

# 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.



# SCHEDULE MEETING

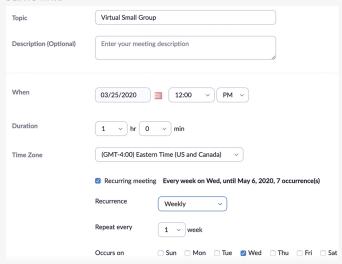
l. From the Zoom web portal, select the Meetings button.



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.

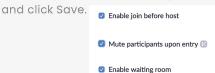


#### SETTINGS

- 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	Required		
Meeting ID	<ul> <li>Generated ID 746-157-052</li> <li>Personal Meeting ID 527-915-3568</li> </ul>		
Meeting Password	✓ Require meeting p	assword a 078255	
Video	Host Participant	<ul><li>on</li></ul>	
Audio	Telephone Co Telephone and Co Dial from United States		

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



## 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 Google Calendar Outlook Calendar (.ics) Yahoo Calendar	ır
Meeting ID 769-097-994	
Meeting Password  × Require meeting password	
Invite Attendees  Join URL: https://zoom.us/j/769097994  C Copy the invitation	on