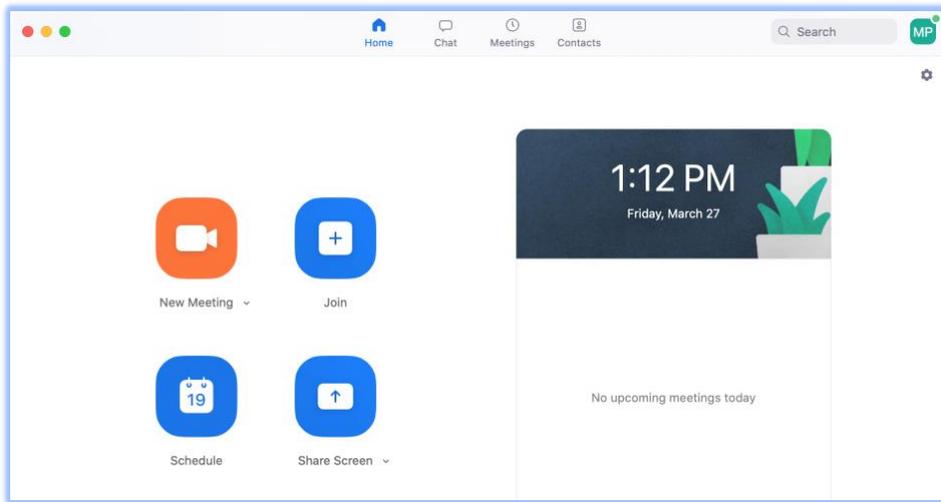


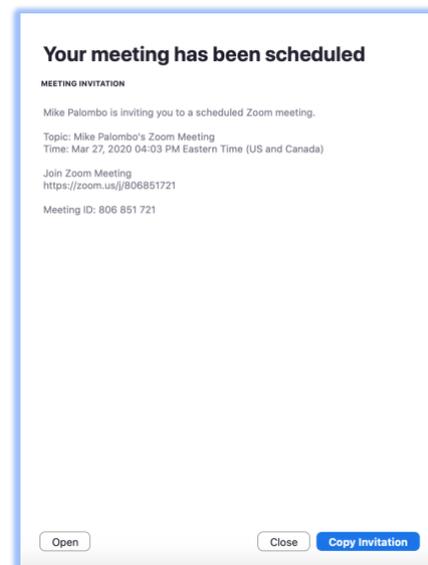
How to Schedule a Meeting with Zoom

I. With the Computer App

a. Open your App on your phone



b. Click Schedule Meeting

The screenshot shows the 'Schedule Meeting' form in the Zoom application. The form is titled 'Schedule Meeting' and contains several sections: 'Topic' with a text input field containing 'Mike Palombo's Zoom Meeting'; 'Date' with dropdown menus for date and time, set to '3/27/2020' and '4:00 PM' respectively, and a 'Recurring meeting' checkbox; 'Meeting ID' with radio buttons for 'Generate Automatically' (selected) and 'Personal Meeting ID'; 'Password' with a 'Require meeting password' checkbox; 'Video' with radio buttons for 'Host' (selected 'On') and 'Participants' (selected 'On'); 'Audio' with radio buttons for 'Telephone', 'Computer Audio', and 'Telephone and Computer Audio' (selected); and 'Calendar' with radio buttons for 'iCal', 'Google Calendar', 'Outlook', and 'Other Calendars' (selected). At the bottom right, there are 'Cancel' and 'Schedule' buttons.

c. Under Topic: Write the topic of your meeting.

d. Under Date: Set the date and time for the upcoming meeting.

e. Under Meeting ID: Either choose a generated ID for the meeting or use your personal ID.

f. Under Password: Click require meeting password if you want it to be more secure.

g. Under Video: Click Host video on if you want your video on at the beginning of the meeting and click Participant video on if you want theirs on at the beginning.

