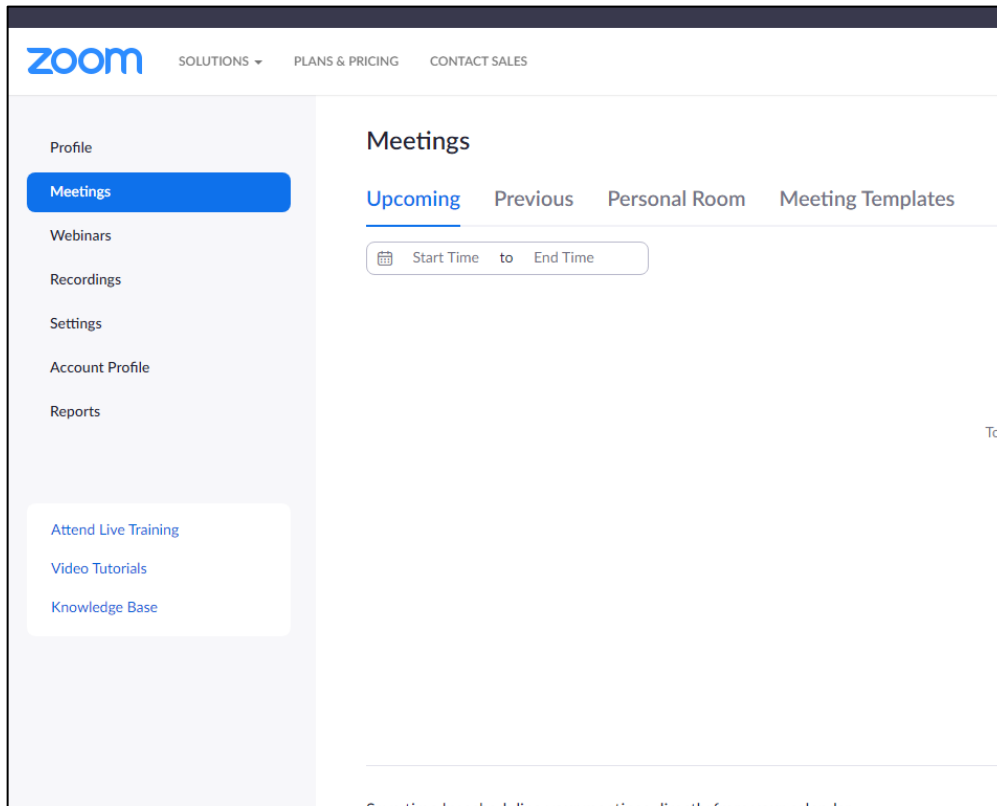
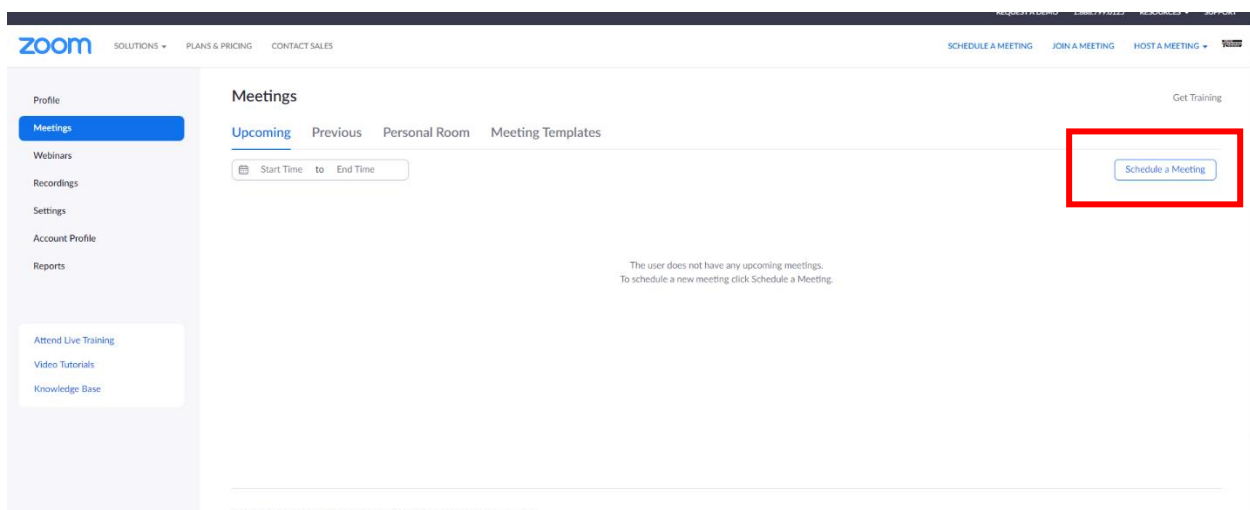


