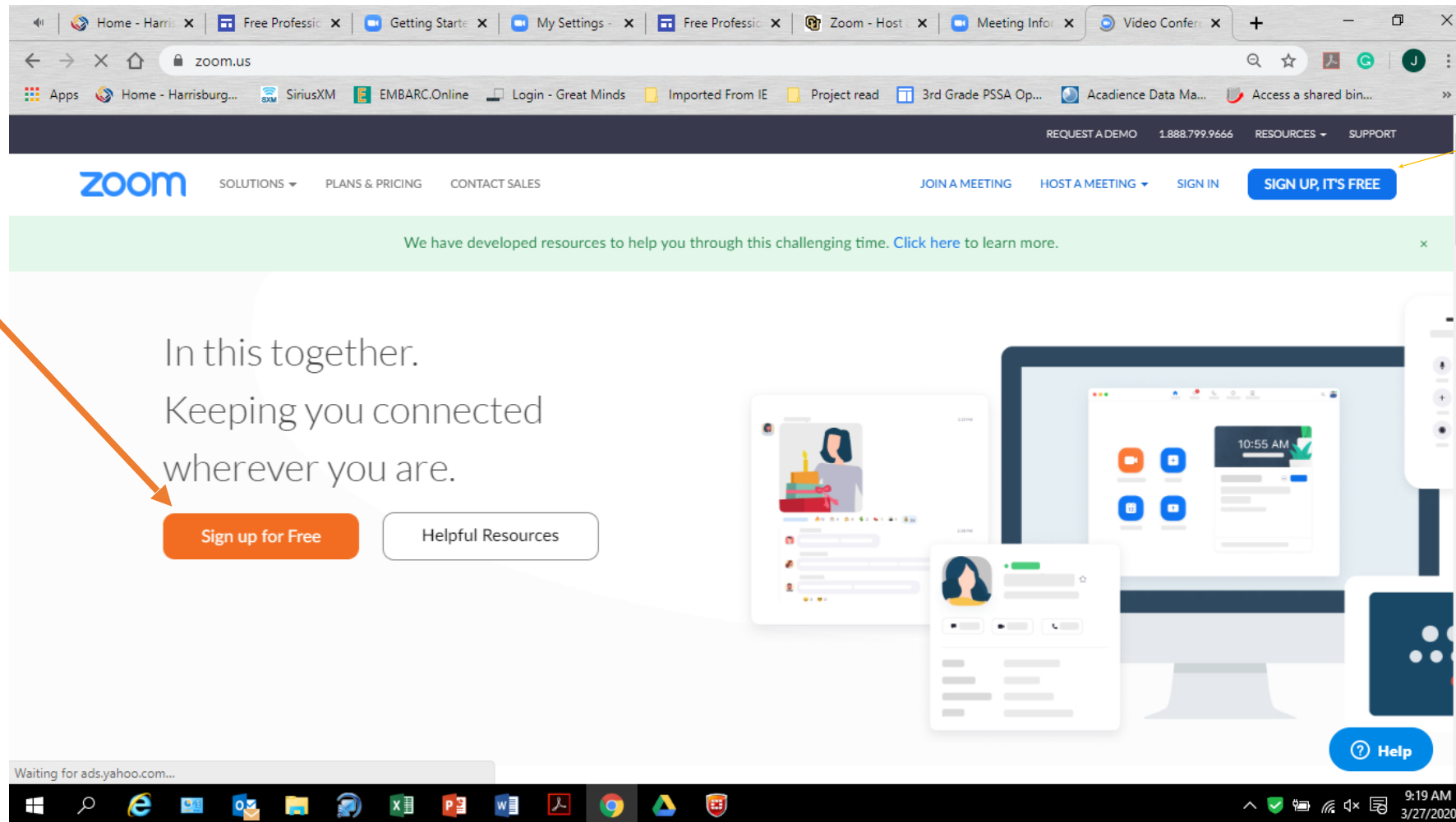


# How to Schedule and Start a Zoom meeting

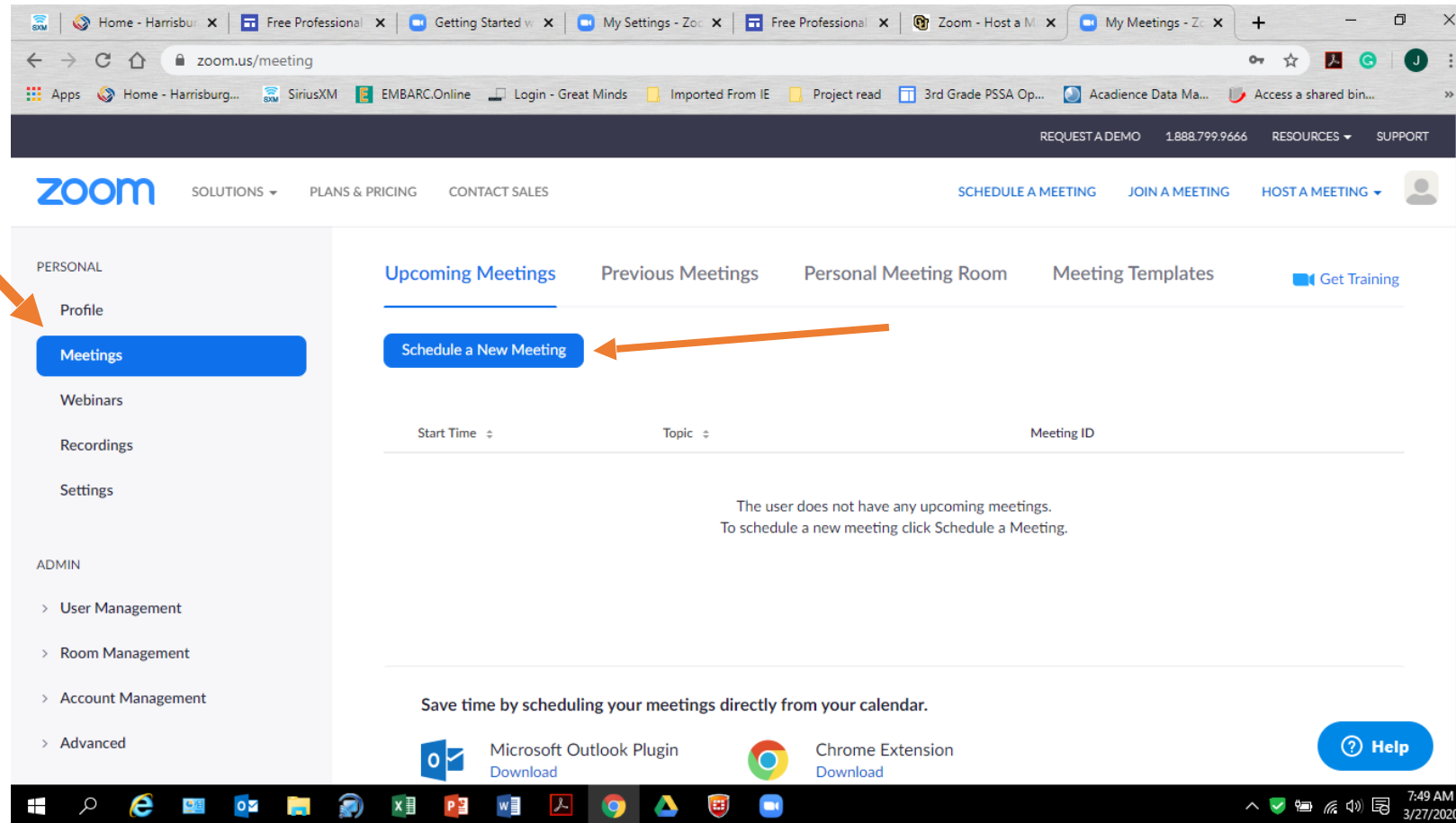
First, you need to setup a Zoom account and sign in using the web by typing zoom.us into the browser.  
Link to setting up a Zoom account: <https://zoom.us/>



