

APCUG - Creating a Zoom Meeting and Email Invitation

Go to <https://www.zoom.us> and sign into My Account (Zoom2) with the below email address and password created for your group.

[JOIN A MEETING](#)

[HOST A MEETING ▾](#)

[MY ACCOUNT](#)

Click on Sign In

Sign In

Email address

zoom2@apcug.org

Password

Sign In

Click on **Schedule a Meeting** and complete the information for your meeting.

[SCHEDULE A MEETING](#)

[JOIN A MEETING](#)

[HOST A MEETING ▾](#)



[SIGN OUT](#)

Schedule a Meeting

Topic

My Meeting

Description (Optional)

Enter your meeting description

When

03/17/2020



1:00



PM



Duration

1



hr

0



min

- At a minimum, enter the name of your group in the **Topic** field. This appears in the invitation email sent to your members.
- If I schedule a 2-hour meeting, I add 30-60 minutes to the **Duration** since being online you don't need to be out of the meeting room at a specific time.

- Change the time zone.
- The **Meeting ID Generate Automatically** will create a unique meeting ID and URL for your group's meeting.

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

Recurring meeting

Registration Required

Meeting ID Generate Automatically Personal Meeting ID 518-484-8023

Video / Audio When participants enter the meeting they will need to turn on their mics and video. I click the *on radio* buttons so everything is on when they enter the meeting.

Meeting Password Require meeting password

Video

Host	<input type="radio"/> on	<input checked="" type="radio"/> off
Participant	<input type="radio"/> on	<input checked="" type="radio"/> off

Audio Telephone Computer Audio Both

Dial from United States of America [Edit](#)

- Leave the below as is unless you want to record the meeting. It will download to your Documents folder.
- Click Save

Meeting Options

Enable join before host

Mute participants upon entry 🔒

Enable waiting room

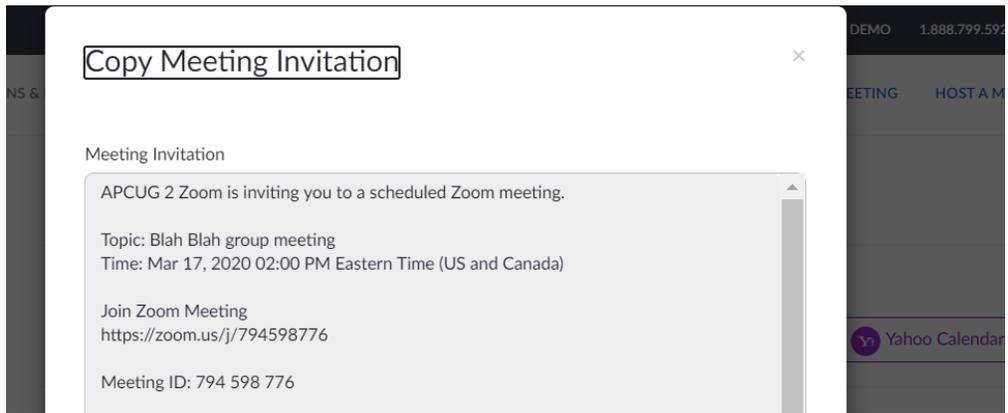
Only authenticated users can join

Record the meeting automatically on the local computer

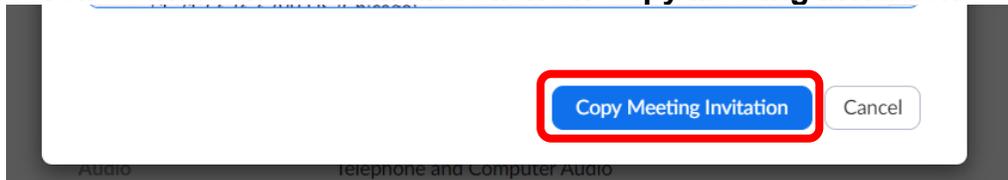
Alternative Hosts

- **You will go to the top of the Invitation / Click on *Copy the invitation***

Topic	Blah Blah group meeting
Description	Description for your group
Time	Mar 17, 2020 02:00 PM Eastern Time (US and Canada)
Add to	31 Google Calendar Outlook Calendar (.ics) Yahoo Calendar
Meeting ID	794-598-776
Meeting Password	× Require meeting password
Invite Attendees	Join URL: https://zoom.us/j/794598776 Copy the invitation



Scroll down to the bottom and click on Copy Meeting Invitation



Paste it into an email message—Change the APCUG2 Zoom is inviting....to your name. I send the email to myself as the Recipient and Bcc: everyone else.

Recipients

Subject

APCUG 2 Zoom is inviting you to a scheduled Zoom meeting.

Topic: Blah Blah group meeting
Time: Mar 17, 2020 02:00 PM Eastern Time (US and Canada)

Join Zoom Meeting
<https://zoom.us/j/794598776>

I add information to my invitation emails and bold the pertinent information.

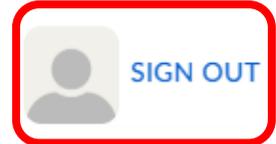
Join Zoom Meeting by clicking on the below link

<https://zoom.us/j/794598776>

Meeting ID: 794 598 776

- Don't forget to SIGN out of the Zoom2 account.

[SCHEDULE A MEETING](#) [JOIN A MEETING](#) [HOST A MEETING](#) ▾



- I am usually online at least 15 minutes prior to the meeting.
- Sign into the Zoom2 account and click Start the Meeting.

[My Meetings](#) > Manage "Blah Blah group meeting"



Topic Blah Blah group meeting
Description Description for your group

Time Mar 17, 2020 02:00 PM Eastern Time (US and Canada)

- Go to the bottom of this screen so the Zoom bar appears.

Meeting Topic: Talking: APCUG 2 Zoom
 Blah Blah group meeting
Host: APCUG 2 Zoom
Invitation URL: <https://zoom.us/j/794598776>
 [Copy URL](#)
Participant ID: 29



Join Audio

Computer Audio Connected

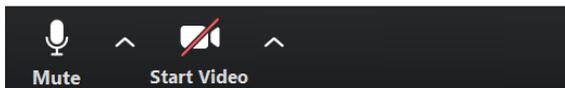


Share Screen



Invite Others

- Click on the *Start Video* icon to show your screen and start the meeting.



- Click on *End Meeting for All* to close the meeting. Individual participants can leave the meeting at any time.

