the meeting invitation and you can paste it into an email to the meeting attendees.

Invite Link	https://us02web.zoom.us/j/83916842404	↻ Copy Invitation

Copy Meeting Invitation ✕

Meeting Invitation

Topic: Virtual Keiro Forum: Crochet for Charity with Alison Yoshihara
Time: Oct 20, 2020 10:00 AM Pacific Time (US and Canada)

Join Zoom Meeting
https://us02web.zoom.us/j/83916842404

Meeting ID: 839 1684 2404
One tap mobile
+16699006833,,83916842404# US (San Jose)
+12532158782,,83916842404# US (Tacoma)

Dial by your location
    +1 669 900 6833 US (San Jose)
    +1 253 215 8782 US (Tacoma)
    +1 346 248 7799 US (Houston)
    +1 929 436 2866 US (New York)
    +1 301 715 8592 US (Germantown)
    +1 312 626 6799 US (Chicago)
Meeting ID: 839 1684 2404

[Copy Meeting Invitation] [Cancel]

Starting a Scheduled Meeting

If you are using the free account, your meeting will be limited to 40 minutes, and the 40 minutes starts as soon as you begin your meeting. Again, if you are the host of the meeting, it is easiest to host your meeting on a laptop or computer. Follow the steps below to start your scheduled Zoom meeting.

7. Sign into your Zoom account.
8. Go to the "Meetings" tab on the left side of your screen.
9. Select the "Upcoming Meetings" section to find your scheduled meetings.
10. Select the meeting you want to start.
11. Click the "Start" icon.