

Zoom: How to Schedule a Meeting

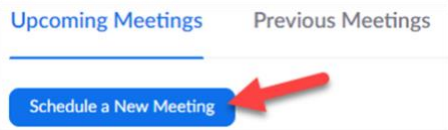
Overview

Zoom unifies cloud video conferencing, simple online meetings, and group messaging into one easy-to-use platform. It offers video, audio, and wireless screen-sharing experience across multiple platforms.

Learn about the basic features of scheduling a zoom meeting below.

Instruction

1. Sign in to your Zoom account: <https://zoom.us/signin> or for SSO login: <https://mssm.zoom.us/>
2. Once logged in, make sure you are inside the **Meetings** tab. Then select the blue **Schedule a New Meeting** button.



3. Fill out the appropriate options then click **Save** at the bottom of the screen to finish.
4. The next page contains the meeting details. Click on **Copy the invitation** button to copy the meetings details, which you can use to send the invitation to your participants.

Glossary

Description of all the meeting options.

- **Topic:** Enter the title of your meeting.
- **Description (Optional):** Enter a description of your meeting.
- **When:** Enter a date and time of your meeting.
 - Note: You can start your meeting before and after this time, it doesn't have to be on the same day.
- **Duration:** Enter the duration of the meeting.
 - Note: The meeting will not end after this length of time. You can keep it going for as long as you need.
- **Time Zone:** Review the Time Zone.
- **Recurring meeting:** Check this box if you would like to create a recurring meeting
 - Note: This will create multiple instances of your meeting. The meeting ID will remain the same for each session. Alternately, you can make one single meeting without checking the "recurring meeting" box and re-use the meeting over and over again.
- **Registration:** If you want your participants to register with their Name & E-mail address in order to join your meeting, you must check the box titled **"Required"**. Otherwise, leave this unchecked.
- **Video:** By default, you can leave both of these options off. (If you automatically want your webcam video to be turned on at the start of the meeting, then change the **Host** radio button to **on**. If you want all your participants to have their webcam videos turned on at the start of the meeting, then change the **Participant** radio button to **on**.)
- **Audio:** It is recommended to use the default option, and leave this on **Both**.
- **Meeting Options:**
 - **Require meeting password:** Participants will be required to enter a password you create before joining your meeting.
 - **Enable join before host:** Allows participants to join the meeting without you or before you enter the meeting. When unchecked, if the participants join before you, they will see a message "Please wait for the host to start this meeting."
 - **Mute participants upon entry:** If enabled, the participants will automatically be muted as they join your meeting.
 - **Enable waiting room:** Allows you to accept one participant to join your meeting at a time. No one can join without your permission. Alternatively, you can hold all attendees in the waiting room and then admit them all at the same time.
 - **Record the meeting automatically:** If enabled, your session will be recorded automatically. Note: It is recommended you record your meeting manually, which you can do at any time after you launch your meeting.
 - **Alternative Hosts:** Enter the email address of another Zoom user to allow them to start your meeting or to help you manage the meeting. Alternatively, you can change a user to be a co-host at any time during your meeting.