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Schedule a Meeting

zoom

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Do not show this message again

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SCHEDULE A MEETING JOIN A MEETING HOST A MEETING ▾

Topic

my meeting

Description (Optional)

Enter your meeting description

When

07/14/2020 10:00 AM

Duration

1 hr 0 min

Time Zone

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

☐ Recurring meeting

Registration

☐ Required

Meeting ID

☒ Generate Automatically ☐ Personal Meeting ID 995 451 7983

Meeting Password

☒ Require meeting password 785113

- To Schedule a Meeting you will select the “Schedule a Meeting” option on the top right. Then proceed, please be sure to leave the Meeting ID as “GenerateAutomatically”.

REQUEST A DEMO

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RESOURCES

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Test Meeting

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Test Meeting

Time

Jul 14, 2020 10:00 AM Pacific Time (US and Canada)

Add to

Google Calendar

Outlook Calendar (.ics)

Yahoo Calendar

Meeting ID

930 9193 8180

Meeting Password

\*\*\*\*\*

Show

Invite Link

https://zoom.us/j/93091938180?pwd=Q3lNb3hSVGZPN1lmVUR4VFR5bXMmZz09

Copy Invitation

Video

Host

Off

Participant

Off

Audio

Telephone and Computer Audio

Dial from United States of America

Meeting Options

×

Enable join before host

×

Mute participants upon entry

✓

Enable waiting room

×

Only authenticated users can join

×

Record the meeting automatically

- Once you have saved the meeting it will give you the option to add the Meeting to your Outlook Calendar. Once its saved on the Outlook calendar, you can always open it on the calendar. However, you must send the invite link to the participants via email/text by “forwarding” or “cut and paste”. Note that this link can be located under Meetings at any time once the Meeting has been scheduled on Zoom.
- \* When the participants receive Text or Email with link they will be able to open the Meeting on their internet browser. Therefore, please inform them that they will not need to download the Zoom App.



## Meeting Password

☒ Require meeting password

## Video

Host

☐ on ☒ off

Participant

☐ on ☒ off

## Audio

☐ Telephone ☐ Computer Audio ☒ BothDial from United States of America [Edit](#)

## Meeting Options

☐ Enable join before host☐ Mute participants upon entry ⓘ☒ Enable waiting room☐ Only authenticated users can join☐ Record the meeting automatically

## Alternative Hosts



- “Meeting Options” - Click under Video: Host and Participant to “ON”, do not de-select the “Enable waiting room” option or select any additional options. Once you have completed the process of scheduling the Meeting **Save** the Meeting.

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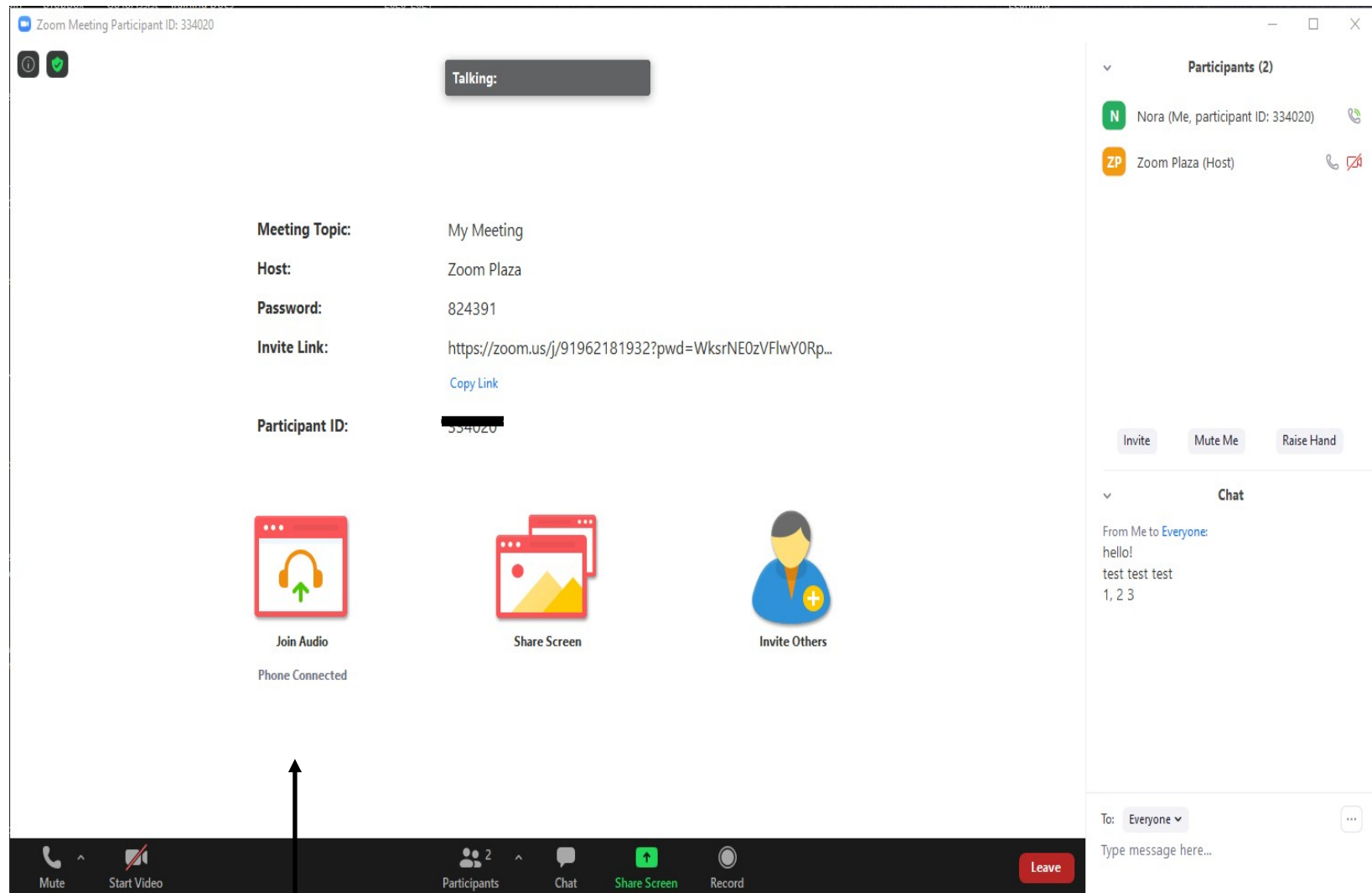
Get Training

Schedule a New Meeting

Start Time ▾	Topic ▾	Meeting ID	
Today 08:30 AM	<a href="#">My Meeting</a>	919 6218 1932	<div>StartDelete</div>
Fri, Jul 17 09:00 AM	<a href="#">Policy Council Meeting</a>	910 7080 5795	<div>StartDelete</div>

Save time by scheduling your meetings directly from your calendar.

-Under “Meetings” you will be able to access Meetings that have been previously scheduled. This is also how you will be starting your meeting by visiting the “Meetings” option.



Select to mute self

Select to start video

Audio Connection

Select to view participants

Select to view chat and send questions or comments to host or all participants

Select to Share Screen

Select to Record Meeting to Share with others

"Chat" viewed for questions, or comments