# How to Schedule a Zoom Meeting

1. Go to your web browser and type in www.zoom.us
2. Click on the SIGN IN (RED CIRCLE)
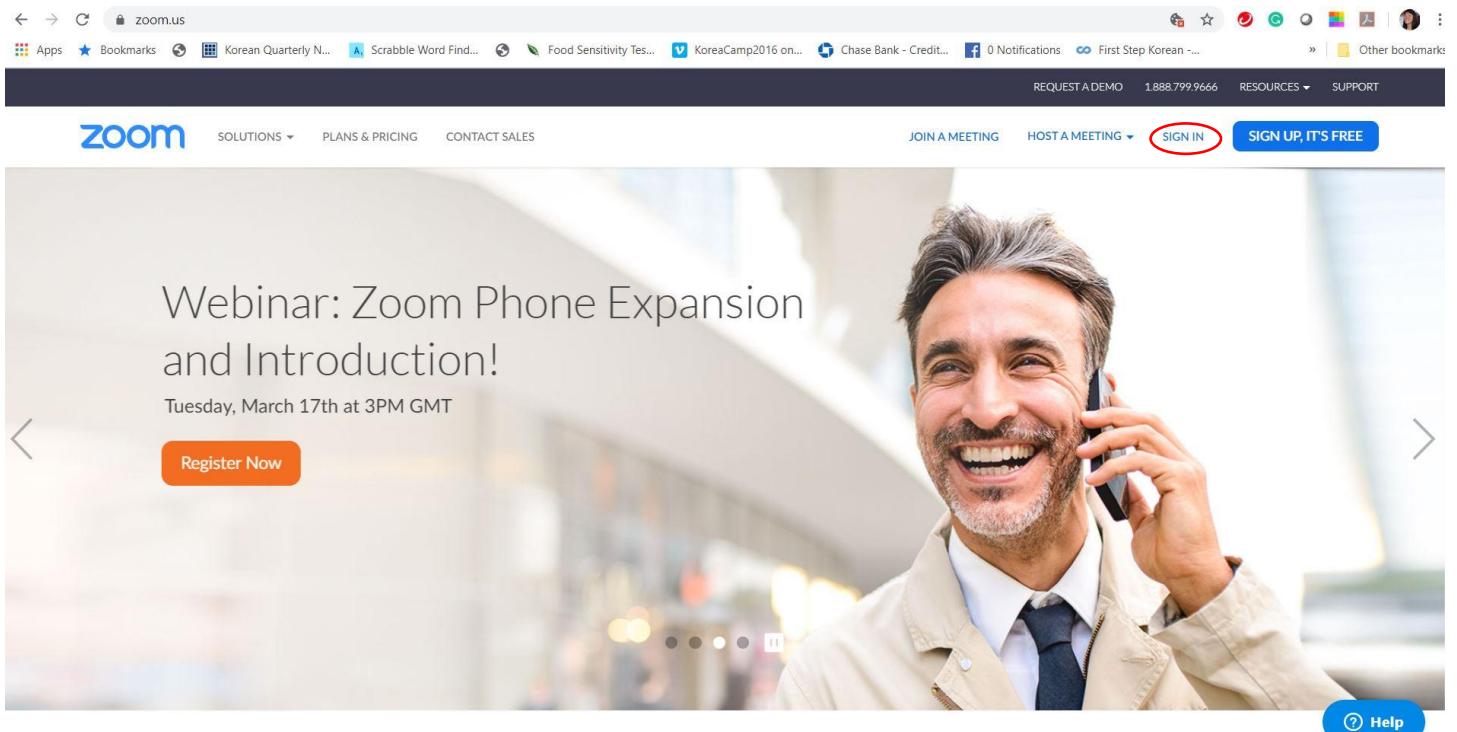
3. Type in your Username & Password and click the Sign In Button
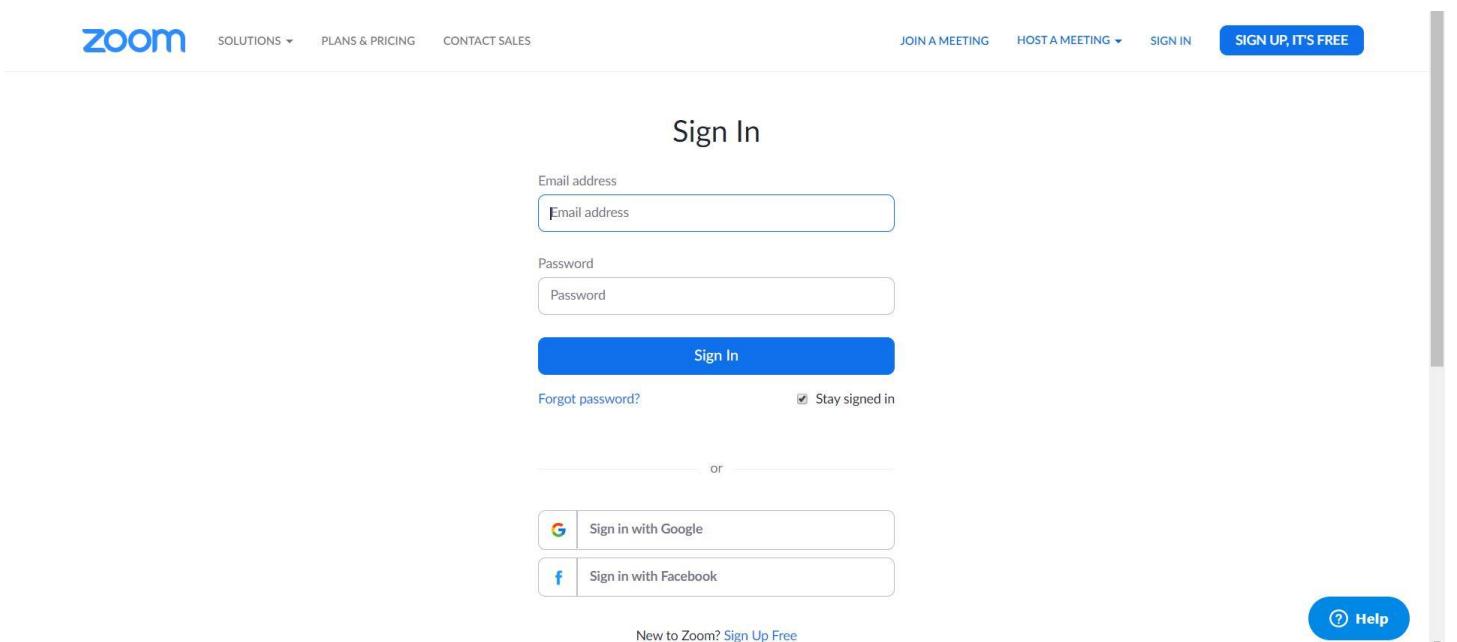
4. Click on the Meetings in the left column (RED CIRCLE)

