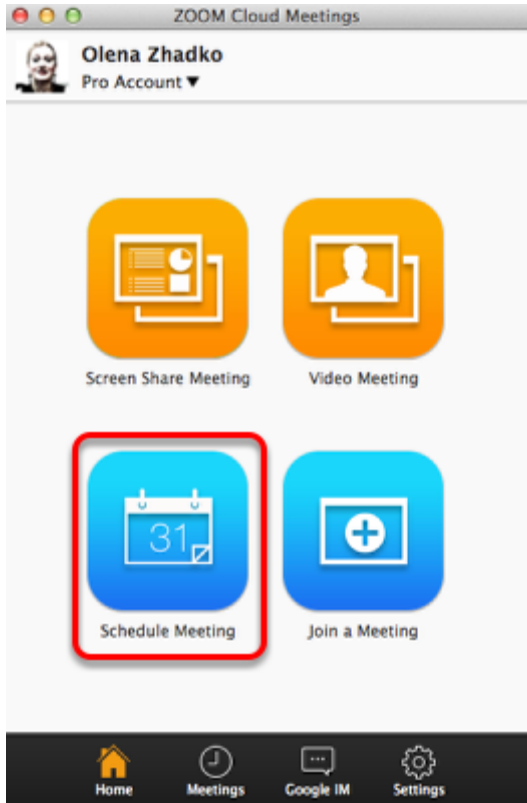


Schedule a meeting

Start the application and click on "Schedule Meeting"



Schedule a 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."

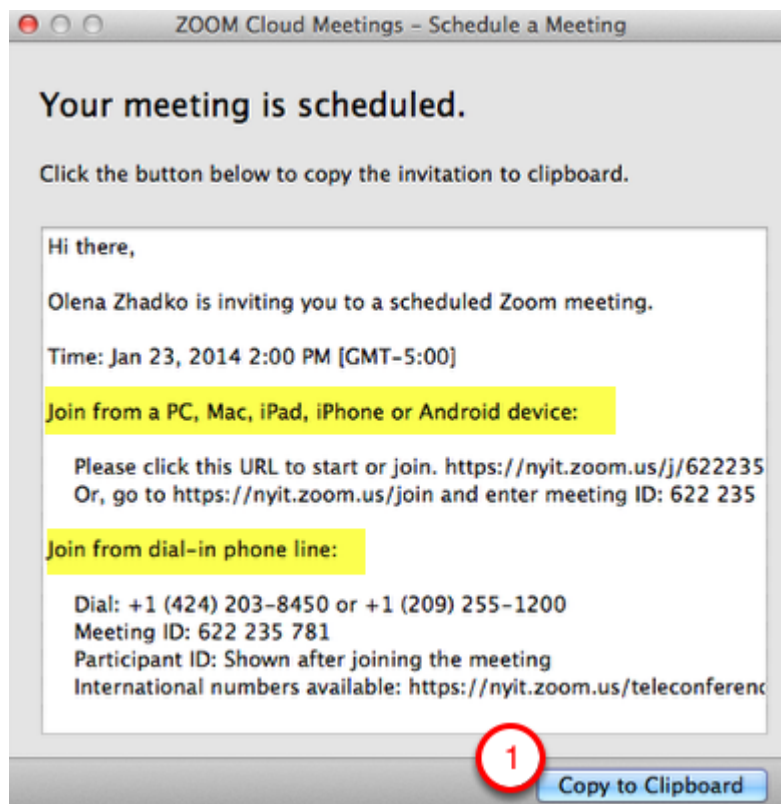
The screenshot shows the 'ZOOM Cloud Meetings - Schedule a Meeting' window. It contains several sections with numbered callouts:

- 1**: Topic field containing 'Olena Zhadko's Zoom Meeting'.
- 2**: Start date and time set to '1/23/2014 1:00 PM'.
- 3**: Meeting Type section with 'Video Meeting (Video starts automatically)' selected.
- 4**: 'Require meeting password' checkbox and an empty password field.
- 5**: 'Enable join before host' checkbox.
- 6**: Calendar section with 'Other Calendars' selected.
- 7**: The 'Schedule' button at the bottom right.

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.



Schedule a meeting

Find a meeting you 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

