



# Schedule a Zoom Meeting

with Zoom APP

## CREATE ACCOUNT

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

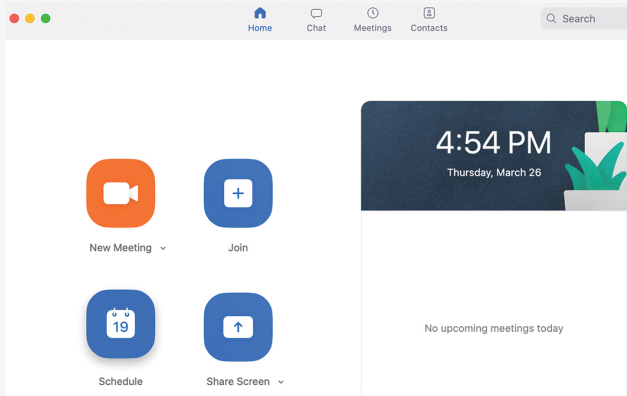
NOTE: Zoom can be accessed via the browser as well.

SIGN IN

SIGN UP, IT'S FREE

## SCHEDULE MEETING

1. From the Zoom App, select the Schedule button.



2. 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.

### Schedule Meeting

#### Topic

Virtual Small Group

#### Date

3/26/2020

5:00 PM

to

3/26/2020

5:30 PM

Recurring meeting

Time Zone: Eastern Time (US and Canada)

3. Check Generate Automatically to generate the meeting ID and Require Meeting Password will be checked by default.

#### Meeting ID

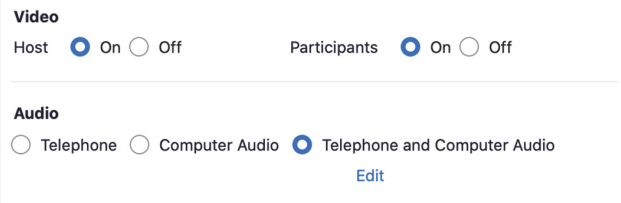
Generated ID 746-157-052

Personal Meeting ID 527-915-3568

#### Password

Require meeting password

4. Select the Host and Participants Video option. Select Telephone and Computer Audio for the Audio option.



5. Expand the Advanced Options and ensure that Enable Waiting Room, Enable Join before host and Mute Participants on entry are checked.

#### Advanced Options

- Enable Waiting Room
- Enable join before host
- Mute participants on entry

6. Click Schedule to schedule the Zoom meeting.

Schedule

7. You will then be prompted to add your Zoom meeting to your calendar.

### March 2020