5. Then click on the Schedule a New Meeting (RED CIRCLE)

6. Type in the name of your meeting/topic (RED CIRCLE)
7. Then type in the DATE/TIME (RED BOX)
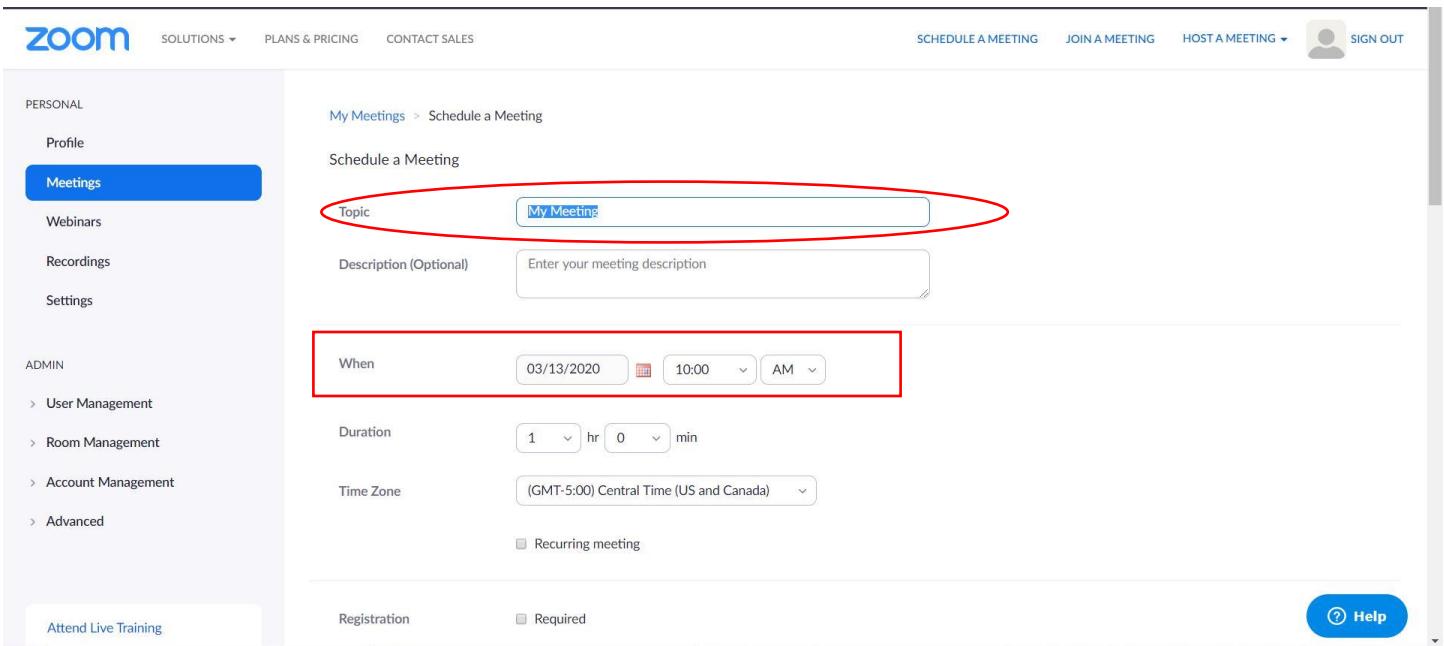