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.

The screenshot shows the Zoom website homepage in a web browser. The browser's address bar displays 'zoom.us'. The top navigation bar includes links for 'SOLUTIONS', 'PLANS & PRICING', 'CONTACT SALES', 'JOIN A MEETING', 'HOST A MEETING', 'SIGN IN', and a prominent blue button labeled 'SIGN UP, IT'S FREE'. A green banner below the navigation bar states: 'We have developed resources to help you through this challenging time. [Click here](#) to learn more.' The main content area features the text 'In this together. Keeping you connected wherever you are.' with two buttons: 'Sign up for Free' (orange) and 'Helpful Resources' (white with a grey border). To the right, there is an illustration of a computer monitor displaying a Zoom meeting interface, with several smaller floating windows showing chat, a calendar, and a contact list. A blue 'Help' button with a question mark icon is located in the bottom right corner of the main content area. The browser's taskbar at the bottom shows various application icons and the system clock indicating 9:19 AM on 3/27/2020.

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



The screenshot displays the Zoom web application interface. On the left, a sidebar contains a 'PERSONAL' section with links for 'Profile', 'Meetings', 'Webinars', 'Recordings', and 'Settings'. The 'Meetings' link is highlighted with a blue background. An orange arrow points from the top-left towards this 'Meetings' button. The main content area is titled 'Upcoming Meetings' and features a 'Schedule a New Meeting' button, which is also pointed to by an orange arrow. Below this button, there is a table with columns for 'Start Time', 'Topic', and 'Meeting ID'. A message states: 'The user does not have any upcoming meetings. To schedule a new meeting click Schedule a Meeting.' At the bottom of the page, there are links for 'Microsoft Outlook Plugin' and 'Chrome Extension', along with a 'Help' button. The browser's address bar shows 'zoom.us/meeting'.

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

The screenshot displays the Zoom web application interface. The browser's address bar shows 'zoom.us/meeting'. The top navigation bar includes links for 'SOLUTIONS', 'PLANS & PRICING', 'CONTACT SALES', 'SCHEDULE A MEETING', 'JOIN A MEETING', and 'HOST A MEETING'. The left sidebar contains a 'PERSONAL' section with 'Profile', 'Meetings' (highlighted in blue), 'Webinars', 'Recordings', and 'Settings'. Below this is an 'ADMIN' section with expandable options: 'User Management', 'Room Management', 'Account Management', and 'Advanced'. The main content area is titled 'Upcoming Meetings' and features a blue button labeled 'Schedule a New Meeting' with an orange arrow pointing to it. Below this button is a table of upcoming meetings:

Start Time	Topic	Meeting ID	Start	Delete
Today 10:00 AM	My Meeting	335-977-540	Start	Delete
Today 12:00 PM	My Meeting	946-125-133	Start	Delete

At the bottom of the main content area, there is a section titled 'Save time by scheduling your meetings directly from your calendar.' with links to 'Microsoft Outlook Plugin Download' and 'Chrome Extension Download'. A 'Help' button is located in the bottom right corner of the main content area. The Windows taskbar at the bottom shows various application icons and the system clock indicating 9:20 AM on 3/27/2020.

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

The screenshot shows the Zoom 'Schedule a Meeting' page in a web browser. The browser's address bar shows 'zoom.us/meeting/schedule'. The page has a dark blue header with the Zoom logo and navigation links. A left sidebar contains a 'PERSONAL' section with 'Meetings' highlighted, and an 'ADMIN' section with links to 'User Management', 'Room Management', 'Account Management', and 'Advanced'. The main content area is titled 'My Meetings > Schedule a Meeting'. It features a notification banner for the 'Outlook Plugin for Zoom'. Below this, the 'Topic' field is pre-filled with 'My Meeting' and is pointed to by a large orange arrow. The 'Description (Optional)' field is empty. Further down, the 'When' section shows the date '03/27/2020', time '8:00', and 'AM'. The 'Duration' section shows '1' hour and '0' minutes. The 'Time Zone' is set to '(GMT-4:00) Eastern Time (US and Canada)'. A 'Help' button is located at the bottom right of the form.

zoom.us/meeting/schedule

zoom SOLUTIONS PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING

PERSONAL

- Profile
- Meetings
- Webinars
- Recordings
- Settings

ADMIN

- > User Management
- > Room Management
- > Account Management
- > Advanced

My Meetings > Schedule a Meeting

Schedule a Meeting

Outlook Plugin for Zoom  
Schedule your Zoom meetings directly from Outlook with the Outlook plugin. [Click here to download.](#)

Topic: My Meeting

Description (Optional): Enter your meeting description

When: 03/27/2020 8:00 AM

Duration: 1 hr 0 min

Time Zone: (GMT-4:00) Eastern Time (US and Canada)

Help

# Then the date and time of the meeting.

zoom.us/meeting/schedule

zoom SOLUTIONS PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING

PERSONAL

- Profile
- Meetings
- Webinars
- Recordings
- Settings

ADMIN

- > User Management
- > Room Management
- > Account Management
- > Advanced

My Meetings > Schedule a Meeting

Schedule a Meeting

Outlook Plugin for Zoom  
Schedule your Zoom meetings directly from Outlook with the Outlook plugin. [Click here to download.](#)

