Scheduling a Meeting in Zoom

Log into your Zoom account at zoom.us

Click on My Account to open the following window.

My Meetings > Schedule a Meeting

Schedule a Meeting

Topic: My Meeting

> It is a good idea to name the meeting so you can find it later.

Description (Optional): Enter your meeting description

When: 03/25/2020   11:00   PM

> Select the date, time and duration of the meeting.

Duration: 1 hr 0 min

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

☑ Recurring meeting   Every day, until Mar 31, 2020, 7 occurrence(s)

Recurrence: Daily

> If you'd like a **recurring meeting** check this box. You have options for how often.

Repeat every: 1 day

End date: ⦿ By 03/31/2020   ○ After 7 occurrences

Registration: ☐ Required

> Selecting meeting password is one way to help secure the meeting.

Meeting Password: ☐ Require meeting password

Video   Host   ⦿ on   ○ off

> If you want to control video options, you can do that here.

Participant   ⦿ on   ○ off

Audio   ○ Telephone   ○ Computer Audio   ⦿ Both
Dial from United States of America   Edit

> Zoom defaults to both. This will allow someone to connect via phone if they have limited broadband or a phone is their only device.

Meeting Options   ☑ Enable join before host

☐ Mute participants upon entry

> Several options here to help control the meeting as participants enter.

☐ Enable waiting room

☐ Only authenticated users can join

☐ Record the meeting automatically

Then Save the Meeting.

You will then see a Summary of the meeting settings.

My Meetings > Manage "My Meeting"

Start this Meeting

Topic	My Meeting

Time	Mar 25, 2020 11:00 PM Eastern Time (US and Canada)

Every day, until Mar 31, 2020, 7 occurrence(s)   Show all occurrences

Add to   [31] Google Calendar   [o] Outlook Calendar (.ics)   [Y] Yahoo Calendar

> You can add the meeting to any of these calendars if you use them.

Meeting ID	758-130-844

Meeting Password	× Require meeting password

Invite Attendees	Join URL: https://E2CCB-GST.zoom.us/j/758130844

↗ Copy the invitation

> You can copy this link and share it via email, Teams, text, etc.

> If you copy the invitation, you will see not only the link, but several other ways to connect to the meeting. See below.

Topic: My Meeting
Time: Mar 25, 2020 11:00 PM Eastern Time (US and Canada)
    Every day, until Mar 31, 2020, 7 occurrence(s)
    Mar 25, 2020 11:00 PM
    Mar 26, 2020 11:00 PM
Please download and import the following iCalendar (.ics) files to your calendar system.
Daily: https://E2CCB-GST.zoom.us/meeting/upElduqopj8uFqK9Nt9_ZwVmTh_6BWOl3g/ics?icsToken=98tyKu6tpjopGtyRtFzHd6otA53ibvG5l1dfgfpziEbaOTdlbzf-CbRgBZ1zQ9-B
Join Zoom Meetinghttps://E2CCB-GST.zoom.us/j/758130844

Meeting ID: 758 130 844

One tap mobile
+16468769923,,758130844# US (New York)
+13126266799,,758130844# US (Chicago)

Dial by your location
    +1 646 876 9923 US (New York)
    +1 312 626 6799 US (Chicago)
    +1 253 215 8782 US
    +1 301 715 8592 US
    +1 346 248 7799 US (Houston)
    +1 669 900 6833 US (San Jose)
    877 853 5247 US Toll-free
    888 788 0099 US Toll-free
Meeting ID: 758 130 844
Find your local number: https://E2CCB-GST.zoom.us/u/apncYh2SY

Join by SIP
758130844@zoomcrc.com

Join by H.323
162.255.37.11 (US West)
162.255.36.11 (US East)
221.122.88.195 (China)
115.114.131.7 (India Mumbai)
115.114.115.7 (India Hyderabad)
213.19.144.110 (EMEA)
103.122.166.55 (Australia)
209.9.211.110 (Hong Kong)
64.211.144.160 (Brazil)
69.174.57.160 (Canada)
207.226.132.110 (Japan)
Meeting ID: 758 130 844

> Some highlights of this meeting invitation:
> Meeting link
> Meeting ID
>
> If a password was required for this meeting, it would appear with the link AND below the Meeting ID
>
> One tap mobile, in particular (New York)
>
> You can delete the information for regions that people would not be connecting from. For example, Dial by location (Houston), Join by H.323 from (China), etc.