8. Then make sure the Video Host/Participant buttons are ON (RED CIRCLE)
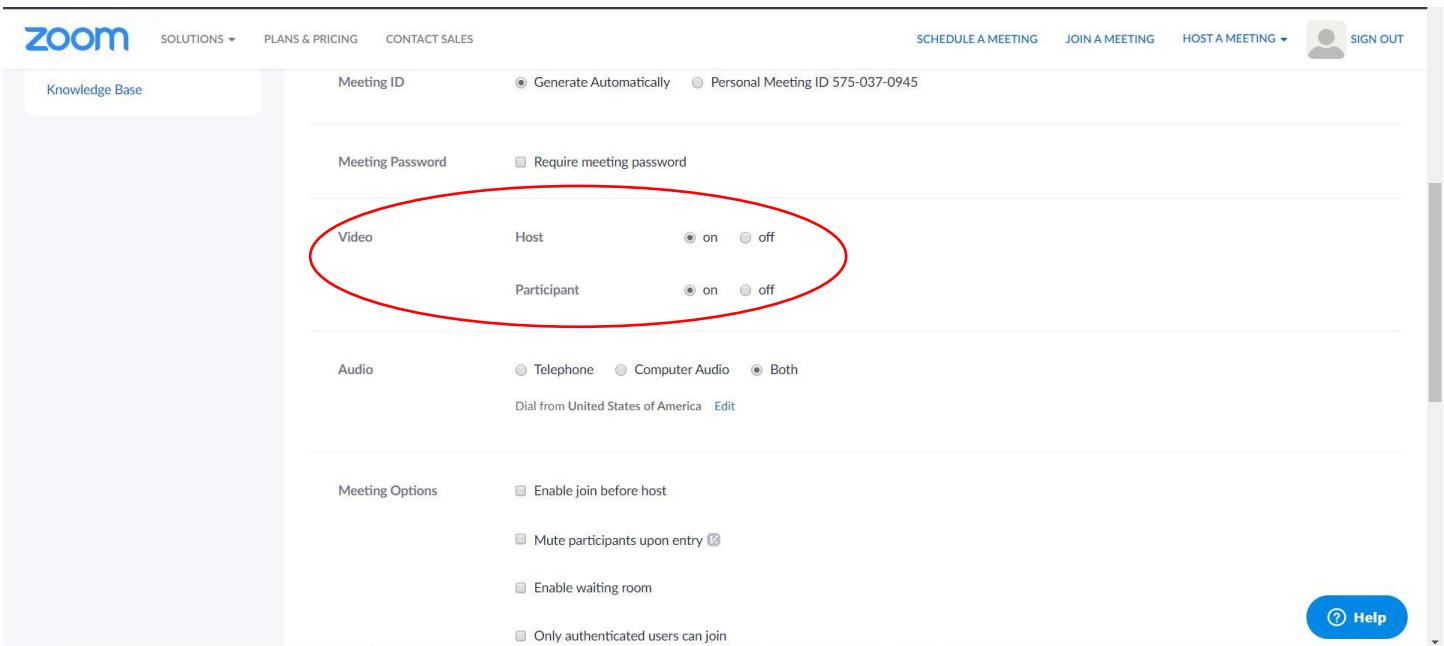
9. Click SAVE (RED CIRCLE)
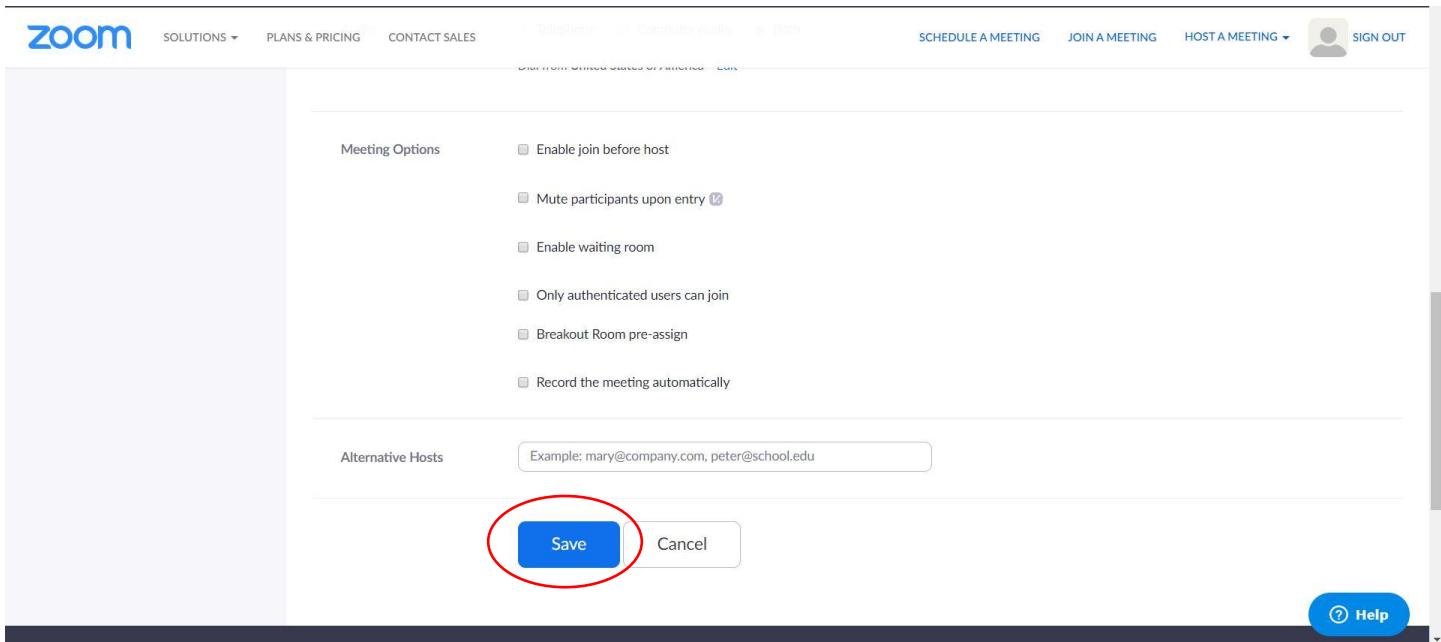
10. You will get this screen, check