

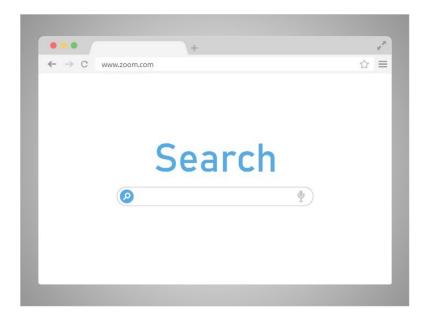
Basics of Video Conferencing Scheduling an Online Meeting



Now that Bo has an account, he can schedule and host an online meeting. In today's example Bo is using Zoom on a Windows 10 computer and his Gmail account to log into his Zoom account.

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Bo wants to schedule a meeting with his daughter's teacher next week. Bo opens a browser window goes to the Zoom home page at www.zoom.com,



clicks Sign In,

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zoom	SOLUTIONS - PLANS & PRICING	CONTACT SALES	JOIN A MEETING	REQUEST A DEMO	1.888.799.9666 SIGN IN	RESOURCES -	SUPPORT
	SIGN IN Welcome back!	ee	Password	ree to the Zoom's Privac Sign In	Forgot passw		0

enters his email and password,

zoom	SOLUTIONS - PLANS & PRICING	CONTACT SALES	JOIN A MEETING	REQUEST A DEMO	1.868.799.9666	RESOURCES +	SUPPORT
	SIGN IN Welcome back!	ee	Email Address boyoung199 Password U signing in, Lap U signing in, Lap U signing in, Lap	ee to the Zoom's Privac Sign In	Forgot passw		0

and clicks Sign In.

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		REQUEST A DEMO 1.888.799.9666	RESOURCES - SUPPOR
ZOOM SOLUTIONS -	PLANS & PRICING CONTACT SALES	SCHEDULE A MEETING JOIN A MEETING	HOST A MEETING -
ERSONAL	When you join meeting	gs and webinars hosted on Zoom, your profile information, including you	ur name and profile
Profile	 picture, may be visible 	to other participants. Your name and email address will also be visible to neetings or webinars on their account while you're signed in. The acco	o the account owner
Meetings		an share this information with apps and others.	
Webinars		Bo Young	Edit
Recordings		Bo Young	Edit
Settings			
NIM			
User Management	Personal		
Device Management	Phone	Not set	Add Phone Numbe
Room Management			Add Priorie Reinbe
Account Management	Language	English	Edit
Advanced	Time Zone	(GMT-7:00) Mountain Time (US and Canada)	Edit
	Date Format	mm/dd/yyyy Example: 01/07/2022	0
Zoom Learning Center	Time Format	Use 12-hour time (Example: 02:00 PM)	Edit

From this page Bo can join a meeting now

		REQUEST A DEMO 1.888.799.9666	RESOURCES - SUPPOR
	PLANS & PRICING CONTACT SALES	SCHEDULE AREETING JOIN A MEETING	HOST A MEETING +
PERSONAL	Miner and Init months	gs and webinars hosted on Zoom, your profile information, including yo	a name and models
Profile	o_ picture, may be visible	s and webinars hosed on zoom, your prome information, including yo to other participants. Your name and email address will also be visible to n meetings or webinars on their account while you're signed in. The acc	o the account owner
Meetings		an share this information with apps and others.	
Webinars		Bo Young	
Recordings		Bo Young	Edi
Settings			
DMIN			
 User Management 	Personal		
> Device Management	Phone	Not set	Add Phone Numb
> Room Management	THUR.	PROC AND	Add Phone Numb
> Account Management	Language	English	Edit
Advanced	Time Zone	(GMT-7:00) Mountain Time (US and Canada)	Edit
	Date Format	mm/dd/yyyy Example: 01/07/2022	-
Zoom Learning Center			

or schedule a meeting for a later date.

Bo wants to schedule a meeting with his child's teacher for next week, so he clicks on Schedule a Meeting.

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ZOOM SOLUTIONS -	PLANS & PRICING CONT	ACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING +
Profile	< Back to Meeting	
Meetings	Schedule Me	eting
Webinars	Topic	Ms. Brown and Bo Young Meeting
Recordings		+ Add Description
Settings	When	(≘ 01/07/2022 2:00 °) (PM °)
DMIN	Duration	〔 1
User Management		Your Zoom Basic plan has a 40-minute time limit on meetings with 3 or more participants,
Device Management		Upgrade now to enjoy unlimited group meetings. Upgrade Now
Room Management		Do not show this message again
Account Management	Time Zone	(GMT-7:00) Mountain Time (US and Canada)
Advanced		Recurring meeting
	Meetine ID	ο Generate Automatically □ ○ Personal Meetine ID 475 903 7780
Zoom Learning Center	Save Can	rel 📮

The schedule meeting form displays.

