Scheduling a Meeting
Via ZOOM

BETA
HOW DO I SCHEDULE A MEETING?

To schedule a meeting, first you must open your zoom application and log in to Zoom, then click-on the "Schedule" icon (see below)

Scheduling

Once you have opened the zoom **scheduler**, You can then start to set-up your future zoom meeting. See below for details–

**Note:** All scheduled meetings can be started by the host at any time. Regardless of the date and time settings.
- **Topic**: Choose a topic/name for your meeting.
- **When**: Select a date, and time of your meeting.
- **Timezone**: By default, zoom will use your computer's time zone setting. To change the time zone, click on the highlighted link.
- **Start with screen sharing**: start your meeting from a screen share (Without video).
- **Start with video**: Start your meeting from video mode.
- **Recurring meeting**: Choose if you would like a recurring meeting (i.e. *The meeting ID will be persistent for the recurring meetings*).
- **Password**: You can select and input your *password* here. Joining participants will be required to input this before joining your scheduled meeting.
- **Enable join before host**: Allow participants to join your meeting before you.
  
  **Note**: The meeting will end after 40-minutes if the host never joins.
- **Calendar**: Add to any selected calendar and send out invites to participants.
- **Schedule**: Click here to finish and open up which ever calendar you have selected.
Schedule

After you are done setting up your Scheduled meeting, "Click-on" the Schedule icon at the lower right-hand side of the window.

1. Nonrecurring meeting (one time), an example using Outlook

Hi there,

imazariegos@nl.edu is inviting you to a scheduled Zoom meeting.

Time: Feb 3, 2014 3:00 PM [GMT-6:00]

Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to start or join. https://nl.zoom.us/j/182738819

Or, go to https://nl.zoom.us/join and enter meeting ID: 182 738 819

2. Recurring meetings, example using Outlook
Hi there,

jmazariegos@ni.com

Time: Feb 3, 2014
Join from a PC, Mac, or mobile device

Please click the image link to start your scheduled call.

Or, go to http://ni.zoom.us/join and enter meeting ID: 182 738 819

Starting your scheduled meetings?

To learn more about how-to update an already scheduled meeting, please click here!

Note:

Nonrecurring meeting ID will expire **30 days** after the meeting is started. You can re-start the same meeting ID as many times as you would like, within the 30–days.

Recurring meeting ID will expire **365 days** after the meeting is started on the first occurrence. You can re-use the meeting ID for future occurrence.