to make sure the date/time and meeting topic is correct and then Click Copy Invitation (RED CIRCLE)
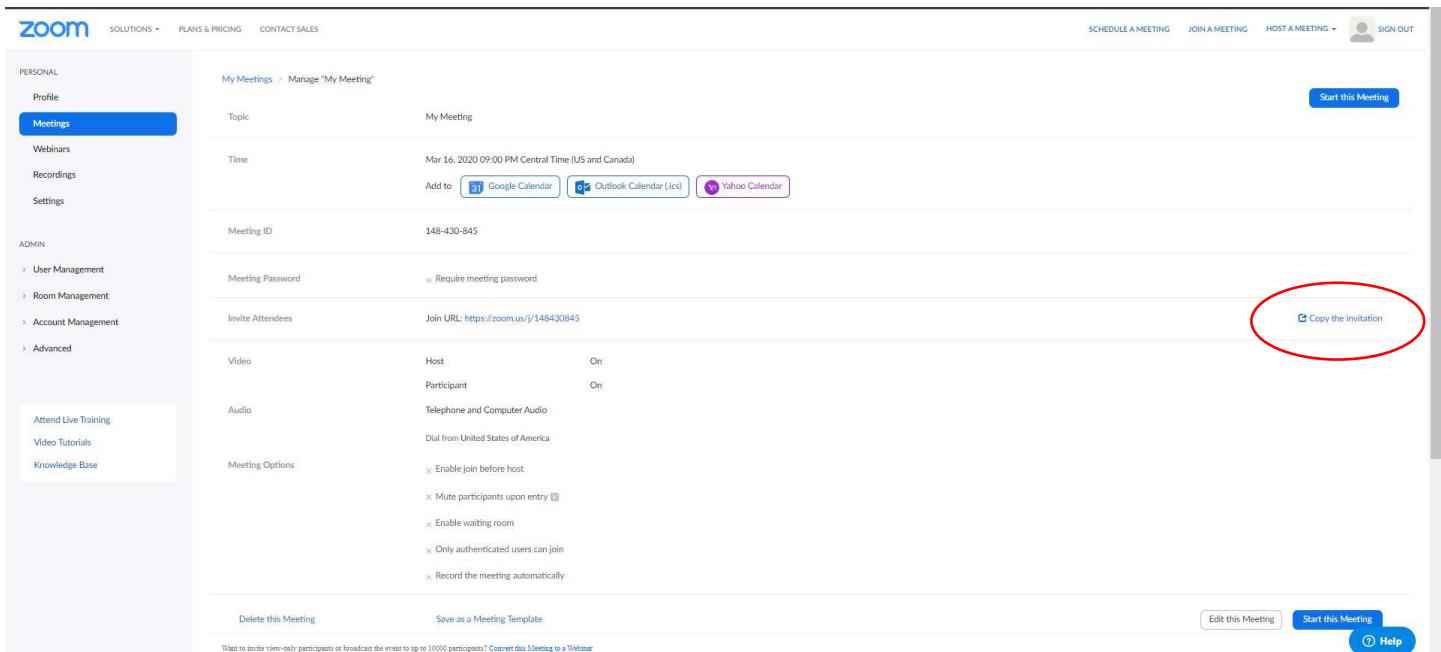
11. You will see this screen, Click the Blue Button (RED CIRCLE)