Topic: My Meeting

Description (Optional): Enter your meeting description

When: 03/27/2020 8:00 AM

Duration: 1 hr 0 min

Time Zone: (GMT-4:00) Eastern Time (US and Canada)

Help

7:53 AM 3/27/2020

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

The screenshot shows the Zoom 'Schedule a Meeting' interface. The browser's address bar displays 'zoom.us/meeting/schedule'. The page features a sidebar on the left with navigation links under 'PERSONAL' (Profile, Meetings, Webinars, Recordings, Settings) and 'ADMIN' (User Management, Room Management, Account Management, Advanced). The main content area is titled 'My Meetings > Schedule a Meeting'. It includes an 'Outlook Plugin for Zoom' notification. The 'Schedule a Meeting' form contains the following fields:

- Topic:** A text input field containing 'My Meeting'.
- Description (Optional):** A text input field with the placeholder 'Enter your meeting description'.
- When:** A date and time selector showing '03/27/2020' at '8:00 AM'.
- Duration:** A selector showing '1 hr' and '0 min'. An orange arrow points to this field.
- Time Zone:** A dropdown menu set to '(GMT-4:00) Eastern Time (US and Canada)'.

A 'Help' button is located in the bottom right corner of the form area. The Windows taskbar at the bottom shows the system clock as 7:53 AM on 3/27/2020.

# Make sure the Time Zone says Eastern Time.

The screenshot shows the Zoom 'Schedule a Meeting' interface in a web browser. The browser's address bar shows 'zoom.us/meeting/schedule'. The page has a dark header with the Zoom logo and navigation links like 'SOLUTIONS', 'PLANS & PRICING', and 'CONTACT SALES'. On the right of the header are links for 'REQUEST A DEMO', '1.888.799.9666', 'RESOURCES', and 'SUPPORT'. Below the header, there are buttons for 'SCHEDULE A MEETING', 'JOIN A MEETING', and 'HOST A MEETING'. The main content area is divided into sections for scheduling a meeting. The 'When' section shows the date '03/27/2020' and time '10:00 AM'. The 'Duration' section shows '1 hr' and '0 min'. The 'Time Zone' section shows a dropdown menu with '(GMT-4:00) Eastern Time (US and Canada)' selected. An orange arrow points to this dropdown menu. Below the 'Time Zone' section is a checkbox for 'Recurring meeting'. The 'Meeting ID' section has two options: 'Generate Automatically' (selected) and 'Personal Meeting ID 374-011-4587'. The 'Meeting Password' section has a checkbox for 'Require meeting password'. On the left side of the page, there is a sidebar with 'ADMIN' links: 'User Management', 'Room Management', 'Account Management', and 'Advanced'. Below these links is a box with 'Attend Live Training', 'Video Tutorials', and 'Knowledge Base'. At the bottom right of the page is a blue 'Help' button. The Windows taskbar is visible at the bottom of the screen, showing various application icons and the system clock displaying '9:06 AM 3/27/2020'.

zoom.us/meeting/schedule

zoom

SOLUTIONS PLANS & PRICING CONTACT SALES

SCHEDULE A MEETING JOIN A MEETING HOST A MEETING

My Meeting

Description (Optional)

Enter your meeting description

When

03/27/2020 10:00 AM

Duration

1 hr 0 min

Time Zone

(GMT-4:00) Eastern Time (US and Canada)

☐ Recurring meeting

Meeting ID

☒ Generate Automatically ☐ Personal Meeting ID 374-011-4587

Meeting Password

☐ Require meeting password

Help

ADMIN

- > User Management
- > Room Management
- > Account Management
- > Advanced

Attend Live Training

Video Tutorials

Knowledge Base

9:06 AM 3/27/2020

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

The screenshot shows the Zoom 'Schedule a Meeting' interface in a web browser. The browser's address bar displays 'zoom.us/meeting/schedule'. The page features a sidebar on the left with 'ADMIN' links: 'User Management', 'Room Management', 'Account Management', and 'Advanced'. Below these is a box with links to 'Attend Live Training', 'Video Tutorials', and 'Knowledge Base'. The main content area contains the following fields:

- Description (Optional):** A text box with the placeholder 'Enter your meeting description'.
- When:** A date picker set to '03/27/2020', a time dropdown set to '10:00', and an AM/PM dropdown set to 'AM'.
- Duration:** A dropdown set to '1' hour and another set to '0' minutes.
- Time Zone:** A dropdown menu showing '(GMT-4:00) Eastern Time (US and Canada)'.
- Recurring meeting:** A checkbox that is currently unchecked. An orange arrow points directly to this checkbox from the right.
- Meeting ID:** Two radio buttons: 'Generate Automatically' (which is selected) and 'Personal Meeting ID 374-011-4587'.
- Meeting Password:** A checkbox labeled 'Require meeting password' which is unchecked.

At the bottom right of the page is a blue 'Help' button with a question mark icon. The Windows taskbar at the very bottom shows various application icons and the system clock indicating '9:06 AM 3/27/2020'.

