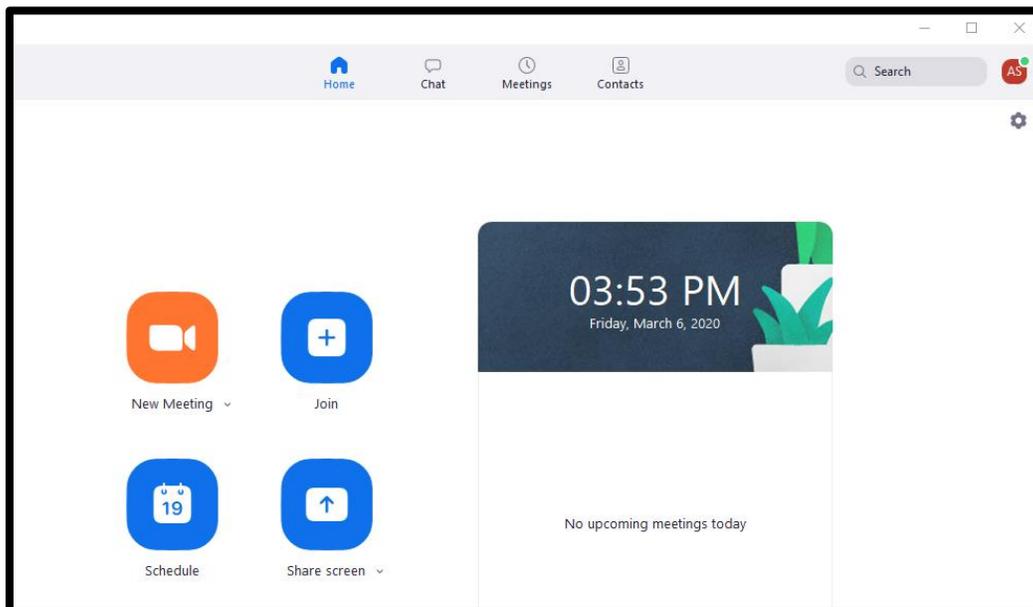# Zoom- scheduling a meeting

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:

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.
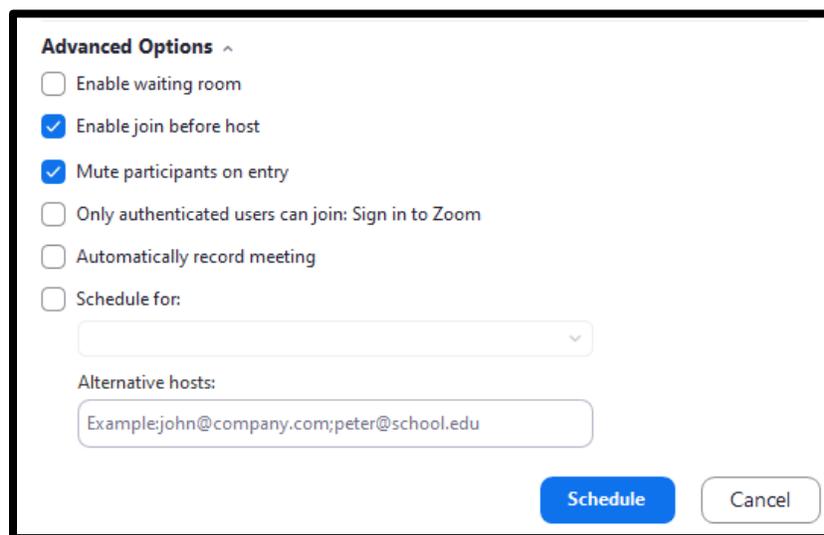
-Meeting ID- leave as "Generate Automatically"

-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.

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.