Copy Meeting Invitation   ✕

Meeting Invitation

Southwestern Texas Synod is inviting you to a scheduled Zoom meeting.

Topic: My Meeting
Time: Mar 16, 2020 09:00 PM Central Time (US and Canada)

Join Zoom Meeting
https://zoom.us/j/148430845

Meeting ID: 148 430 845

One tap mobile
+13462487799,,148430845# US (Houston)
+16699006833,,148430845# US (San Jose)

Dial by your location
        +1 346 248 7799 US (Houston)
        +1 669 900 6833 US (San Jose)
        +1 408 638 0968 US (San Jose)
        +1 646 876 9923 US (New York)

Copy Meeting Invitation   Cancel

12. Paste the information in the body of an email that you are ready to send to your participants.

How to Start a Zoom Meeting

1. Open web browser and type in www.zoom.us
2. Sign In with your Username and Password
3. Go to Meetings in the left column and find the meeting you are wanting to start (RED BOX)
4. Click on the word START (RED CIRCLE)

5. You will get this screen, Click on OPEN ZOOM MEETINGS (RED CIRCLE)

6. You will get this screen, you are now in your meeting. Readjust your viewing screen to the right or wherever you want it. (RED BOX)
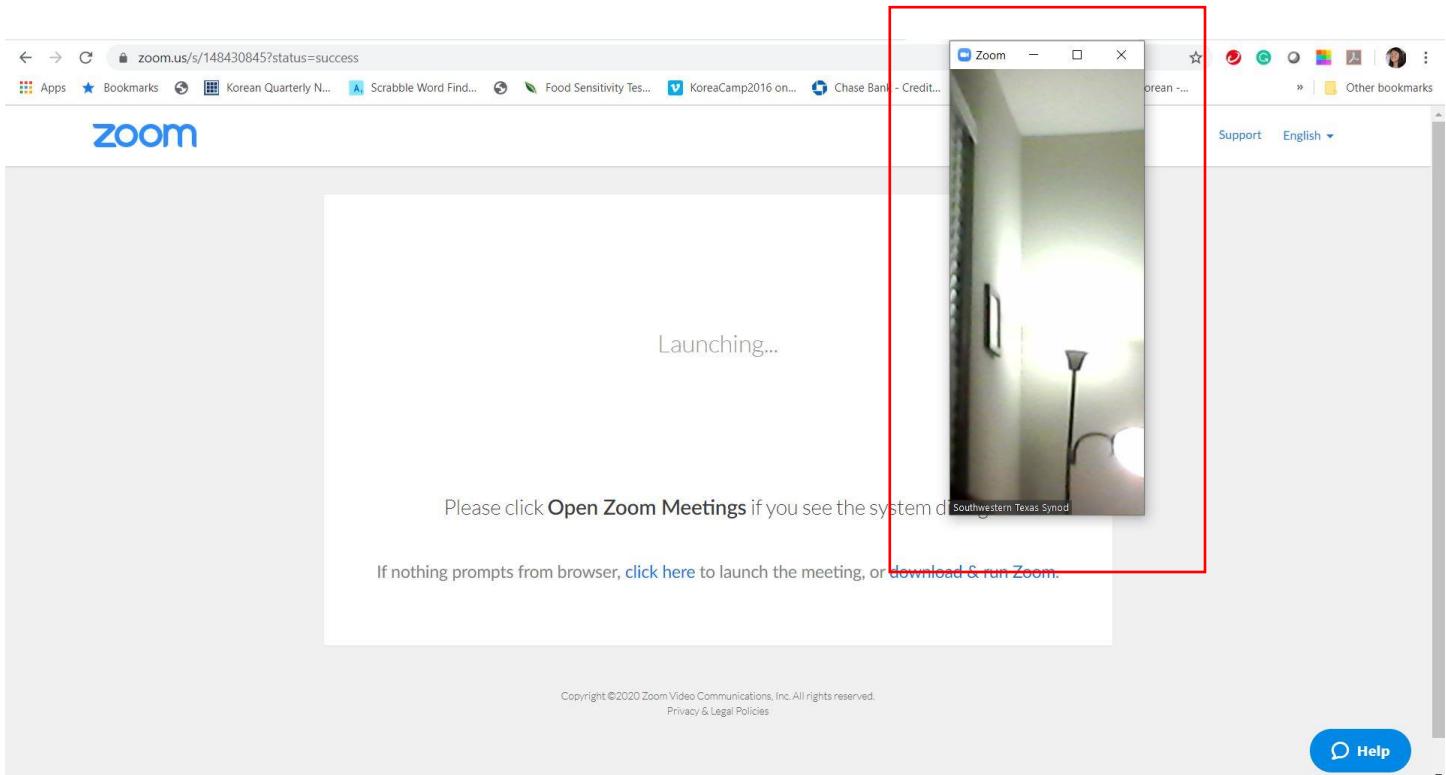
7. Next take a look at your menu (RED BOX), to share a screen, click the SHARE button (RED CIRCLE)
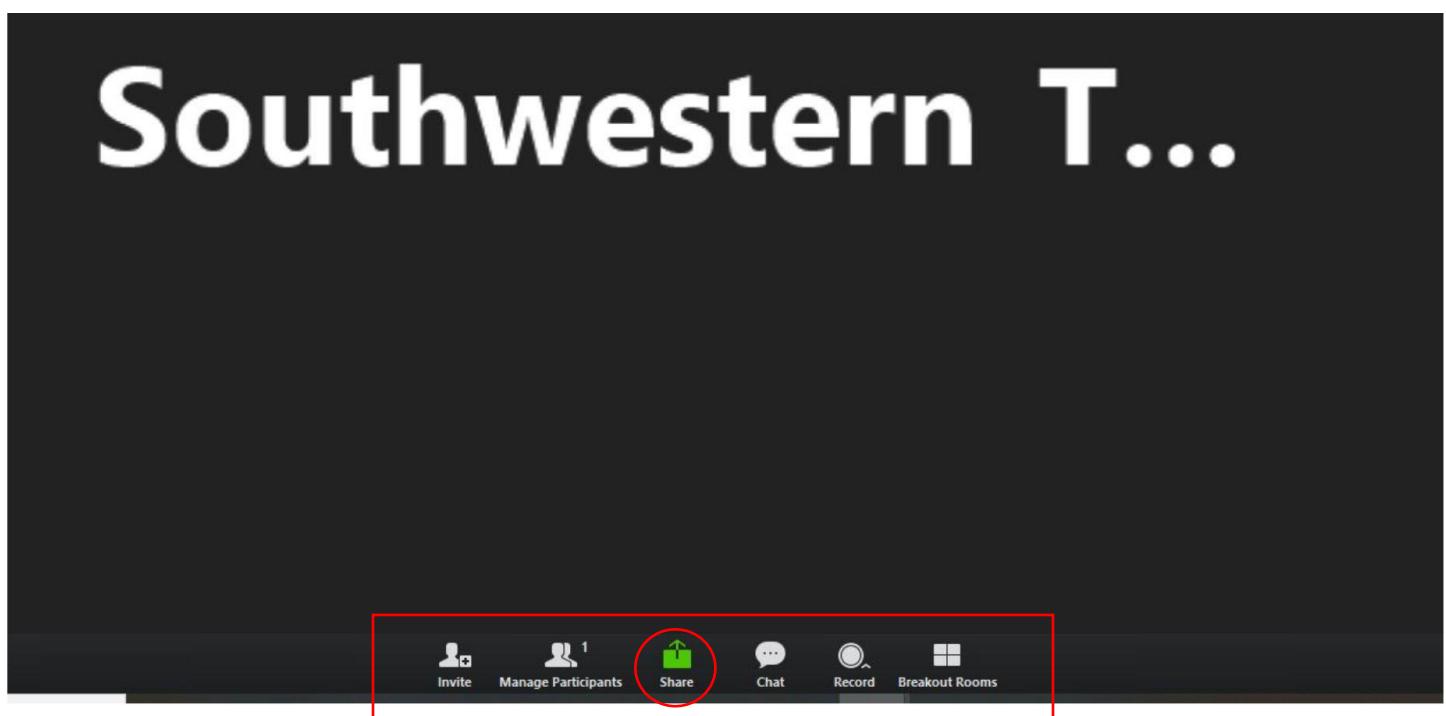
Note the MUTE BUTTON and the CAMERA BUTTON (RED CIRCLE)
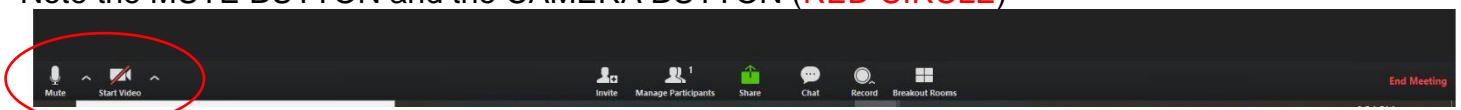
8. You will get this screen, then click on the screen you want to share (RED CIRCLE) and then Click SHARE (RED BOX). Your screen will be shared.
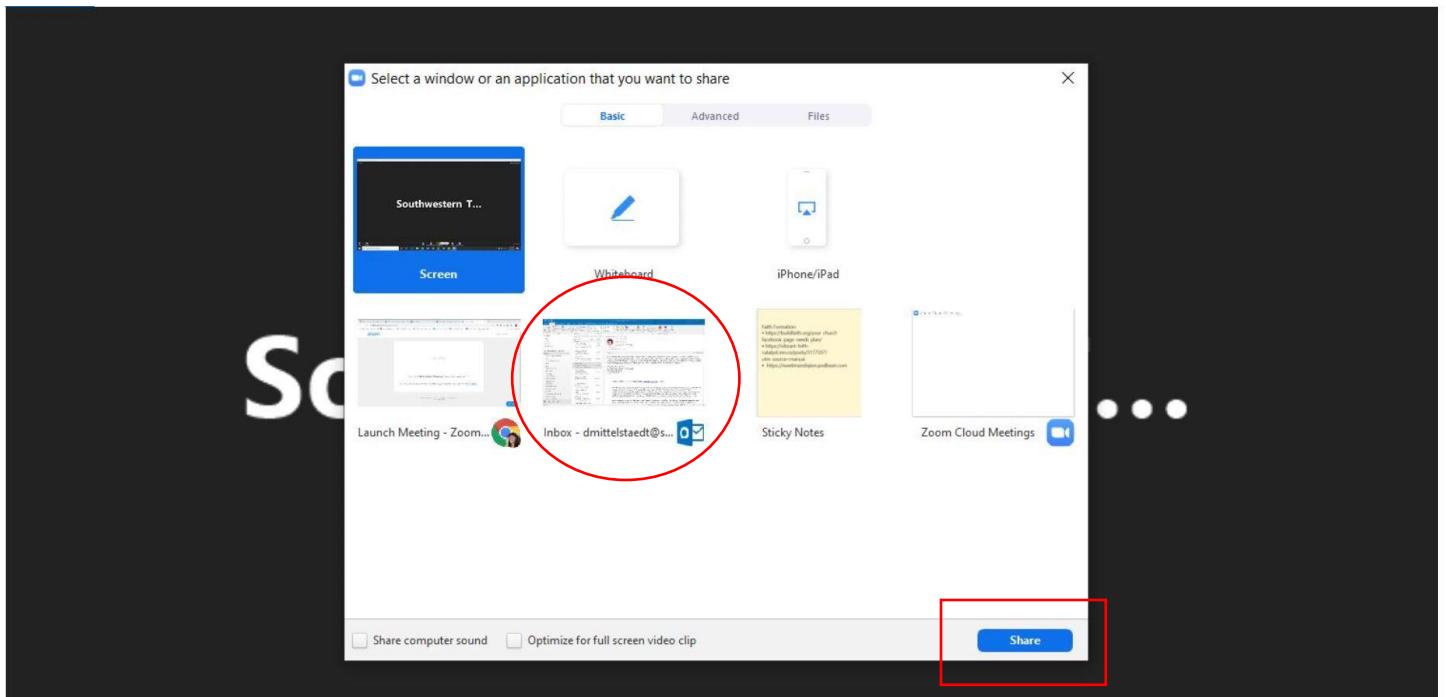

