



## Scheduling a Zoom Meeting & Creating an Email Invitation

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Customizing an email invitation

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Go to <https://www.zoom.us> and sign in with the APCUG Zoom email address for the account you will use for your meeting and use the unique credentials created for group.

[JOIN A MEETING](#)

[HOST A MEETING](#) ▼

[MY ACCOUNT](#)

Click on Sign In

## Sign In

Use the Zoom account # assigned to your group (3 or 4)

Email Address

zoom @apcug.org

Password

Password

[Forgot password?](#)

Sign In

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

Schedule a Meeting

Topic

Description (Optional)

When

Duration  hr  min

At a minimum, enter the name of your group in the *Topic* field. This will be in the invitation email sent to your members. It is also what attendees see in the Waiting Room.

- If I schedule a 2-hour meeting, I add 30-60 minutes to the *Duration* since with being online you don't need to be out of the meeting room at a specific time.
- Some groups start the Zoom session 30 minutes before the meeting begins for social time and to help people navigate the Zoom taskbar.

- Change the time zone.
- The *Meeting ID Generate Automatically* will create a unique encrypted Join Meeting URL for each meeting you schedule. You will see it after you click Save.

Time Zone

Recurring meeting

Registration  Required

Meeting ID  Generate Automatically  Personal Meeting ID 518-

Meeting Password  Require meeting password

**Video / Audio** When participants enter the meeting they will need to click on the video icon to turn it on. Leave the below settings as is unless you want everyone to have their video on when they join the meeting.

Video Host  on  off

Participant  on  off


Audio  Telephone  Computer Audio  Both

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

- Leave the below as-is unless you don't want to record the meeting. The recording will download to the hard drive of the person who scheduled the meeting. See Recording a Meeting handout for details.
- 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

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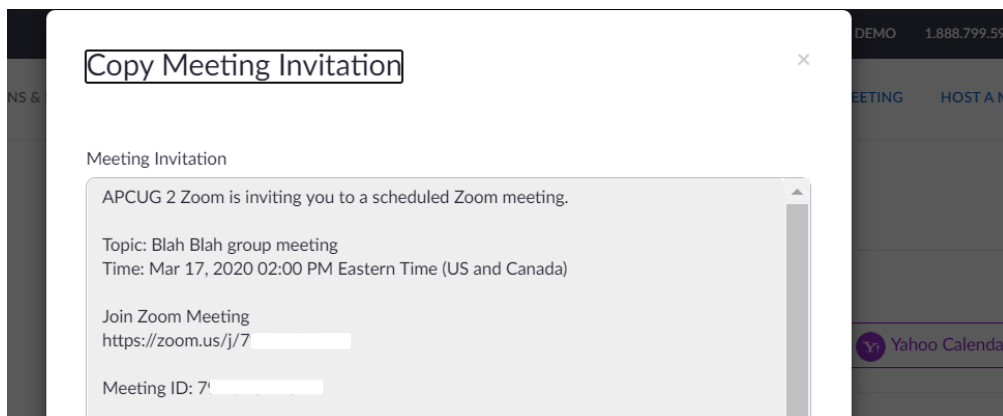
Alternative Hosts

Example: mary@company.com, peter@school.edu

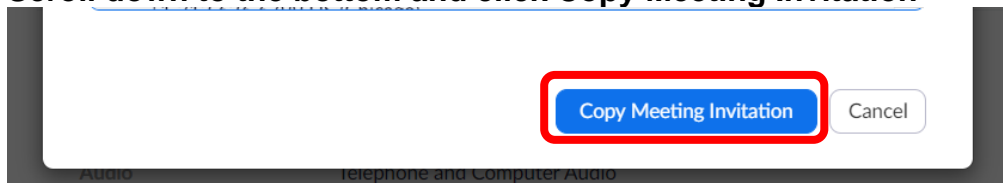
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- After clicking on Save, you will go to the top of the Invitation / Click on **Copy the invitation**

