Schedule a meeting

Start the application and click on "Schedule Meeting"
Meeting Details

1) Name the meeting

2) Set the date/time details for your meeting OR select "Recurring meeting" to create a meeting link that will remain stable for one year.

3) Choose the type of meeting (Note: start with the video meeting and then switch to screen share mode if desired).

4) You have the option of password-protecting the meeting.

5) "Enable join before host" to allow others to join the meeting before you do. In that event, you will receive an email that tells you your meeting attendees are waiting, and gives you a direct link to the meeting.

6) If your default calendar is Outlook, select "Other Calendars."

7) Click "Schedule."
Schedule a meeting

Share scheduled meeting invitation

Click "Copy to clipboard" (1) and paste this information into a calendar event or an email to share with your meeting attendees.

![Image showing meeting invitation details]

- **Join from a PC, Mac, iPad, iPhone or Android device:**
  - Please click this URL to start or join: https://nyit.zoom.us/j/622235
  - Or, go to https://nyit.zoom.us/join and enter meeting ID: 622 235

- **Join from dial-in phone line:**
  - Dial: +1 (424) 203-8450 or +1 (209) 255-1200
  - Meeting ID: 622 235 781
  - Participant ID: Shown after joining the meeting
  - International numbers available: https://nyit.zoom.us/teleconferenc
Find a meeting your have already scheduled

On the Home screen, click on "Meetings" (1) to see all your scheduled meetings. Click the "Recorded" button (2) at the top of the screen to access recordings of previous meetings.

Pro account holders have a permanent Personal Meeting ID (3) that you can customize by clicking the "Edit" button. You may find it convenient to set this ID to be your NYIT phone number. You can then put this meeting ID on your syllabus and use it for virtual office hours, etc.

If you hover the mouse over a meeting, you will see buttons (4) that allow you to:
* start a meeting session
* edit the details of the meeting
* delete the meeting
* copy the meeting URL onto the clipboard