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

zoom.us/meeting/schedule

zoom SOLUTIONS PLANS & PRICING CONTACT SALES RECURRING MEETING SCHEDULE A MEETING JOIN A MEETING HOST A MEETING

Knowledge Base

Meeting ID ☒ Generate Automatically ☐ Personal Meeting ID 374-011-4587

Meeting Password ☐ Require meeting password

Video Host ☐ on ☒ off Participant ☐ on ☒ off

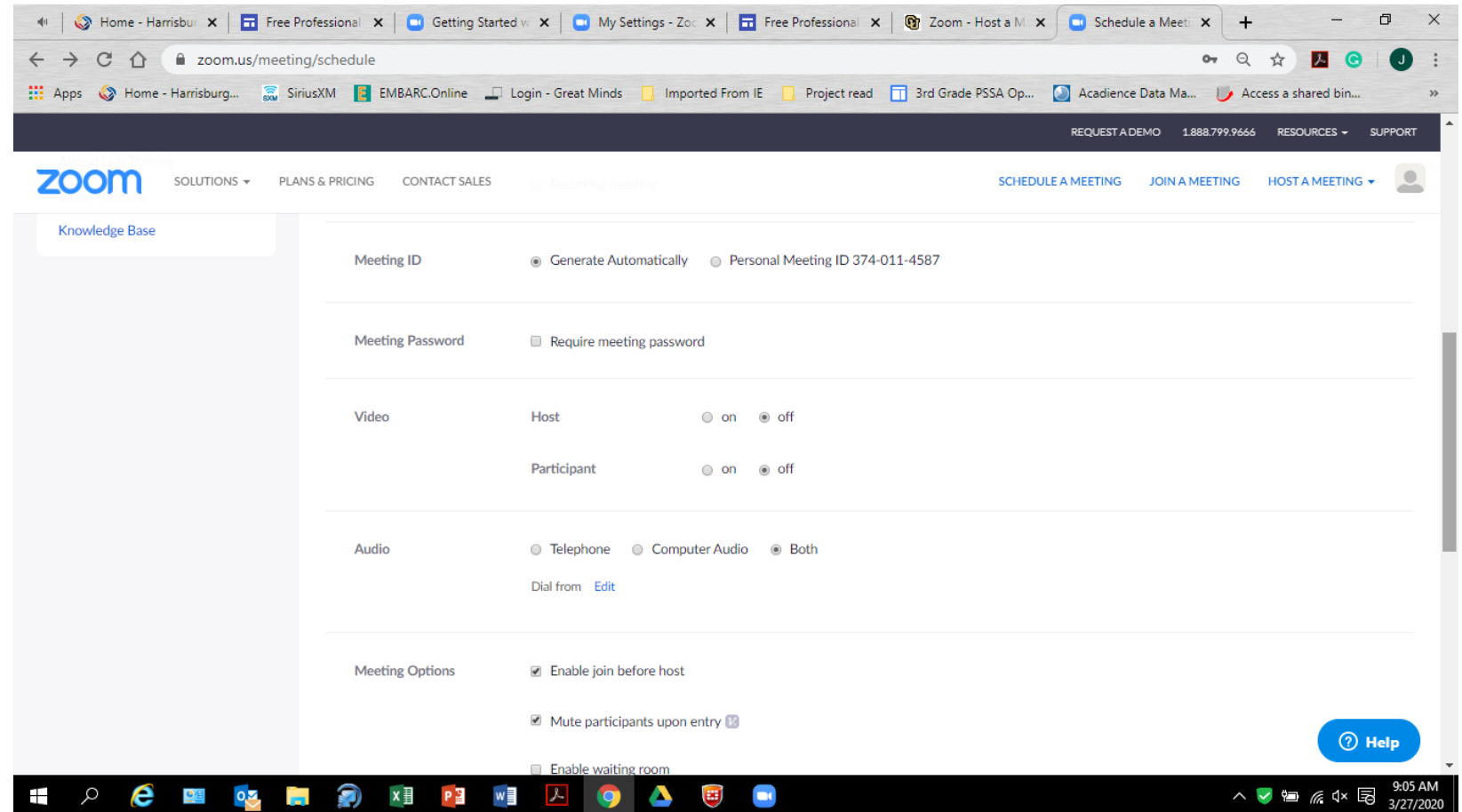
Audio ☐ Telephone ☐ Computer Audio ☒ Both Dial from [Edit](#)

Meeting Options ☐ Enable join before host ☐ Mute participants upon entry ☐ Enable waiting room ☐ Record the meeting automatically on the local computer

Save Cancel Help

8:01 AM 3/27/2020

Meeting ID -click generate automatically and Zoom will create an ID for your meeting.  
Meeting Password- this isn't necessary but adds a level of security

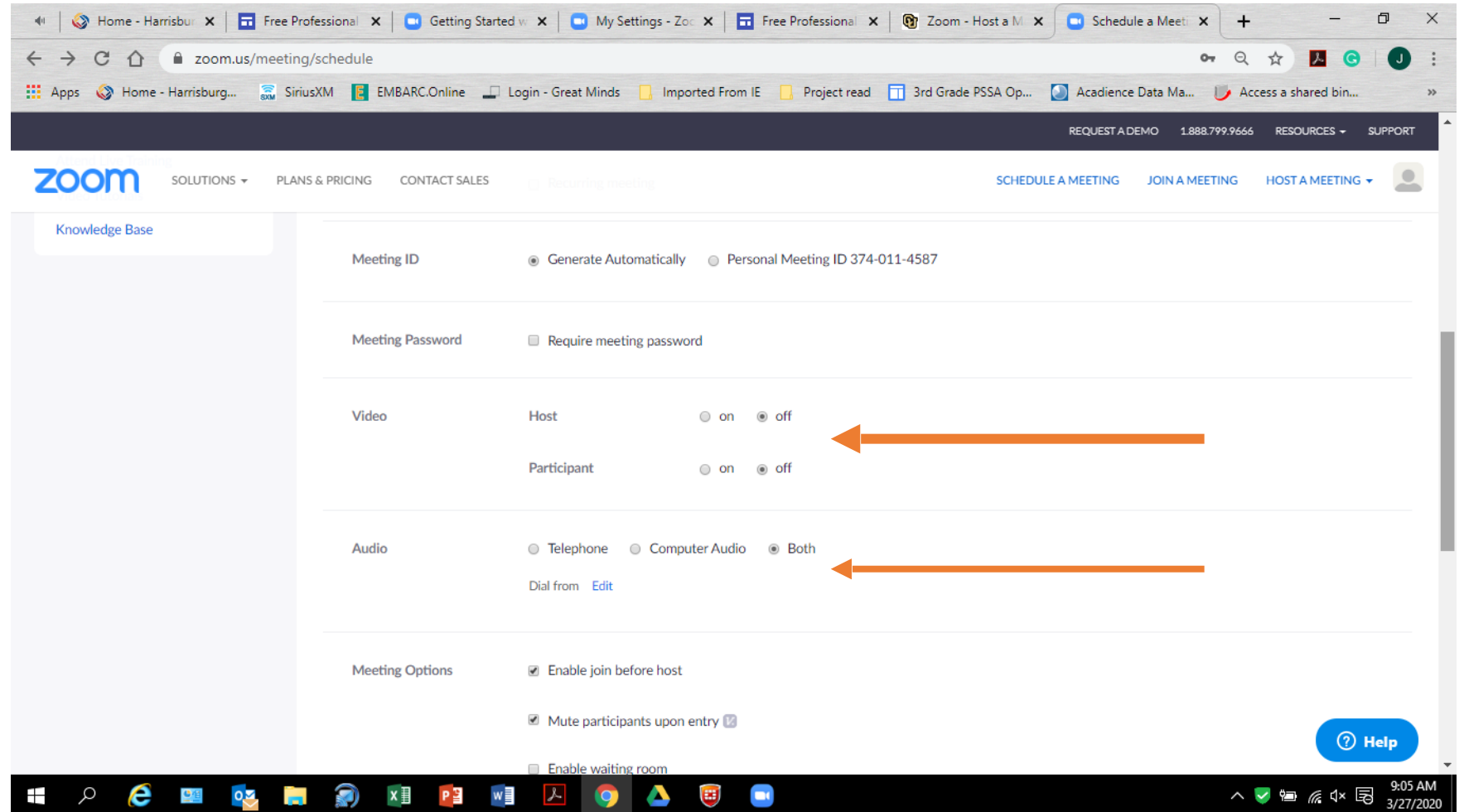


The screenshot shows the Zoom web interface for scheduling a meeting. The browser address bar displays 'zoom.us/meeting/schedule'. The page features a navigation bar with the Zoom logo and links for 'SOLUTIONS', 'PLANS & PRICING', 'CONTACT SALES', and 'Recurring meetings'. On the right side of the navigation bar are links for 'SCHEDULE A MEETING', 'JOIN A MEETING', and 'HOST A MEETING', along with a user profile icon. A 'Knowledge Base' link is located on the left side of the main content area. The main content area contains several settings sections:

