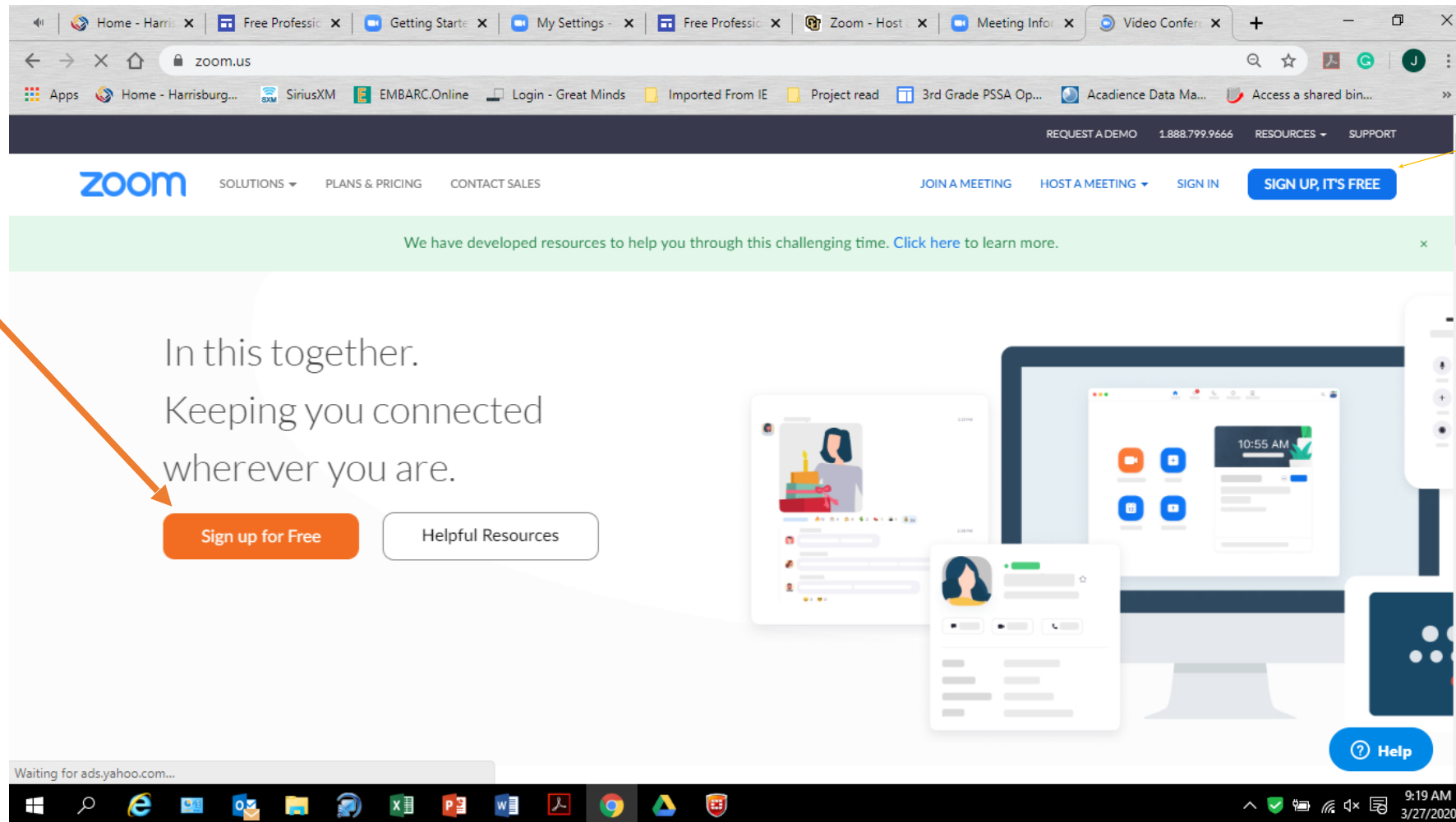# How to Schedule and Start a Zoom meeting
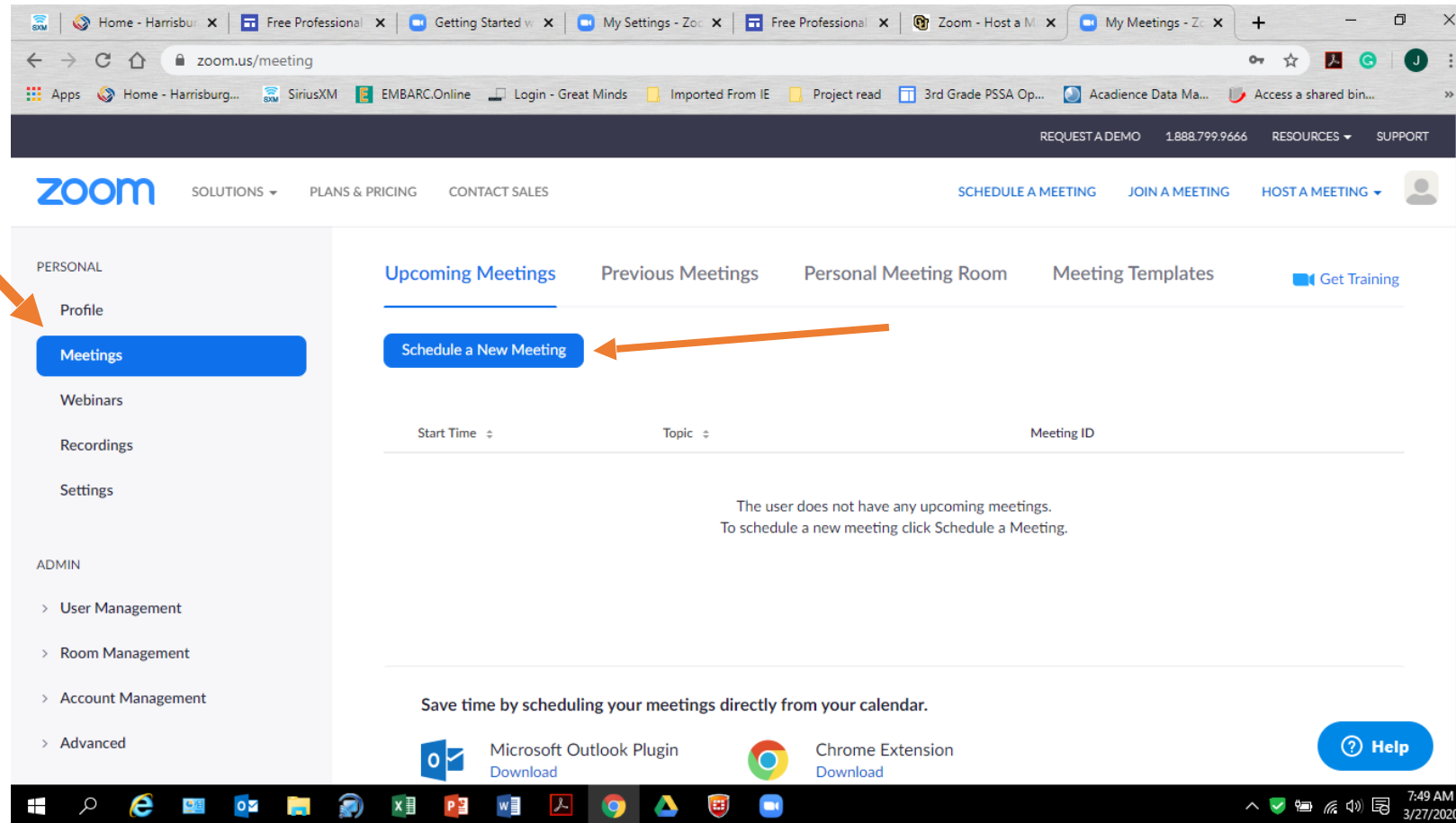
First, you need to setup a Zoom account and sign in using the web by typing zoom.us into the browser. Link to setting up a Zoom account: https://zoom.us/

