



HOW TO SCHEDULE A ZOOM MEETING

Bits and Bytes

Open the Zoom App



New Meeting ▾



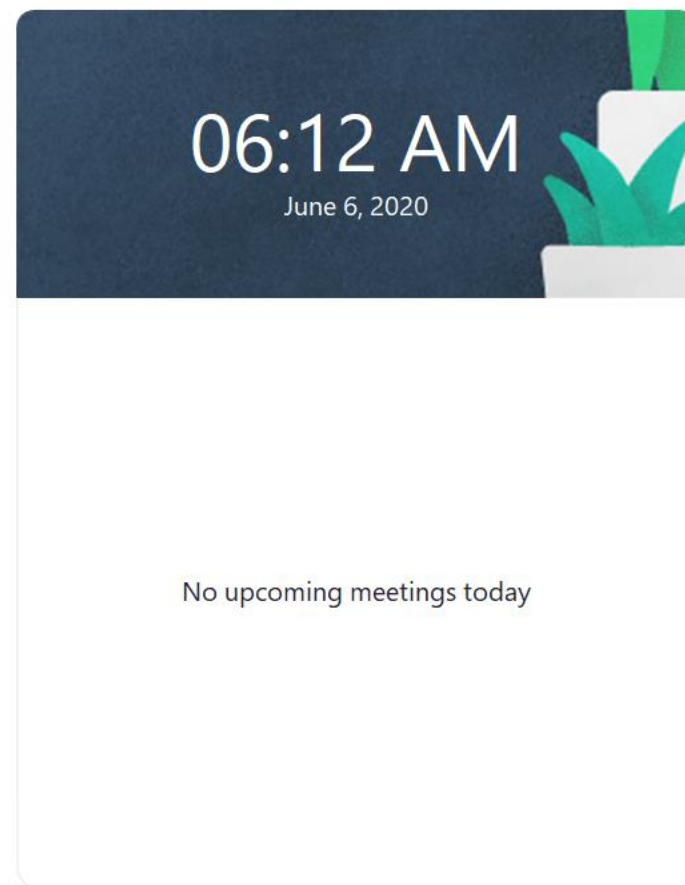
Join



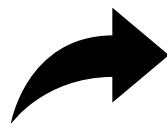
Schedule



Share screen ▾



Click the Schedule button



Schedule meeting

Schedule Meeting

Topic
Zoom Meeting

Start: Sat June 6, 2020 01:00 PM

Duration: 1 hour 0 minute

Recurring meeting Time Zone: Eastern Time (US and Canada)

Meeting ID
 Generate Automatically Personal Meeting ID

Password
 Require meeting password

Video
Host: On Off Participants: On Off

Audio
 Telephone Computer Audio Telephone and Computer Audio
Dial in from United States [Edit](#)

Calendar
 Outlook Google Calendar Other Calendars

[Schedule](#) [Cancel](#)

The Schedule Meeting page opens which allows you to add the specific information for your meeting.