- Meeting ID:** Includes radio buttons for 'Generate Automatically' (selected) and 'Personal Meeting ID 374-011-4587'.
- Meeting Password:** Includes a checkbox for 'Require meeting password' which is currently unchecked.
- Video:** Includes settings for 'Host' (radio buttons for 'on' and 'off', with 'off' selected) and 'Participant' (radio buttons for 'on' and 'off', with 'off' selected).
- Audio:** Includes radio buttons for 'Telephone', 'Computer Audio', and 'Both' (selected). Below this is a 'Dial from' field with an 'Edit' link.
- Meeting Options:** Includes checkboxes for 'Enable join before host' (checked), 'Mute participants upon entry' (checked), and 'Enable waiting room' (unchecked).

A blue 'Help' button is located in the bottom right corner of the main content area. The Windows taskbar is visible at the bottom of the screen, showing various application icons and the system clock indicating 9:05 AM on 3/27/2020.

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



The screenshot shows the Zoom 'Schedule a Meeting' interface. The 'Video' section has 'Host' set to 'off' and 'Participant' set to 'off', both indicated by orange arrows. The 'Audio' section has 'Both' selected, also indicated by an orange arrow. The 'Meeting ID' is set to 'Generate Automatically', and the 'Meeting Password' option is unchecked. Under 'Meeting Options', 'Enable join before host' and 'Mute participants upon entry' are checked, while 'Enable waiting room' is unchecked. The page includes a 'Knowledge Base' sidebar, a top navigation bar with links like 'SCHEDULE A MEETING', and a Windows taskbar at the bottom.

zoom SOLUTIONS PLANS & PRICING CONTACT SALES Recurring meeting SCHEDULE A MEETING JOIN A MEETING HOST A MEETING

Knowledge Base

Meeting ID ☒ Generate Automatically ☐ Personal Meeting ID 374-011-4587

Meeting Password ☐ Require meeting password

Video

Host ☐ on ☒ off

Participant ☐ on ☒ off

Audio

☐ Telephone ☐ Computer Audio ☒ Both

Dial from [Edit](#)

Meeting Options

☒ Enable join before host

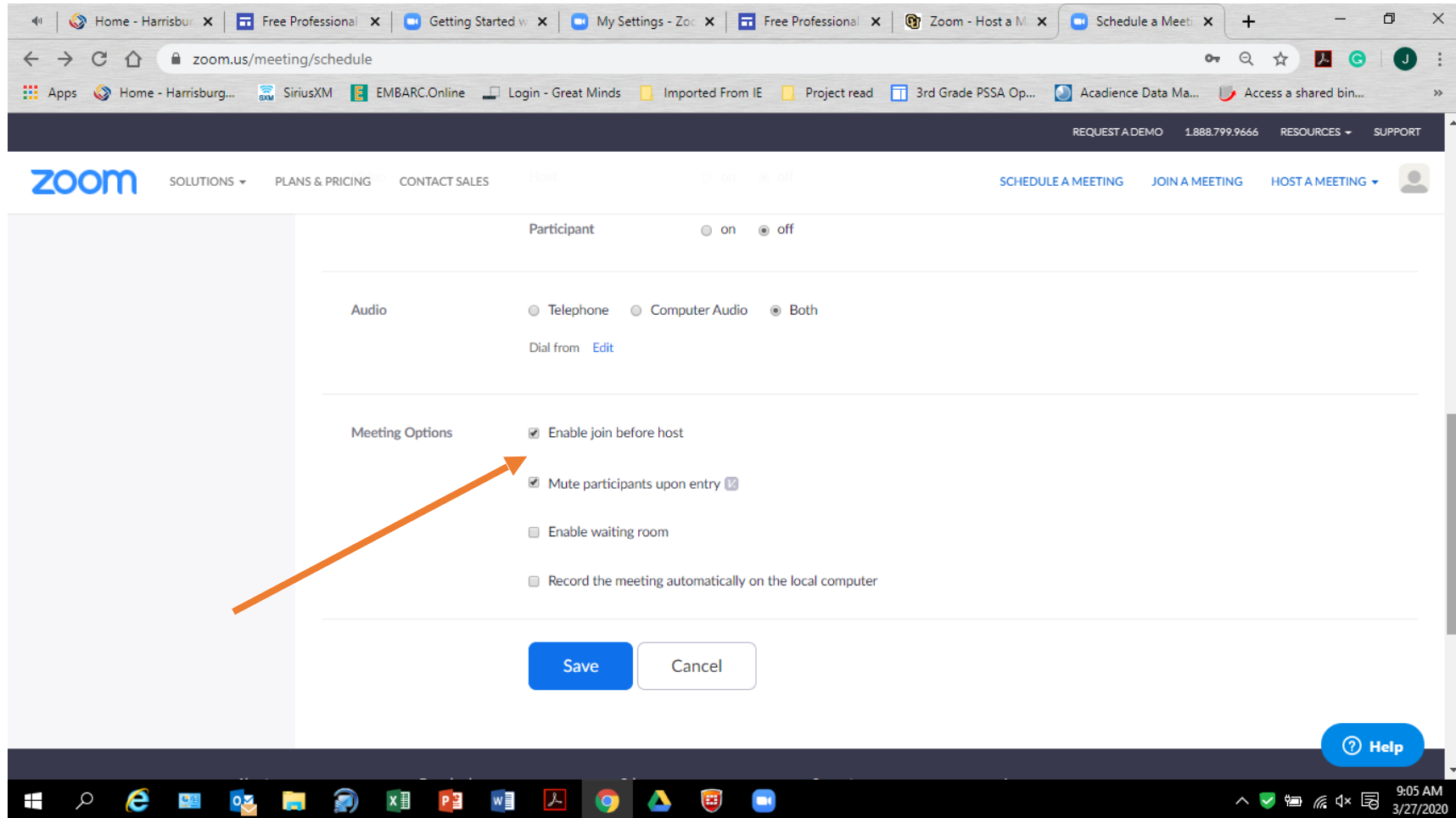
☒ Mute participants upon entry ⓘ

☐ Enable waiting room

[Help](#)