Step 1: Sign into zoom with your school Google credentials

Step 2: Once on the zoom dashboard make sure you are on the meetings tab. The tab selected will be highlighted in blue similar to the image below.



Step 3: click the “Schedule a Meeting” button located toward the right of the page. Indicated by the red highlighted section below



Step 4: fill out the meeting options. Choosing the options that you prefer for your meeting. **(to allow anyone with the link/meeting ID to join, make sure the passcode and waiting room boxes are unchecked)**

Schedule a Meeting

Topic

Description (Optional)

When

Duration hr min

Time Zone

☐ Recurring meeting

Registration ☐ Required

Meeting ID ☒ Generate Automatically ☐ Personal Meeting ID 942 576 3286

Security ☒ Passcode
Only users who have the invite link or passcode can join the meeting

☒ Waiting Room
Only users admitted by the host can join the meeting

☐ Require authentication to join

Video Host ☐ on ☒ off
Participant ☐ on ☒ off

Audio ☐ Telephone ☐ Computer Audio ☒ Both
Dial from United States of America [Edit](#)

Meeting Options ☒ Allow participants to join anytime
☒ Mute participants upon entry
☐ Automatically record meeting
☐ Approve or block entry for users from specific countries/regions

Alternative Hosts

[Save](#) [Cancel](#)

Step 5: once the meeting options are chosen click the save button at the bottom of the page. This will take you automatically to the meeting overview. You can find the invite link here, optional passcode if setup for a waiting room, as well as an overview of the meeting options. There are also options to edit the meeting, save as template, start the meeting, etc.

My Meetings > Manage "Test Meeting" [Start this Meeting](#)

Topic Test Meeting

Time Feb 3, 2021 11:00 AM Central Time (US and Canada)
Add to [Google Calendar](#) [Outlook Calendar \(.ics\)](#) [Yahoo Calendar](#)

Meeting ID 898 7338 2384

Security ☒ Passcode ***** [Show](#) ☒ Waiting Room
☒ Require authentication to join

Invite Link <https://us02web.zoom.us/j/89873382384?pwd=dHJkNm1DVVBhbnVlc0ZuR2NEeXU09> [Copy Invitation](#)

Video Host Off
Participant Off

Audio Telephone and Computer Audio
Dial from United States of America

Meeting Options ☒ Allow participants to join anytime
☒ Mute participants upon entry

Step 6: If you are satisfied with the meeting options on the overview page, you can close out if this is a future meeting or navigate to any other zoom features you may need at this time.

To find the scheduled meeting for meeting id or links when needed. Select the meetings tab when you sign into your zoom account. See step 2.

You should automatically be on the upcoming tab which is a sub tab near the middle of the page highlighted in red below. Any upcoming meetings that are scheduled/setup will show in the list along with the meeting ID.

You can click on this meeting to see the meeting overview screen from the last step. You will get the share link and start the meeting from the overview page.

You can also find tabs for previous, personal room meetings, as well as any meeting templates you have created here.

