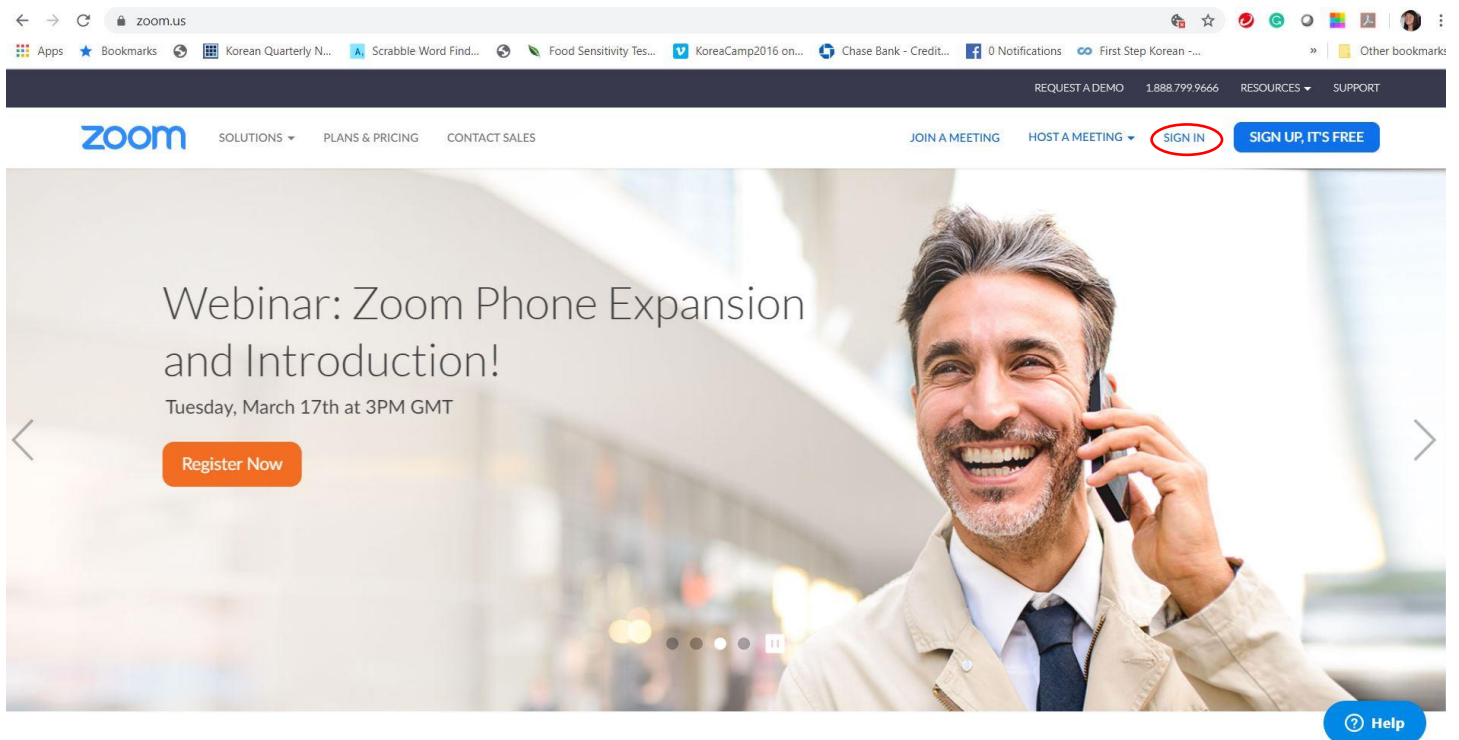
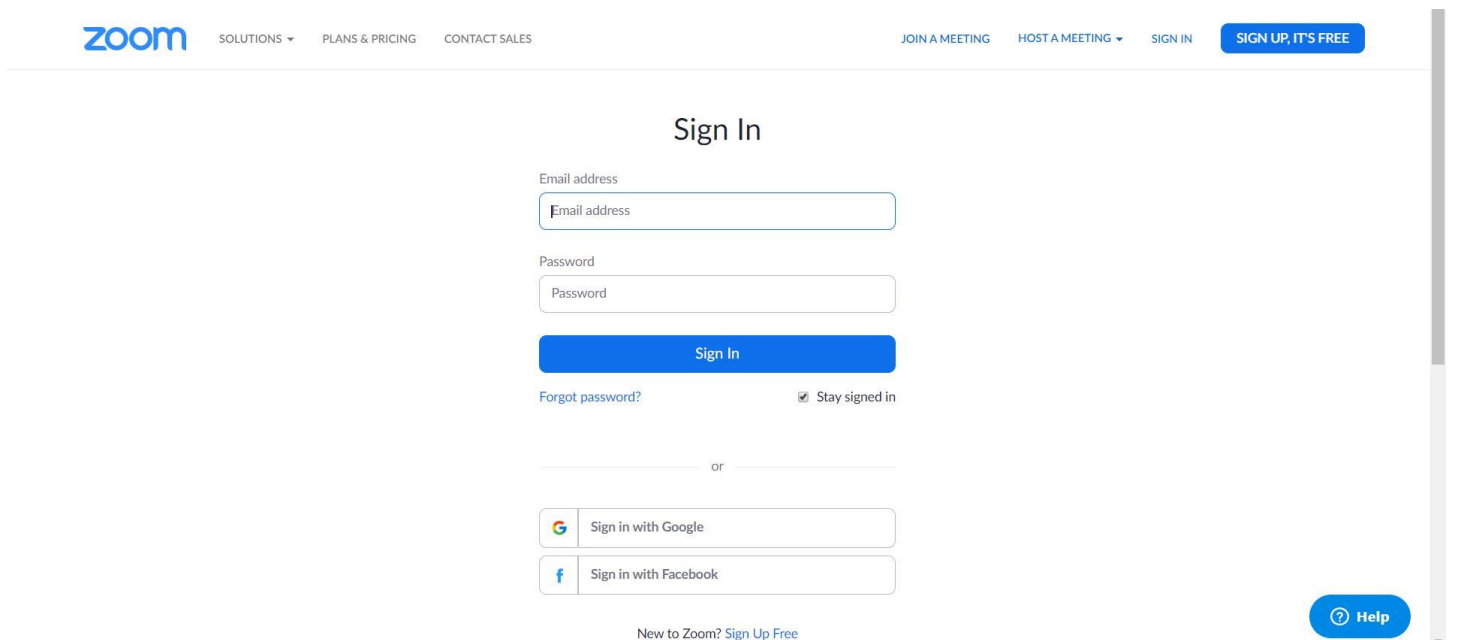


