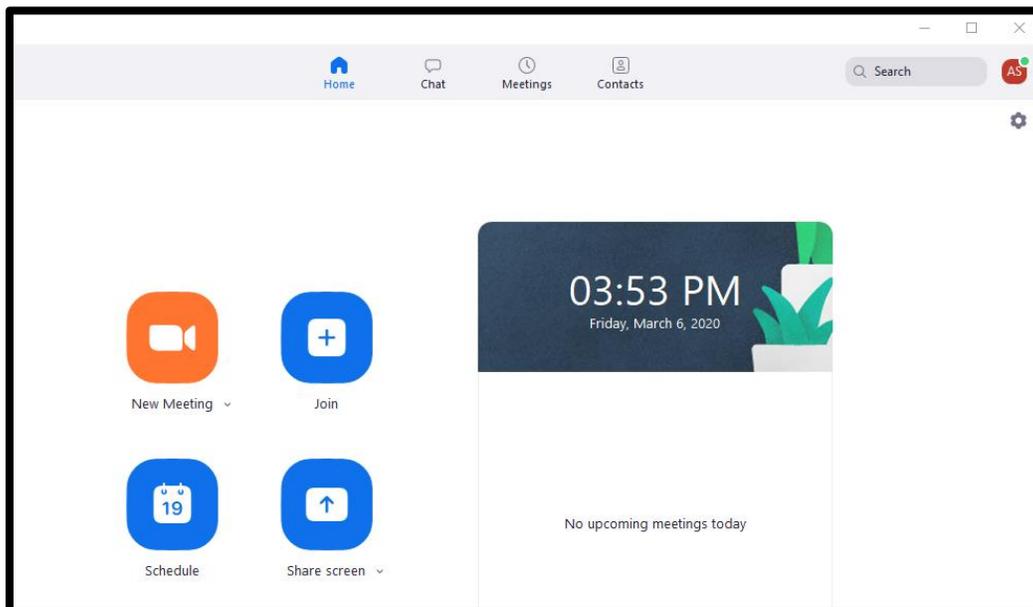


Zoom- scheduling a meeting

First, login to your Zoom account. Please see **Signing In to Zoom** if you need assistance.

Once you login, you will see:



Click **Schedule**. You will then see:

A screenshot of the 'Schedule Meeting' dialog box in Zoom. The dialog has a title bar with a close button. The main content is titled 'Schedule Meeting'. It contains several sections: 'Topic' with a text input field containing 'Zoom Testing'; 'Start' with a date dropdown set to 'Fri March 6, 2020' and a time dropdown set to '04:00 PM'; 'Duration' with two dropdowns set to '1 hour' and '0 minute'; a checkbox for 'Recurring meeting' which is unchecked, and a 'Time Zone' dropdown set to 'Mountain Time (US and Canada)'; 'Meeting ID' with two radio buttons, 'Generate Automatically' selected and 'Personal Meeting ID 588-982-3466' unselected; 'Password' with a checked checkbox 'Require meeting password' and a text input field containing '023841'; 'Video' with 'Host' and 'Participants' each having 'On' and 'Off' radio buttons, with 'Off' selected for both; 'Audio' with three radio buttons, 'Telephone and Computer Audio' selected, and a link 'Dial in from United States Edit'; 'Calendar' with three radio buttons, 'Outlook' selected, and 'Google Calendar' and 'Other Calendars' unselected; and 'Advanced Options' with a dropdown arrow. At the bottom right, there are two buttons: 'Schedule' and 'Cancel'.

Fill out the Schedule Meeting information:

-Topic: give your meeting a name

-Enter the meeting date, start time, and duration. Your meeting isn't contained to the duration time you set here. Your Zoom meeting will not be cut off. It is for how your Calendar invite will be sent.

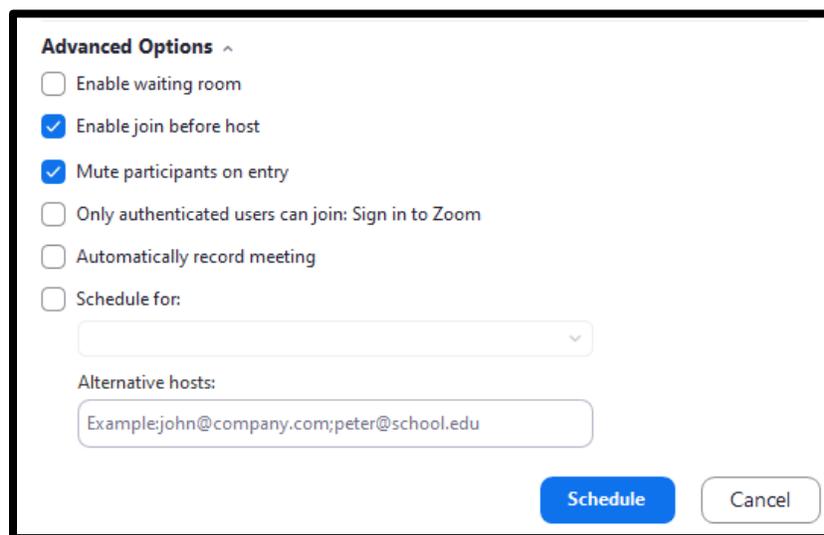
-Meeting ID- leave as "Generate Automatically"

-Password- you can leave as the default it gives you or you can change it too.

-Video- these are settings for how the host and participants will first enter the meeting. They will be able to turn on/off their video once they are in the meeting.

-Audio- you'll want your participants to connect via Computer Audio, but you should leave the setting to allow for both Telephone and Computer Audio, just in case someone has issues with their microphone/speakers.

-Calendar- select the calendar type you use.



The image shows a screenshot of the 'Advanced Options' dialog box in Zoom. The dialog box has a title bar 'Advanced Options' with a small upward arrow. Below the title bar are several settings, each with a checkbox:

- Enable waiting room
- Enable join before host
- Mute participants on entry
- Only authenticated users can join: Sign in to Zoom
- Automatically record meeting
- Schedule for: [dropdown menu]

Below these settings is a section labeled 'Alternative hosts:' with a text input field containing the example text 'Example:john@company.com;peter@school.edu'. At the bottom right of the dialog box are two buttons: a blue 'Schedule' button and a white 'Cancel' button with a grey border.

Under Advanced Options, you'll decide if you want participants to enter the session before you, if you want them to join the session muted, if you want the session automatically recorded, or if you are scheduling a meeting on behalf of someone else.

Once you have your settings setup, click the blue Schedule button. This will open a calendar invite that contains the Zoom meeting information. You can send the information to your attendees.