



## Scheduling a Zoom Meeting & Creating an Email Invitation

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Schedule a Meeting

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Schedule a Meeting

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### Security Icon on Zoom Toolbar

Go to <https://www.zoom.us> and sign in with the email address and password for the account associated with the account.

[JOIN A MEETING](#)

[HOST A MEETING](#) ▼

[MY ACCOUNT](#)

### Click on Sign In

Email Address

blahblah@blah.com

Password

[Forgot password?](#)

••••••••

Zoom is protected by reCAPTCHA and the [Privacy Policy](#) and [Terms of Service](#) apply.

Sign In

Stay signed in



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

My Meetings > Schedule a Meeting

Schedule a Meeting

Topic

Description (Optional)

After scheduling this meeting, the settings you change here will apply to all scheduled meetings with the Personal Meeting ID. [Revert Settings](#)

Use a template

- Put the name of your group in the *Topic* field. This helps me (Judy) keep track of the groups using the free accounts.
- 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 their 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. No webcam? No video.

Video Host  on  off

Participant  on  off


Audio  Telephone  Computer Audio  Both

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

- It's your option to record the meeting. It will download to the hard drive of the person who scheduled the meeting. See *Recording a Meeting* handout for details.
- The data center regions your meeting traffic may use are the US, Canada, or Australia.
- 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

Enable additional data center regions for this meeting

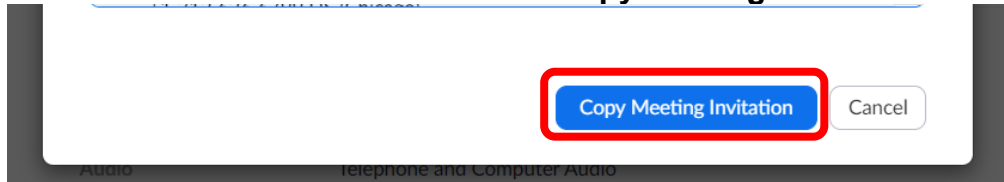
**Alternative Hosts**

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

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

Topic	Your group name here		
Description	This is for your reference only		
Time	May 30, 2020 05:00 PM Pacific Time (US and Canada)		
Add to	 Google Calendar	 Outlook Calendar (.ics)	 Yahoo Calendar
Meeting ID	822'		
Meeting Password	***** <a href="#">Show</a>		
Invite Link	<a href="https://us02web.zoom.us/j/822">https://us02web.zoom.us/j/822</a>	1kFaR05oM2F4QT09	<input checked="" type="button" value="Copy Invitation"/>

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

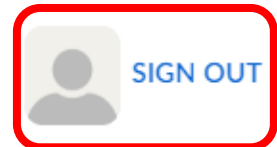


Paste it into an email message—Change the APCUG Zoom# is inviting....to your name, group name, etc. I send the email to myself as the Recipient and Bcc: everyone else.

[SCHEDULE A MEETING](#)

[JOIN A MEETING](#)

[HOST A MEETING](#) ▼



See Page 6 to set up a Recurring meeting.

### Customize your invitation email

Zoom 3-[zoom3@apcug.org](mailto:zoom3@apcug.org) Your Group Name is inviting you to a scheduled Zoom meeting.

Topic: ~~Your group name here~~ Name of the presentation

Time: May 30, 2020 05:00 PM Pacific Time (US and Canada) (changes with each meeting setup – you have set the day/time)

### Join Zoom Meeting

<https://us02web.zoom.us/j/?pwd=RnprRldvbzIPT3ZkMkFaR05o>

Meeting ID: 822 93

Password: 879

One tap mobile

+16699006833,,82293332859# US (San Jose)

+13462487799,,82293332859# US (Houston)

### Dial by your location

+1 669 900 6833 US (San Jose)

+1 346 248 7799 US (Houston)

+1 253 215 8782 US (Tacoma)

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 646 876 9923 US (New York)

Meeting ID: 822 9333 2859

Find your local number: <https://us02web.zoom.us/u/kiTGePZFm>

This is one of my customized email invitations.

Group name is inviting you to a scheduled Zoom meeting.

Topic: Meeting subject

Time: June 2, 2020 07:00 PM Eastern Time (US and Canada)

\*\*\*\*Please go to [www.zoom.us/download](http://www.zoom.us/download) and download the latest version of Zoom

You can check out your audio at [www.zoom.us/test](http://www.zoom.us/test)

- Click on the below Join Zoom passcode encrypted Meeting link from the device you are using to participate in the meeting.
- Waiting Room security option: you will be admitted when the session/meeting begins. Late to the meeting? You will be admitted after you enter the WR.
- We would like to see your name on your thumbnail picture. After you enter the meeting, if your name is Jane's iPad or your phone number, please click on the 3 dots in the upper right corner of your thumbnail and Rename yourself or right-click on your thumbnail picture and Rename yourself.
- You can Mute/Unmute yourself with Alt+A or, if muted, press and hold your space bar to speak. To use the space bar option, make sure you have clicked on the screen.
- Please reboot your device prior to the meeting.