9:05 AM 3/27/2020

Meeting Options: (These are based on your preferences)  
They suggested checking the first two options: (Enable join before host and mute participants upon entry)



The screenshot displays the Zoom web interface for scheduling a meeting. The browser's address bar shows 'zoom.us/meeting/schedule'. The page features a navigation bar with the Zoom logo and links for 'SOLUTIONS', 'PLANS & PRICING', 'CONTACT SALES', 'SCHEDULE A MEETING', 'JOIN A MEETING', and 'HOST A MEETING'. The main content area is titled 'Participant' and includes a toggle for 'on' or 'off'. Below this, the 'Audio' section offers three options: 'Telephone', 'Computer Audio', and 'Both', with a 'Dial from' link. The 'Meeting Options' section contains four checkboxes: 'Enable join before host' (checked), 'Mute participants upon entry' (checked), 'Enable waiting room' (unchecked), and 'Record the meeting automatically on the local computer' (unchecked). An orange arrow points to the 'Mute participants upon entry' checkbox. At the bottom of the form are 'Save' and 'Cancel' buttons. The Windows taskbar at the bottom shows the time as 9:05 AM on 3/27/2020.

zoom

SOLUTIONS PLANS & PRICING CONTACT SALES

SCHEDULE A MEETING JOIN A MEETING HOST A MEETING

Participant ☐ on ☐ off

Audio ☐ Telephone ☐ Computer Audio ☒ Both

Dial from [Edit](#)

Meeting Options

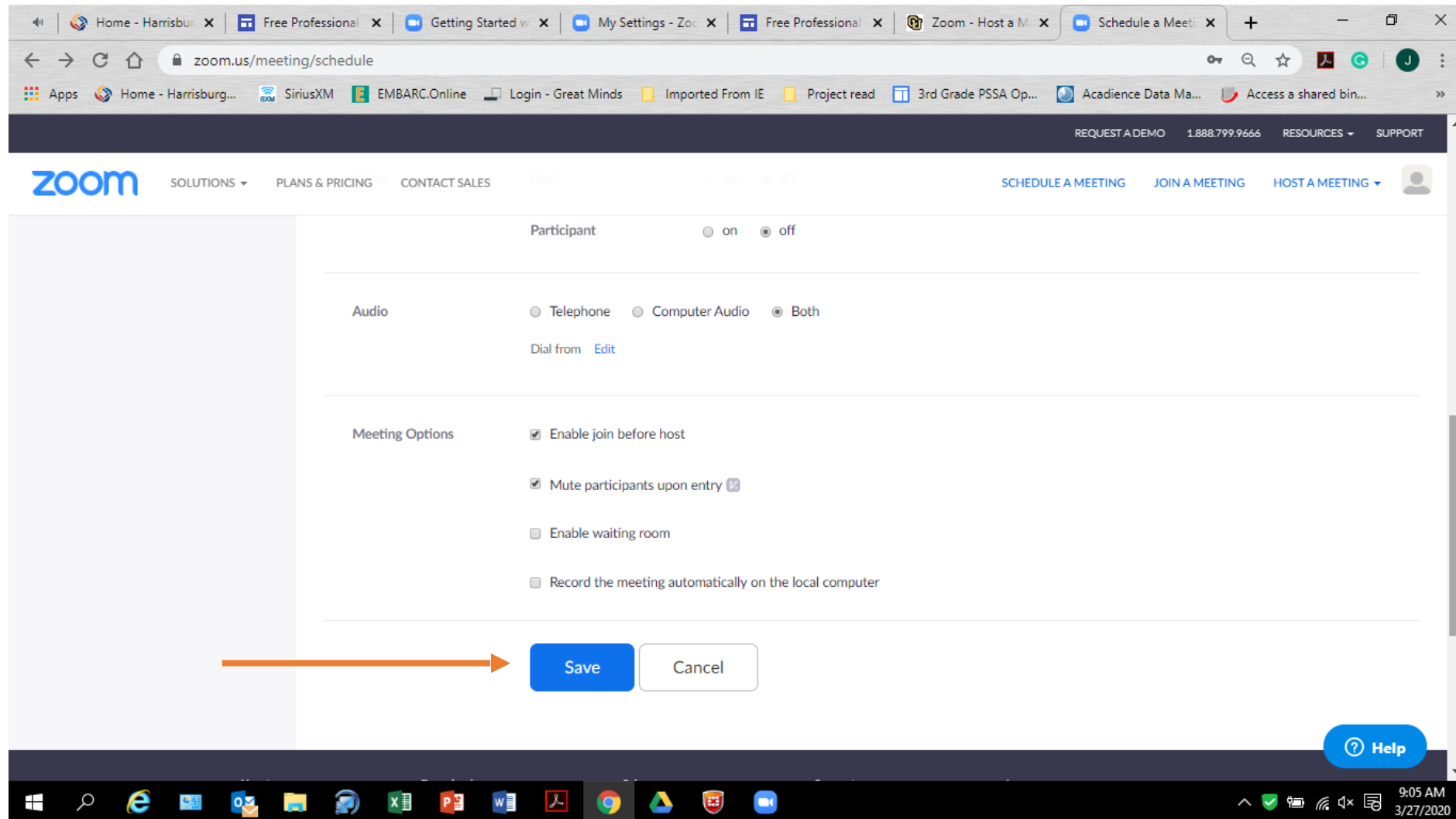
- ☒ Enable join before host
- ☒ Mute participants upon entry
- ☐ Enable waiting room
- ☐ Record the meeting automatically on the local computer

[Save](#) [Cancel](#)

[Help](#)