Click on the sign in tab on the top right of the screen. Sign in using your username (hbg short email) and the password you created.

Look on the left side under the Personal heading and scroll down and click on Meetings.

Under upcoming meetings- click on the blue box that says scheduling a new meeting

Then type in the topic and a description (optional).

Then the date and time of the meeting.

The duration (with the free version only 40 minutes per minute but they waived this during Coronavirus).

Make sure the Time Zone says Eastern Time.

If you are going to have this meeting every day at the same time (click the recurring meeting box).

Meeting ID –click generate automatically and Zoom will create an ID for your meeting.

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Meeting Password- this isn't necessary but adds a level of security

Video- host should be off
Participant- should be off
Audio- select both

Meeting Options: (These are based on your preferences)
They suggested checking the first two options: (Enable join before host and mute participants upon entry)
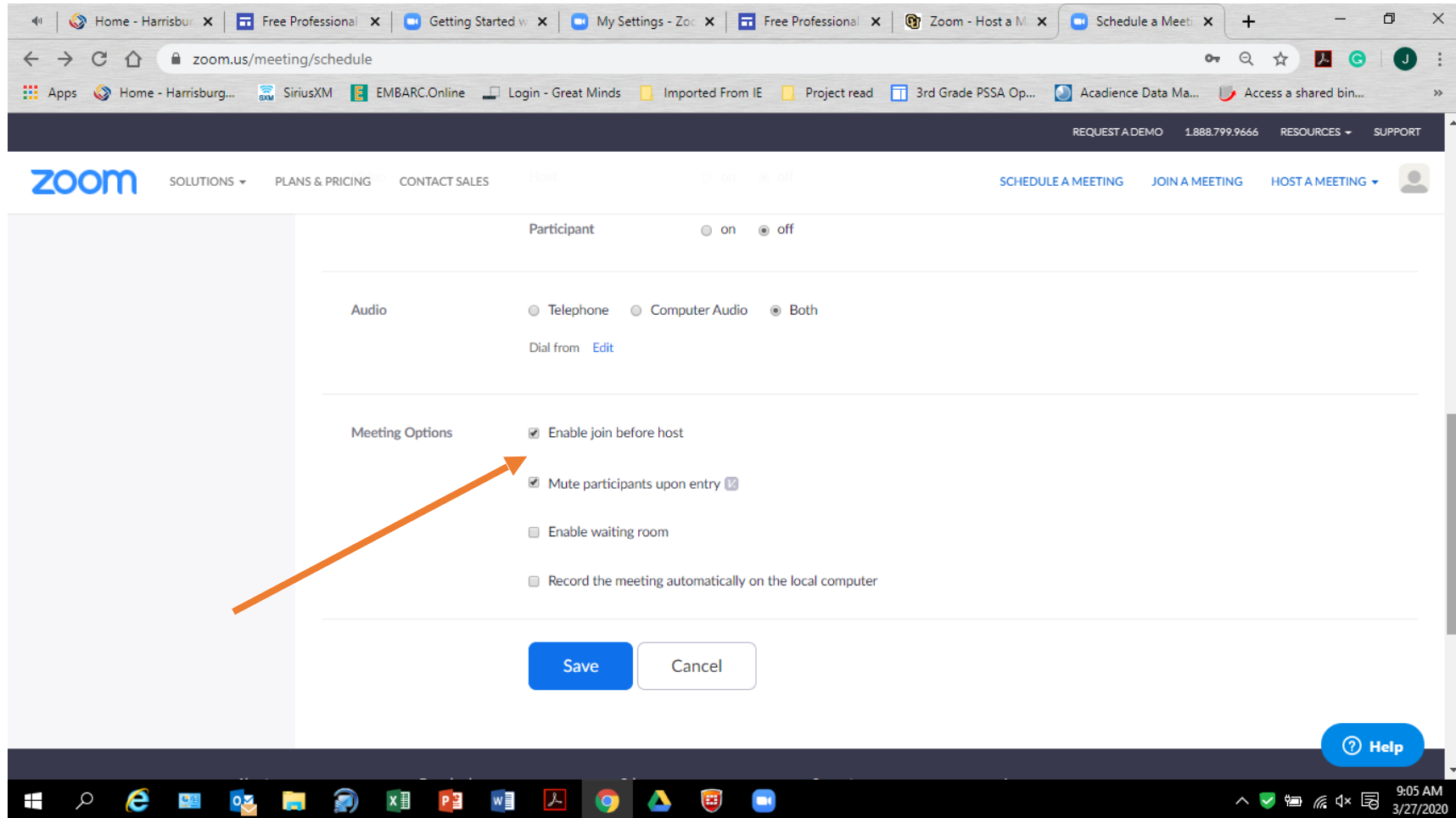
Then Click Save
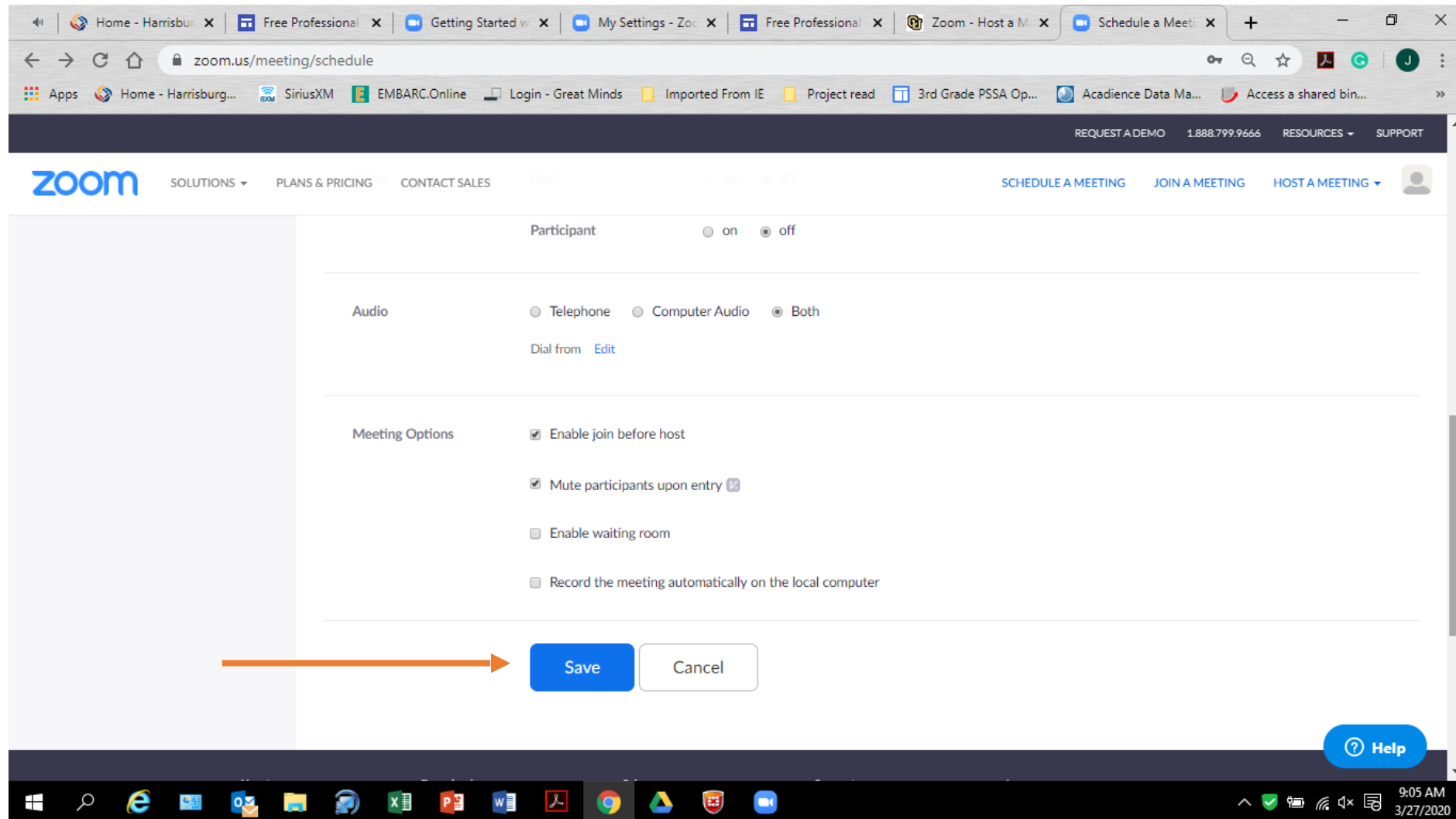
Then My Meetings page will show up
You have two ways of inviting people to your meetings:

Click Outlook Calendar
Open Outlook and Click on new item and click the down arrow and select meeting and send it to anyone you want to invite and the link for the Zoom meeting with be on their outlook calendar and they will get an email as well

- OR- Scroll to the Join URL: and click on the Copy the invitation
  - Then you will see the invitation and click on the blue button Copy Meeting Invitation
  - Then Open up Outlook and start a new email – then type the names of everyone you want to attend your meeting
- Then hit control v to paste the invitation into your email and finally send the email. After completing either option 1 or 2 your meeting is schedules
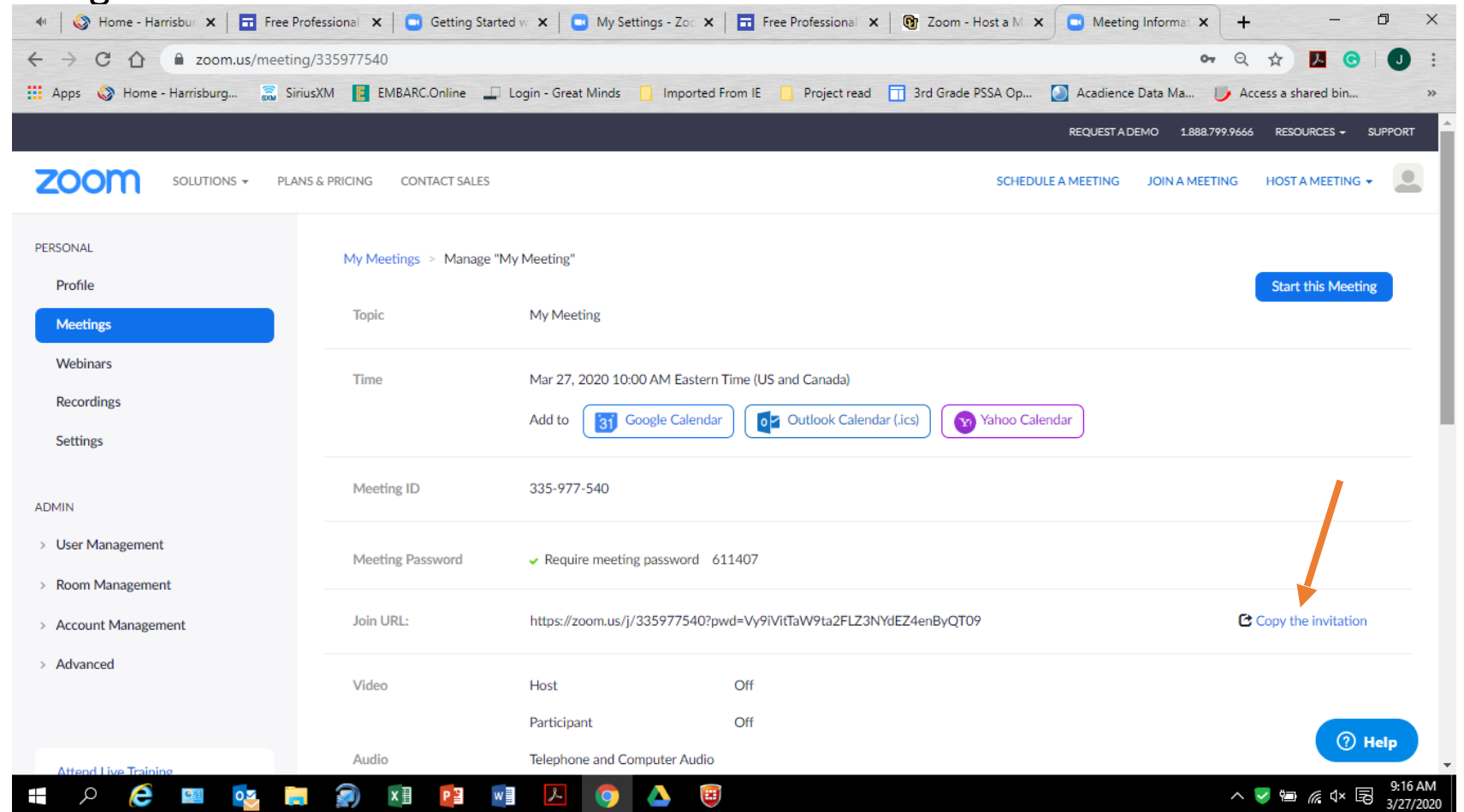
Finally, hit the blue button at the bottom of the screen that says Start this meeting when the meeting is scheduled to begin
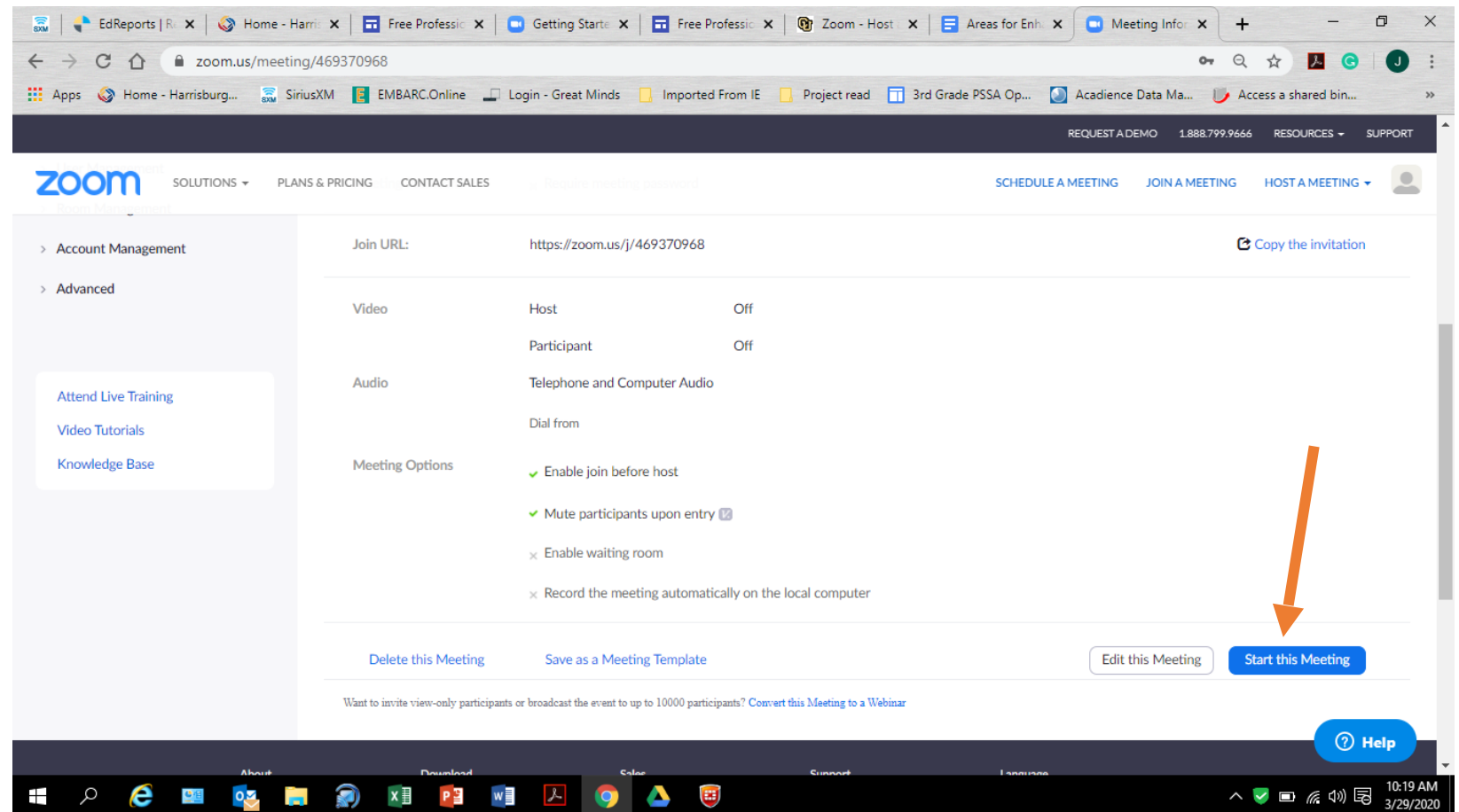
Some Zoom Settings:

- Only the host can record the meeting
- Chat- Allows you to see the messages from the participants and everyone can see them. (turn on)
- You can click to prevent people from saving the chat
- Private Chat- you as the host can allow or not allow members of your meeting to talk privately to one another
- The chat from a meeting can be saved onto a file unless the host didn't allow saving as an option.
- Screen Sharing- Allows the host and the participants to share content/documents during the meetings
- The host could only allow them to share or everyone- a choice in the settings
- Annotation- allows participants to use the annotation tools to add information to the shared screen.
- Nonverbal feedback- Click it on and allows members to have more options than raise hand

- Next Week's Topic: Zoom meeting controls and tips