Topic	Blah Blah group meeting
Description	Description for your group
Time	Mar 17, 2020 02:00 PM Eastern Time (US and Canada)
Add to	<a href="#">Google Calendar</a> <a href="#">Outlook Calendar (.ics)</a> <a href="#">Yahoo Calendar</a>
Meeting ID	7
Meeting Password	× Require meeting password
Invite Attendees	Join URL: <a href="https://zoom.us/j/71...">https://zoom.us/j/71...</a> <a href="#">Copy the invitation</a>



**Scroll down to the bottom and click Copy Meeting Invitation**

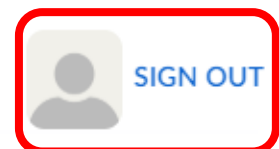


**Paste it into an email message—Change the APCUG Zoom# is inviting....to your name, group name, etc. I send the email to myself as the Recipient and Bcc: everyone else.**

[SCHEDULE A MEETING](#)

[JOIN A MEETING](#)

[HOST A MEETING](#) ▼



**I add information to my invitation emails, delete all the extra information, and bold the Join the Meeting URL.**

~~APCUG Zoom~~# (Your name or club name) is inviting you to a scheduled Zoom meeting.

Topic: Blah Blah Tech Group

Time: Apr 4, 2020 03:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/307020954?pwd=MIJkc2o0Nm9VR3NVazNBb0xpNjdQZz09>

This is the URL that includes the encrypted password.

Meeting ID: 307020954

Password: 153800

One tap mobile

+16699006833,,307020954# US (San Jose)

+13462487799,,307020954# US (Houston)

Dial by your location

+1 669 900 6833 US (San Jose)

+1 346 248 7799 US (Houston)

+1 312 626 6799 US (Chicago)

+1 646 876 9923 US (New York)

+1 253 215 8782 US

+1 301 715

Meeting ID: 307

Find your local number: <https://zoom.us/u/adrD9ALHaH>

**My suggestions to be included in the invitation email.**

~~APCUG 2 Zoom~~ (Your name or group) is inviting you to a scheduled Zoom meeting.

Topic: Blah Blah Tech Group

Time: Apr 4, 2020 03:00 PM Pacific Time (US and Canada)

I also recommend you put the below info in at least the first email you send to members re having a Zoom meeting.

Step 1 - Go to [www.zoom.us/download](http://www.zoom.us/download) to download the app for the device you will be using to attend the meeting. The first option is for computers.

Step 2 - Go to [www.zoom.us/test](http://www.zoom.us/test) to test your mic and speakers.

If you are using a desktop computer without a webcam or choose to not use your video, you can still participate in the meeting. We will see your name in a rectangle aka a Thumbnail along with all of the other participants. You can hear and see what is going

on and can communicate by using the Chatbox. You can also press the ALT+Y keys and the host will see that you have raised your digital hand to ask a question or make a comment.

With a camera, you are able to choose Gallery View (upper right corner) where you can see all of the participants. Gallery View is referred to as the 'Brady Bunch' or 'Hollywood Squares' view. When someone is talking, their rectangle has a yellow/green outline around it.

Please get in touch if you have any questions.

Click here to join the meeting

<https://us02web.zoom.us/j/8522=cXNocUdaZlhOT1VSZjZoSTA5bnllQT09>

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**This is the email I sent to the senior center advisory council after their training session. For the training session I sent the Blah Blah group type of email.**

Judy Taylour is inviting you to a scheduled Zoom meeting.

Topic: Bella Vida Senior Center Advisory Council Meeting

Time: April 20, 2020 09:30 PM Pacific Time (US and Canada)

Please click on the Join Zoom Meeting encrypted link to participate in the meeting. It works for computers, tablets, and phones. You might be prompted to download the latest version of Zoom, please do that--it's a small app and will quickly install. I'll admit anyone in the Waiting Room beginning at 9:15 am; others will be admitted one by one.

Join Zoom Meeting Link

<https://us02web.zoom.us/j/8522=cXNocUdaZlhOT1VSZjZoSTA5bnllQT09>