9. Please indicate to your participants that when they are not talking, to please MUTE THEMSELVES so feedback won't be a problem.
10. To end the meeting, Click END MEETING (RED CIRCLE). This ends it for ALL people.
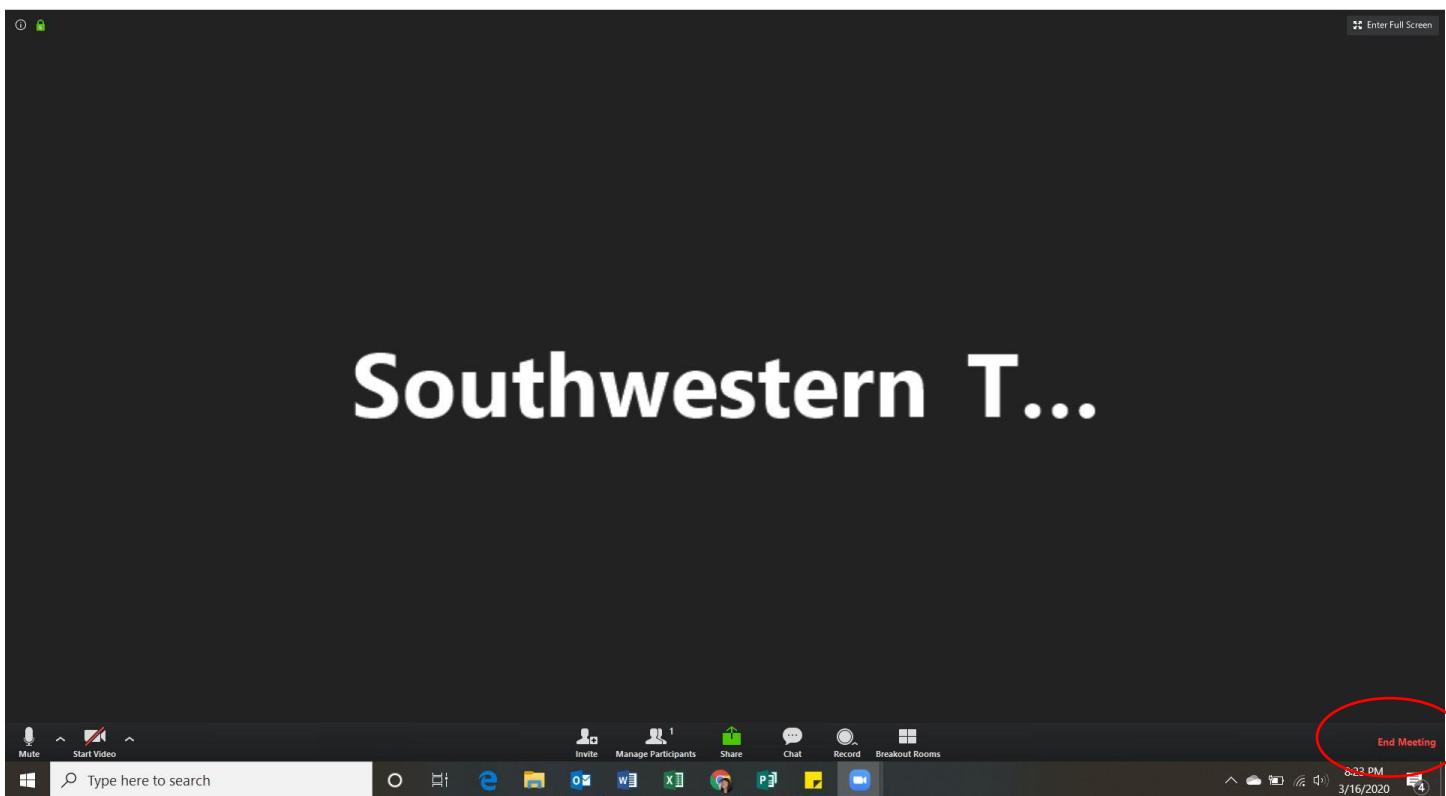
CONGRATULATIONS! YOU HAVE MASTERED ZOOM!