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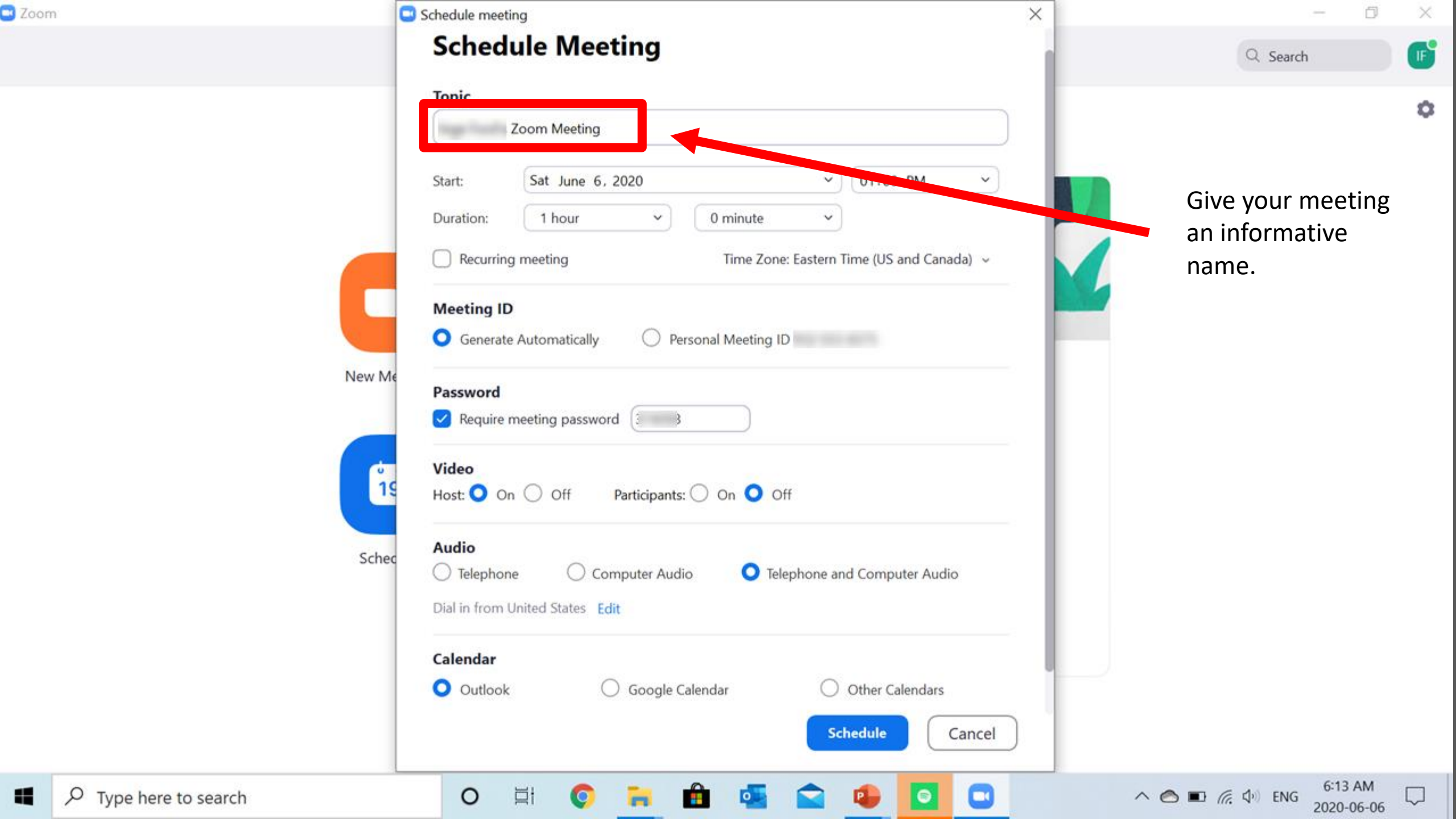
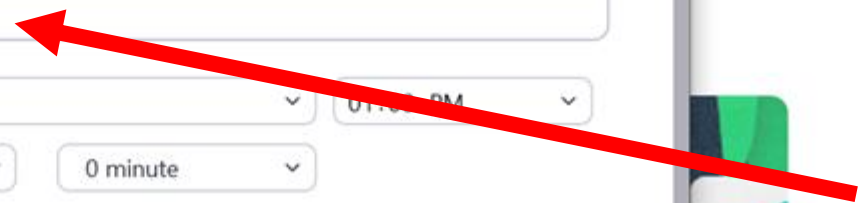
Calendar

Outlook Google Calendar Other Calendars

Schedule

Cancel

Give your meeting an informative name.



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Enter the date and time that your meeting will start.

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Enter the length of your meeting. The free version will limit you to 40 minute sessions, but you can restart a new meeting with the same ID immediately afterwards.

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Click "Recurring Meeting" if you want to schedule a meeting that repeats periodically

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Zoom will give you a unique meeting ID if you click "Generate Automatically". If you want to use the same meeting ID for each meeting, click "Personal Meeting ID"



Zoom

Schedule meeting

Schedule Meeting

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Click "Require meeting password" to prompt your invitees for a password to enter your meeting, then enter the password they should use.