**Join Zoom Meeting passcode encrypted link** (Add the bit.ly link since some people have a problem with clicking on the long Zoom link.)

<https://us02web.zoom.us/j/pwd=MW9pVFRFeDIOU0MwWHBqbk>

**OR**

<https://bit.ly/3jOMgFC>

**Join with <https://www.zoom.us>**

Click on Join A Meeting > enter Meeting ID > click Join and Launch Meeting > enter Passcode when prompted. *It's easier and quicker to click the above link.*

Meeting ID: 822 93...

Passcode: 879...

Find your local number: <https://us02web.zoom.us/j/kiTGePZFm>

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## Co-Hosts

You should have 2 or 3 Co-hosts so you can just run the meeting.

1 to monitor the Waiting Room

1 to monitor the Chat box for questions

1 if someone is going to give a presentation and share their screen

To assign someone as a Co-host, go to Manage Participants and hover over their name and more. Click Co-host and yes.

## Setting up a Recurring meeting for your group.

Recurring meeting **Every month on the Fourth Wed, 3 occurrence(s)**

Recurrence

Repeat every  month

Occurs on  Day  of the month

of the month

End date  By   After  occurrences

## After you click on Save....

Topic Your group name here

Description This is for your reference only

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Time Jun 24, 2020 05:00 PM Pacific Time (US and Canada)

Every month on the Fourth Wed, 3 occurrence(s) [Hide all occurrences](#)

Date	Time	Duration	
<a href="#">Jun 24, 2020</a>	05:00 PM	01:00	<a href="#">Edit</a> <a href="#">Delete</a>
<a href="#">Jul 22, 2020</a>	05:00 PM	01:00	<a href="#">Edit</a> <a href="#">Delete</a>
<a href="#">Aug 26, 2020</a>	05:00 PM	01:00	<a href="#">Edit</a> <a href="#">Delete</a>

[Add another session](#)

Add to

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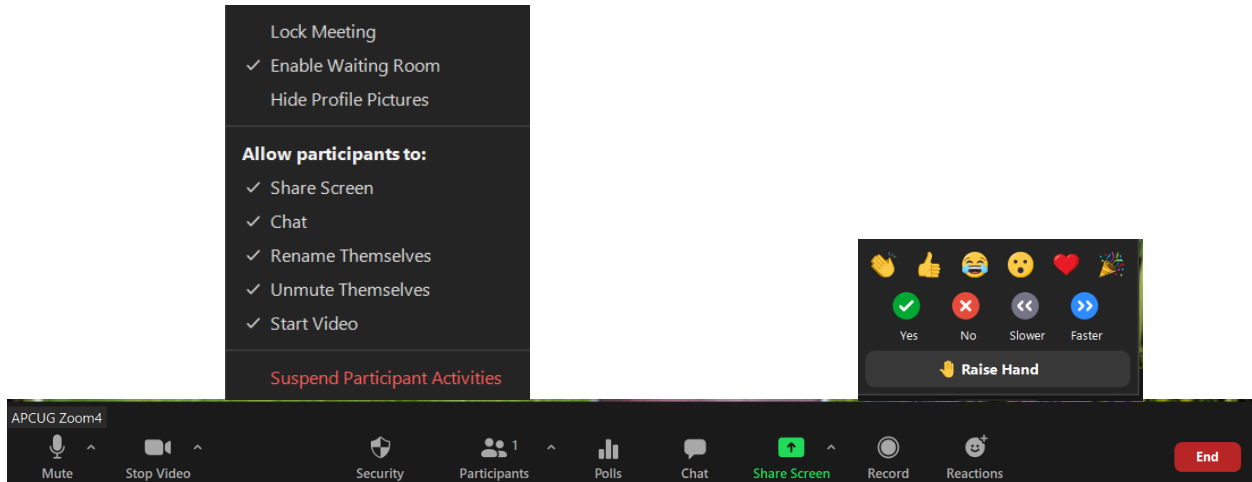
Meeting ID 822

## Security Icon

Host and Co-hosts have access to the Security icon on the Zoom toolbar. They also can share their screen.

Uncheck Allow participants to: Share Screen since you don't want someone clicking on things in the midst of a presentation.

If someone else wants to share their screen, make them a Co-host (Participants list) and after they are finished sharing, change the setting back.



## Q&A

Using the Raise Hand option under Reactions is a good way to control questions so people aren't talking over each other.

- Click on Reactions/Raise Hand – the thumbnail pics go up to the upper left-corner (you might need to remind them to lower their hand after they ask their question) and call on them in order.