9:05 AM 3/27/2020

# Then Click Save



# Then My Meetings page will show up

## You have two ways of inviting people to your meetings:

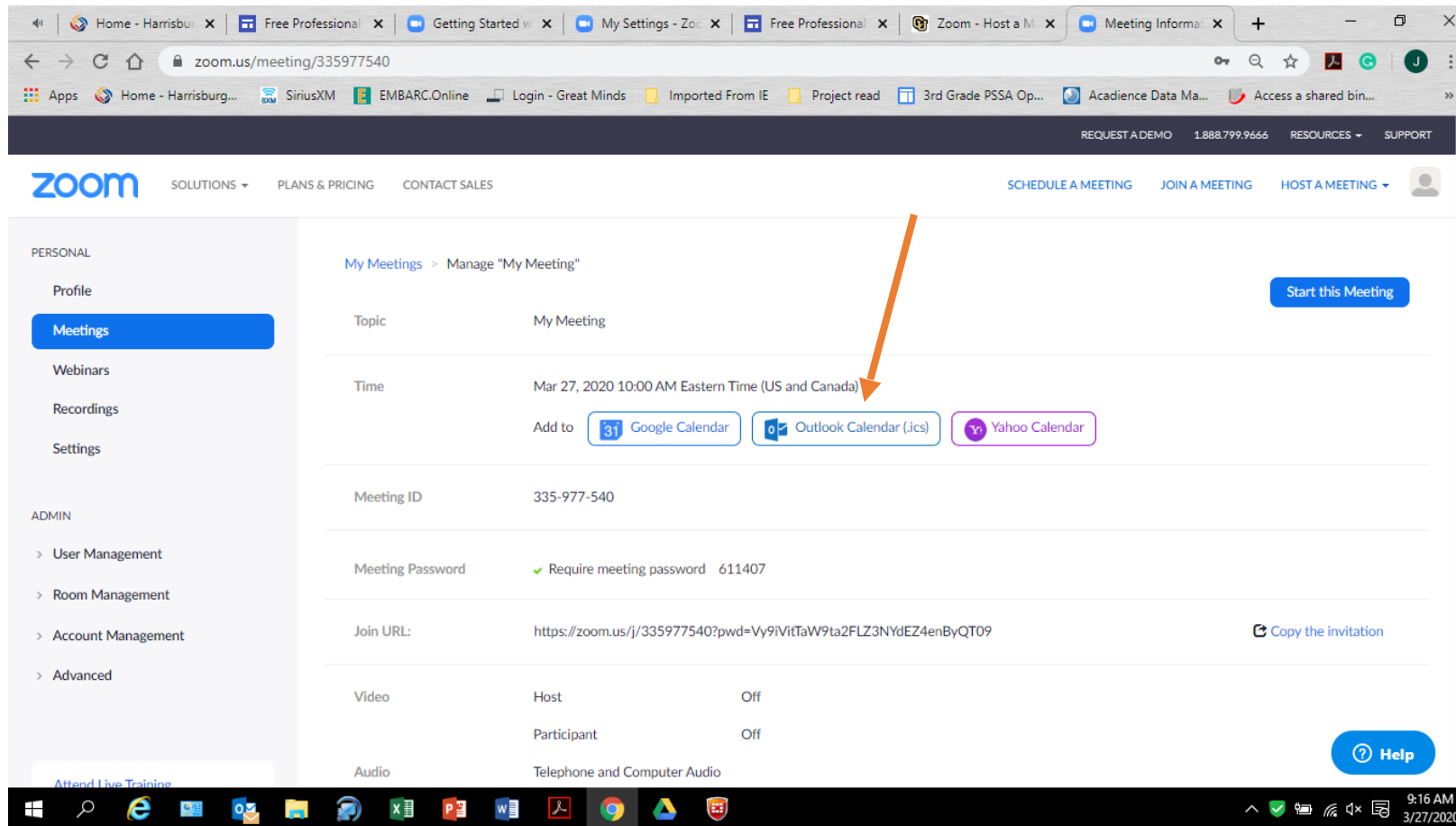
The screenshot shows the Zoom web interface in a browser window. The address bar displays 'zoom.us/meeting/335977540'. The page title is 'My Meetings > Manage "My Meeting"'. A sidebar on the left contains navigation links under 'PERSONAL' (Profile, Meetings, Webinars, Recordings, Settings) and 'ADMIN' (User Management, Room Management, Account Management, Advanced). The main content area displays meeting details for 'My Meeting'.

Topic	My Meeting	
Time	Mar 27, 2020 10:00 AM Eastern Time (US and Canada)	
Add to	<a href="#">Google Calendar</a> <a href="#">Outlook Calendar (.ics)</a> <a href="#">Yahoo Calendar</a>	
Meeting ID	335-977-540	
Meeting Password	✓ Require meeting password 611407	
Join URL:	<a href="https://zoom.us/j/335977540?pwd=Vy9iVitTaW9ta2FLZ3NYdEZ4enByQT09">https://zoom.us/j/335977540?pwd=Vy9iVitTaW9ta2FLZ3NYdEZ4enByQT09</a> <a href="#">Copy the invitation</a>	
Video	Host	Off
	Participant	Off
Audio	Telephone and Computer Audio	

At the bottom right, there is a 'Help' button. The Windows taskbar at the bottom shows the time as 9:16 AM on 3/27/2020.

## 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 will be on their outlook calendar and they will get an email as well

