



Schedule a Zoom Meeting

with Zoom Website

CREATE ACCOUNT

1. Visit zoom.us to create an account and download the Zoom app.

NOTE: Zoom can be accessed via the browser as well.

[SIGN IN](#)

[SIGN UP, IT'S FREE](#)

SCHEDULE MEETING

1. From the Zoom web portal, select the Meetings button.

PERSONAL

[Profile](#)

[Meetings](#)

2. On the Upcoming Meetings screen, select Schedule a New Meeting.

[Upcoming Meetings](#)

[Previous Meetings](#)

[Schedule a New Meeting](#)

3. Enter the Meeting Name, Description and meeting date/time for the Virtual Small Group meeting. Check the Recurring Meeting checkbox to set the meeting up as needed for the duration of your group and keep the same link.

Topic	<input type="text" value="Virtual Small Group"/>
Description (Optional)	<input type="text" value="Enter your meeting description"/>
When	<input type="text" value="03/25/2020"/> <input type="text" value="12:00"/> <input type="text" value="PM"/>
Duration	<input type="text" value="1"/> hr <input type="text" value="0"/> min
Time Zone	<input type="text" value="(GMT-4:00) Eastern Time (US and Canada)"/>
<input checked="" type="checkbox"/> Recurring meeting	Every week on Wed, until May 6, 2020, 7 occurrence(s)
Recurrence	<input type="text" value="Weekly"/>
Repeat every	<input type="text" value="1"/> week
Occurs on	<input type="checkbox"/> Sun <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input checked="" type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat

SETTINGS

4. Set the following:

- Uncheck Required Registration
- Select the Generate Automatically meeting button
- Require Meeting Password will be checked by default
- Select Host and Participant Video button
- Select the Telephone and Computer Audio button

Registration	<input type="checkbox"/> Required
Meeting ID	<input checked="" type="radio"/> Generated ID 746-157-052 <input type="radio"/> Personal Meeting ID 527-915-3568
Meeting Password	<input checked="" type="checkbox"/> Require meeting password <input type="text" value="078255"/>
Video	Host <input checked="" type="radio"/> on <input type="radio"/> off Participant <input checked="" type="radio"/> on <input type="radio"/> off
Audio	<input type="radio"/> Telephone <input type="radio"/> Computer Audio <input checked="" type="radio"/> Telephone and Computer Audio <input type="radio"/> 3rd Party Audio Dial from United States of America Edit

5. Select the Enable Join Before Host, Mute Participants upon Entry and Enable Waiting Room options and click Save.

<input checked="" type="checkbox"/> Enable join before host
<input checked="" type="checkbox"/> Mute participants upon entry
<input checked="" type="checkbox"/> Enable waiting room

SHARE MEETING

6. Once the meeting has been scheduled share it via your calendar or copy the invitation link and send to all group members.

Time	Mar 25, 2020 12:00 PM Eastern Time (US and Canada)
	Every week on Wed, until May 6, 2020, 7 occurrence(s) Show all occurrences
Add to	<input type="button" value="Google Calendar"/> <input type="button" value="Outlook Calendar (.ics)"/> <input type="button" value="Yahoo Calendar"/>
Meeting ID	769-097-994
Meeting Password	<input checked="" type="checkbox"/> Require meeting password
Invite Attendees	Join URL: https://zoom.us/j/769097994 Copy the invitation