Bo enters the Topic,

		REQUEST A DEMO 1.888.799.9666 RESOURCES + SUPPOR
ZOOM SOLUTIONS -	PLANS & PRICING CONT	ACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING +
ERSONAL	< Back to Meeting	3
Profile	Schedule Mee	eting
Meetings Webinars	Topic	Ms. Brown and Bo Young Meeting
Recordings		+ Add Description
Settings	When	(
DMIN	Duration	1 v hr 0 v min
User Management		Your Zoom Basic plan has a 40-minute time limit on meetings with 3 or more participants. Upgrade now to enjoy unlimited group meetings. Upgrade Now
Device Management Room Management		Do not show this message again
Account Management	Time Zone	(GMT-7:00) Mountain Time (US and Canada)
Advanced		Recurring meeting
	Meeting ID	Generate Automatically O Personal Meeting ID 475 903 7780
Zoom Learning Center	Save Cano	cel 🔽

the date and meeting start time,

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ZOOM SOLUTIONS -	PLANS & PRICING CONT	ACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING +
ERSONAL	< Back to Meeting	s
Profile	Schedule Me	eting
Meetings Webinars	Topic	Ms. Brown and Bo Young Meeting
Recordings		+ Add Description
Settings	When	(mm € 01/14/2022 2:00 · PM ·)
DMIN	Duration	0 ~ hr 30 ~ min
User Management		Your Zoom Basic plan has a 40-minute time limit on meetings with 3 or more participants.
Device Management		Upgrade now to enjoy unlimited group meetings. Upgrade Now
Room Management		Do not show this message again
Account Management	Time Zone	(GMT-7:00) Mountain Time (US and Canada)
Advanced		Recurring meeting
	Meeting ID	Generate Automatically Personal Meetine ID 475 903 7780
Zoom Learning Center	Save Cano	el 🗨

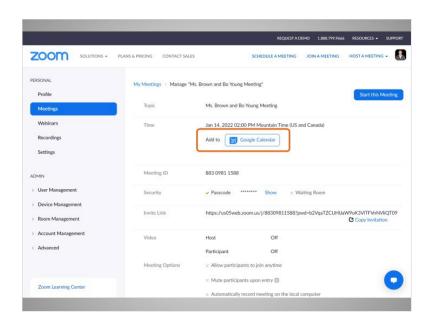
and the duration of the meeting.

< Back to Meetin	
Schedule Me	cting
Topic	My Meeting
	+ Add Description
When	(
Duration	1 v hr 0 v min
	Your Zoom Basic plan has a 40-minute time limit on meetings with 3 or more participants.
	Upgrade now to enjoy unlimited group meetings. Upgrade Now
	Do not show this message again
Time Zone	(GMT-7:00) Mountain Time (US and Canada) v
	Recurring meeting
Meeting ID	Generate Automatically Personal Meeting ID 475 903 7780
	Schedule Me Topic When Duration

Once the information is entered, Bo clicks "Save"

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and the meeting is scheduled!

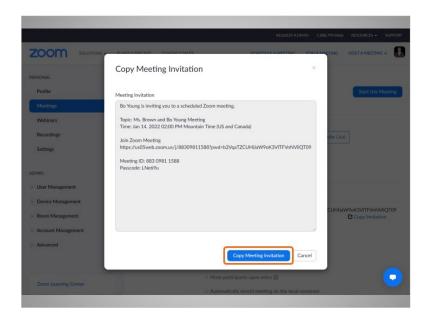
Bo can add the event to his calendar.

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		REQUEST A DEMO 1.888.799.9666 RESOURCES + SUPPORT
	PLANS & PRICING CONTACT SALES	SCHEDULE A MEETING JOIN A MEETING HOST A MEETING +
PERSONAL	My Meetings > Manage "Ms.	Brown and Bo Young Meeting"
Profile		Start this Meeting
Meetings	Торіс	Ms. Brown and Bo Young Meeting
Webinars	Time	Jan 14, 2022 02:00 PM Mountain Time (US and Canada)
Recordings		Add to Google Calendar
Settings		
DMIN	Meeting ID	883 0981 1588
> User Management	Security	✓ Passcode ******* Show × Waiting Room
 Device Management 	Invite Link	https://us05web.zoom.us/j/88309811588?pwd=b2VqaTZCUHpawyoc3yrrrymawicgrop
Room Management	Invite Link	Copy Invitation
 Account Management 	Video	Host Off
Advanced		Participant Off
	Meeting Options	× Allow participants to join anytime
		× Mute participants upon entry 😰
Zoom Learning Center		× Automatically record meeting on the local computer

He can also copy the meeting information by clicking the "Copy Invitation" button.



This allows him to copy the invitation and paste the information into an email

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	REQUEST A DEMO 1.688.799.R666 RESOURCES + SUPPORT
ZOOM SOLUTIONS	
PERSONAL	Copy Meeting Invitation ×
Profile	Meeting Invitation Start this Meeting
Meetings	Bo Young is inviting you to a scheduled Zoom meeting.
Webinars	Topic: Ms. Brown and Bo Young Meeting Time: Jan 14, 2022 02:00 PM Mountain Time (US and Canada)
Recordings	
Settings	Join Zoom Meeting https://us05web.zoom.us/j/88309811588?pwd=b2VqaTZCUHUaW9oK3VTTFVnNVkQT09
	Meeting ID: 883 0981 1588
ADMIN	Passcode: LNe69u
> User Management	
> Device Management	
» Room Management	CUHUaW9oK3VITFVnNVIIQT09
> Account Management	
> Advanced	
	Copy Meeting Invitation Cancel
Zoom Learning Center	< Mute participants upon entry 🕼
	Automatically record meeting on the local computer

or text message that he can send to the people he wants to attend the meeting.



In this lesson Bo scheduled a meeting. In the next lesson he will host a meeting.

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