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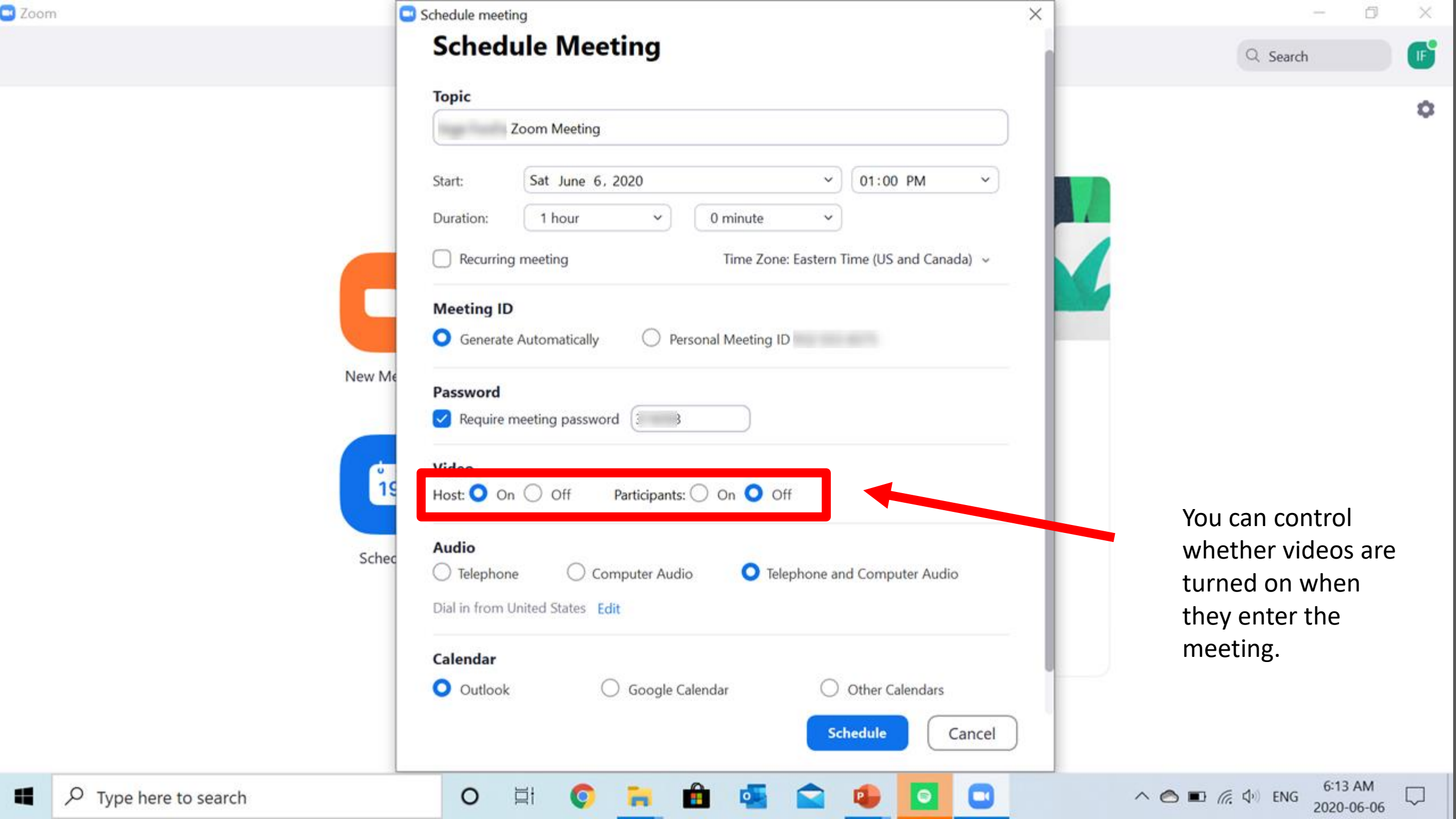
Calendar

Outlook Google Calendar Other Calendars

[Schedule](#) [Cancel](#)



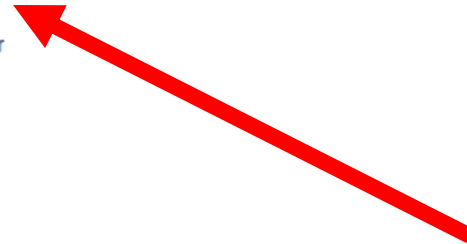
You can control whether videos are turned on when they enter the meeting.



Advanced Options ^

- Enable Waiting Room
- Enable join before host
- Mute participants upon entry
- Automatically record meeting on the local computer

Zoom now allows you to control additional functions, such as enabling a Waiting Room, allowing participants to join before you, and muting their microphones as they join the meeting.



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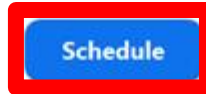
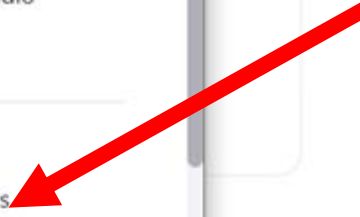
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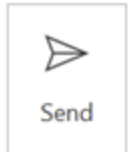
Calendar
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Schedule Cancel

When complete, hit the schedule button



You haven't sent this meeting invitation yet. Next to another appointment on your calendar.



Send

Title Inge Ford's Zoom Meeting

Required

Optional

Start time Sat 2020-06-06 1:00 PM All day Time zones

End time Sat 2020-06-06 2:00 PM Make Recurring

Location https://us02web.zoom.us/j/...?pwd=... Room Finder

Inge Ford is inviting you to a scheduled Zoom meeting.