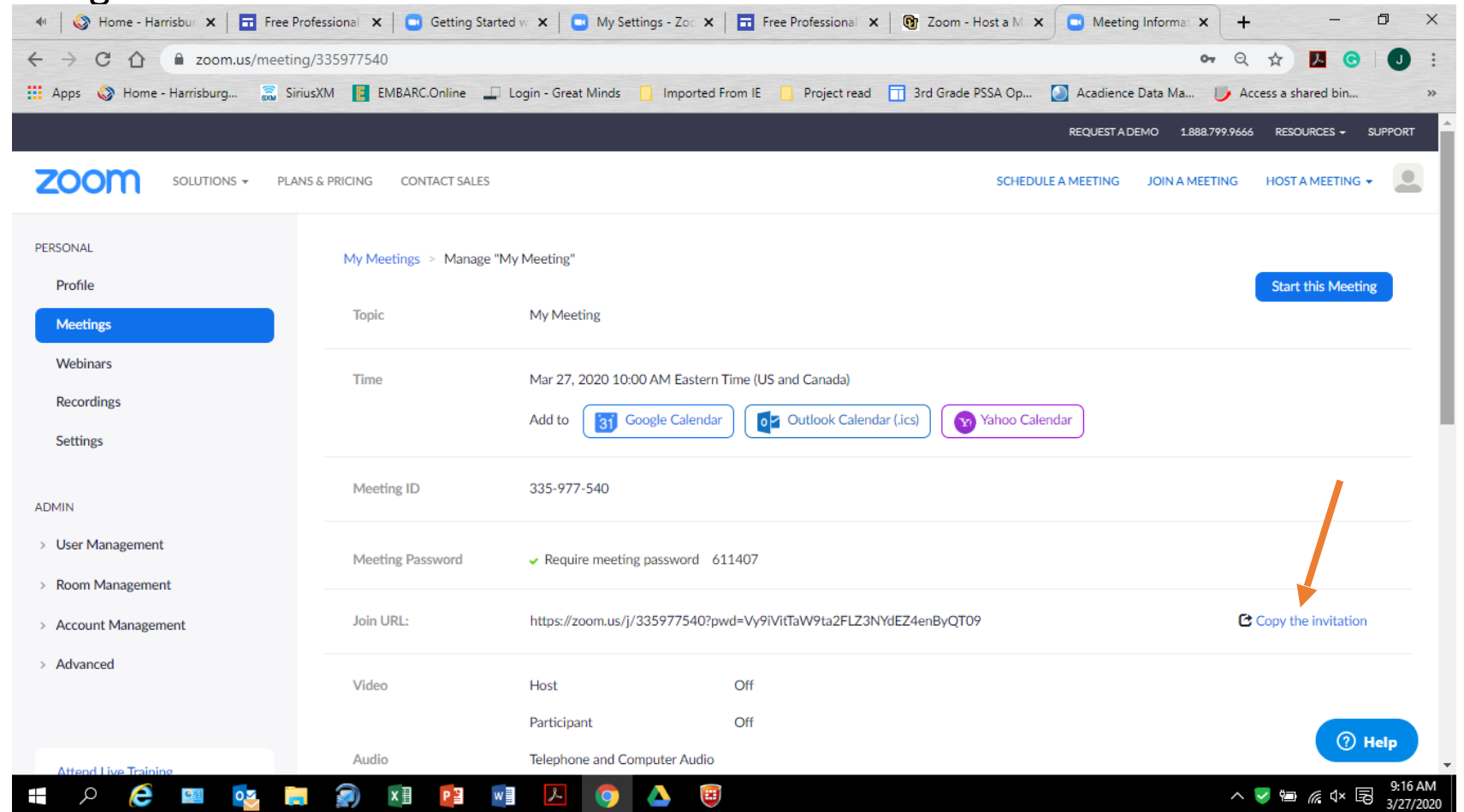


The screenshot displays the Zoom web interface for managing a meeting. The browser address bar shows `zoom.us/meeting/335977540`. The page title is "My Meetings > Manage 'My Meeting'". The left sidebar contains navigation options: PERSONAL (Profile, Meetings, Webinars, Recordings, Settings) and ADMIN (User Management, Room Management, Account Management, Advanced). The main content area shows meeting details:

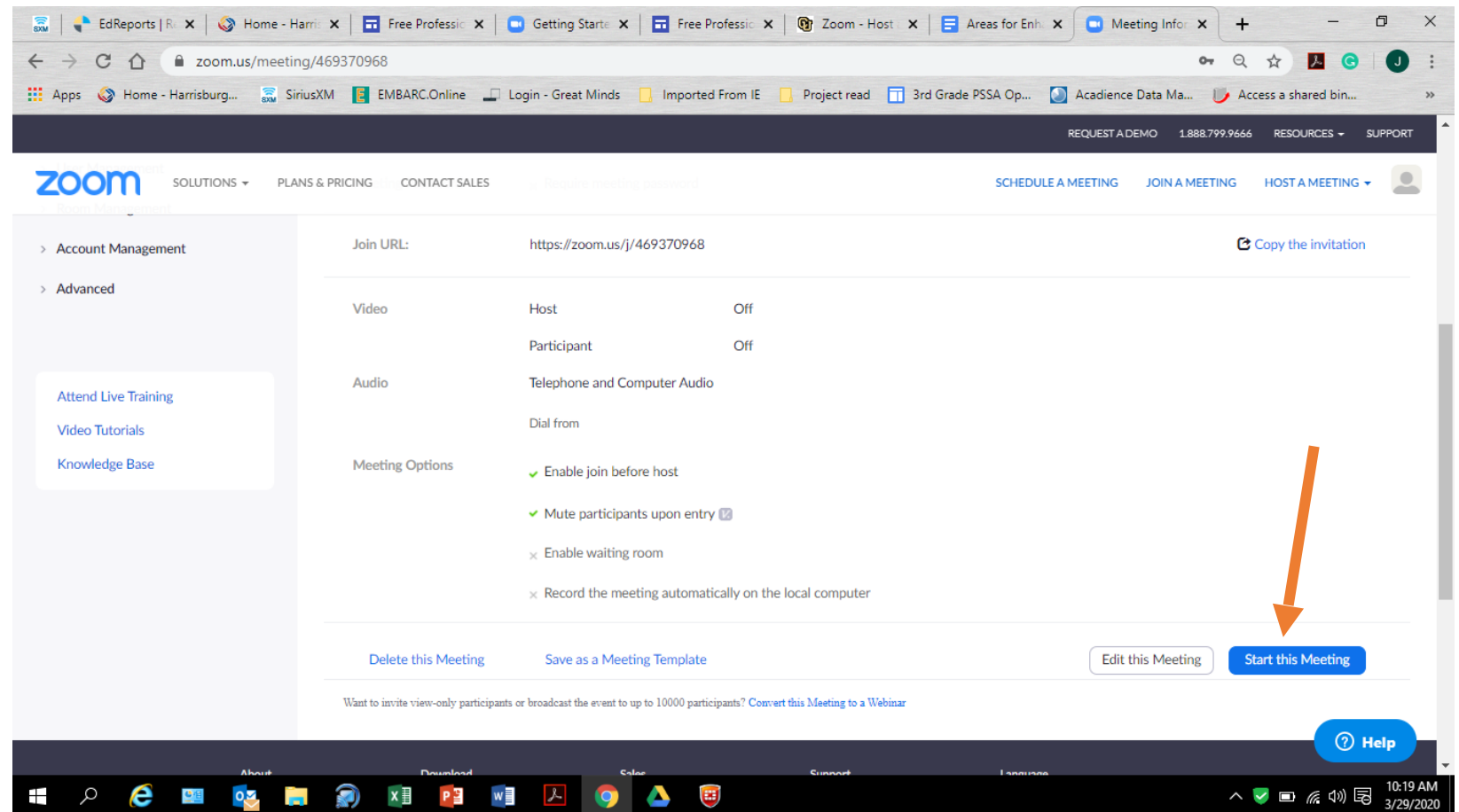
- Topic: My Meeting
- Time: Mar 27, 2020 10:00 AM Eastern Time (US and Canada)
- Add to: [Google Calendar](#), [Outlook Calendar \(.ics\)](#), [Yahoo Calendar](#)
- Meeting ID: 335-977-540
- Meeting Password: ✓ Require meeting password 611407
- Join URL: <https://zoom.us/j/335977540?pwd=Vy9iVitTaW9ta2FLZ3NYdEZ4enByQT09> [Copy the invitation](#)
- Video: Host (Off), Participant (Off)
- Audio: Telephone and Computer Audio

An orange arrow points to the "Add to" section, specifically highlighting the "Outlook Calendar (.ics)" button. The bottom of the screen shows a Windows taskbar with various application icons and a system clock indicating 9:16 AM on 3/27/2020.

- 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