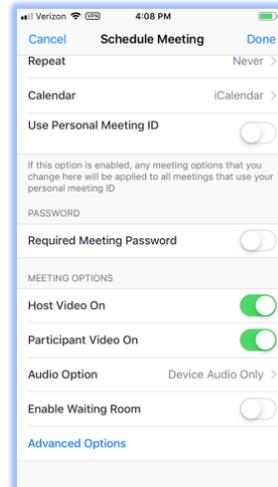
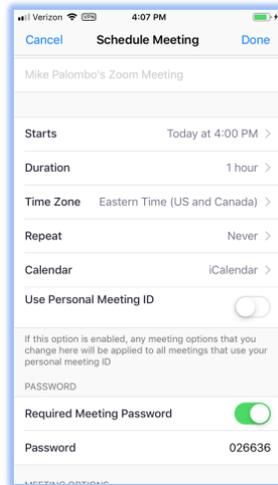
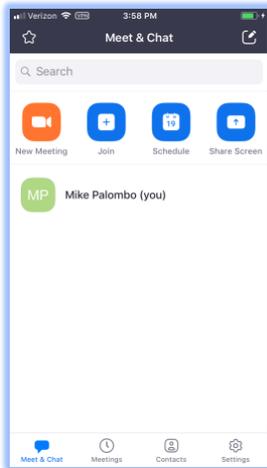
h. Under Audio: If you have only computer, smartphone, or tablet users choose computer audio. If you have anyone joining with a landline phone/non-smartphone choose Telephone and Computer Audio.

i. Click Schedule Meeting at the bottom right.

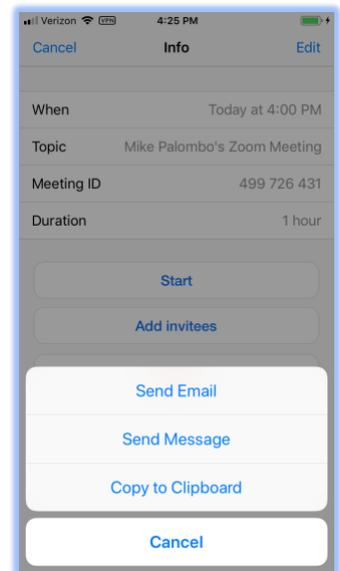
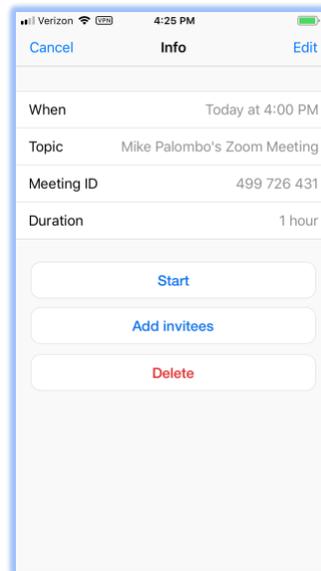
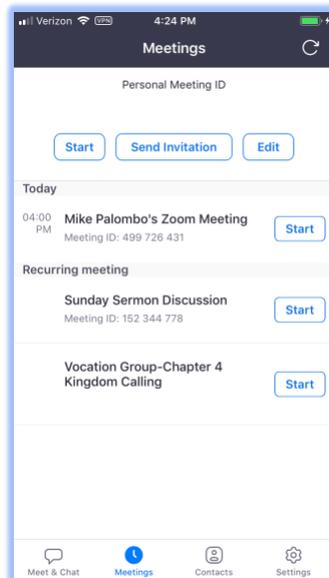
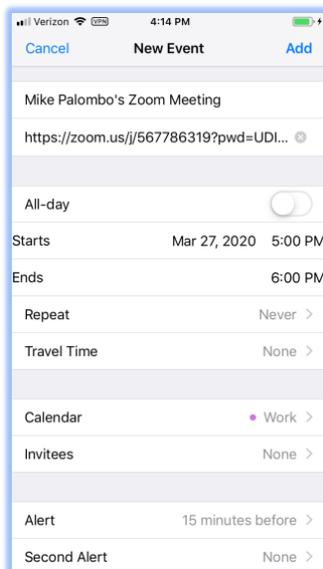
j. Click Copy Link and then paste this link in an email you will send to your participants in the meeting or text this link to people through your phone.

II. With a smartphone

a. Open Your App on your phone.



- b. Write the topic of your meeting in the top box.
- c. Starts: Set the date and time for the upcoming meeting.
- d. Duration: Set the length of meeting.
- e. Time Zone: Make sure it says the correct time zone.
- f. Under Password: Click require meeting password if you want it to be more secure.
- g. Under Video click Host video on if you want your video on at the beginning of the meeting and click Participant video on if you want theirs on at the beginning.
- h. Under Audio: If you have only computer, smartphone, or tablet users choose device audio only. If you have anyone joining also with a landline phone/non-smartphone choose Telephone and device Audio.
- i. Click Done on the top right.



- j. Click add to finalize the meeting and add it to your meeting list.
- k. Then from the home screen click the meeting icon which is the second icon on the bottom from the left.
- l. Choose the meeting from your meeting list that you want to invite others to join.
- m. Then click Add invitees.
- n. Invite them by choosing either to send email, send message or copy the invite to your clipboard to send some other way.