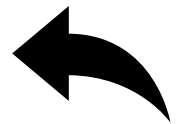
Join Zoom Meeting https://us02web.zoom.us/j/...?pwd=...

Meeting ID: ...

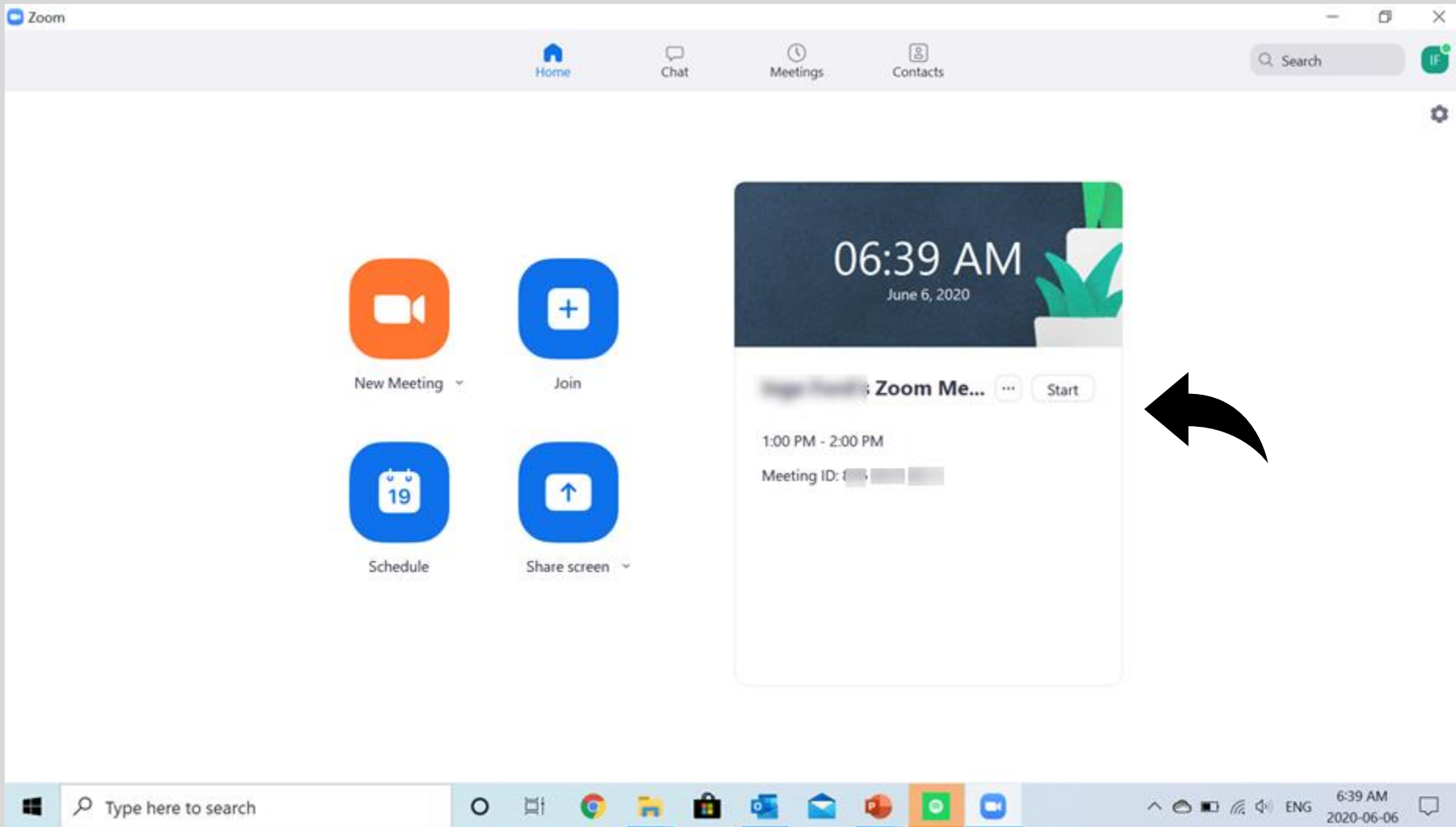
Password: ...

One tap mobile +... # US (Houston) +... # US (San Jose)

Dial by your location +... US (Houston) +... US (San Jose)



Select and copy the meeting URL, password and ID and paste this information in the invitation email to send to participants



When you are ready to start your meeting, open Zoom, your scheduled meeting will show here.

Click the start button which will take you into your meeting.

It's good to start the meeting 15 minutes before the scheduled time.

THANK YOU
FOR

coming