How to Schedule a Zoom Meeting

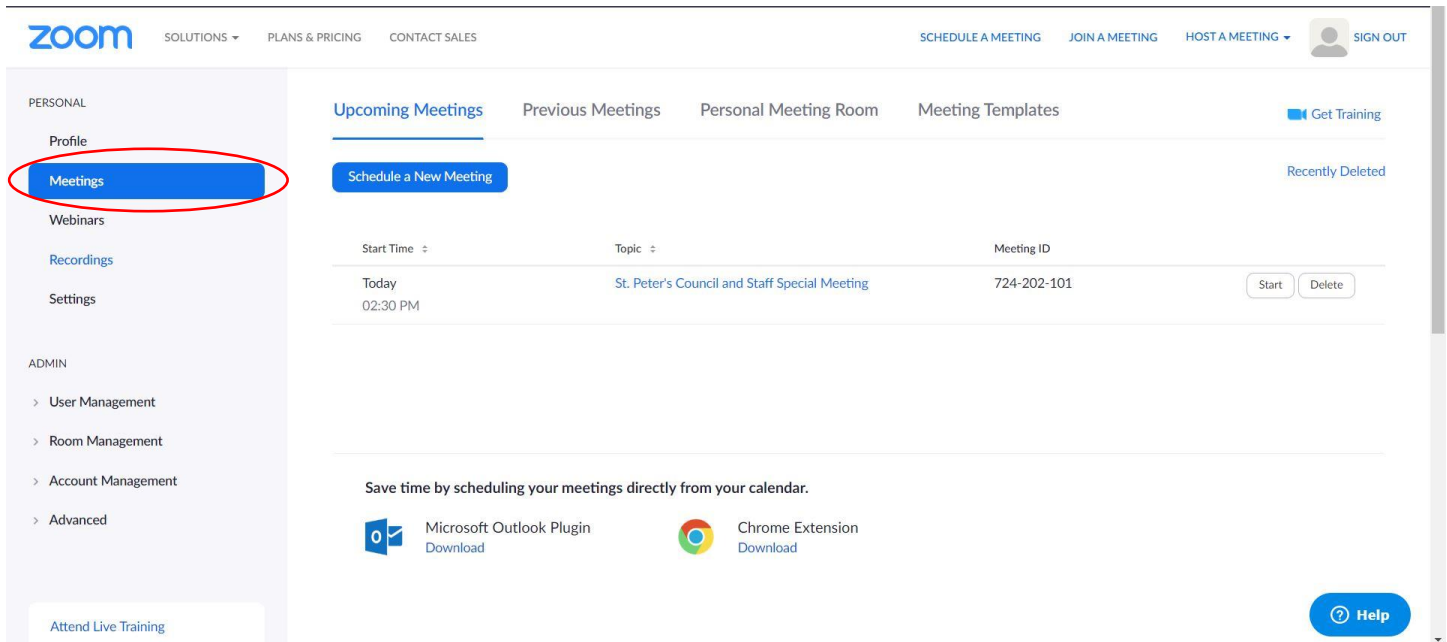
1. Go to your web browser and type in www.zoom.us
2. Click on the SIGN IN (RED CIRCLE)



3. Type in your Username & Password and click the Sign In Button

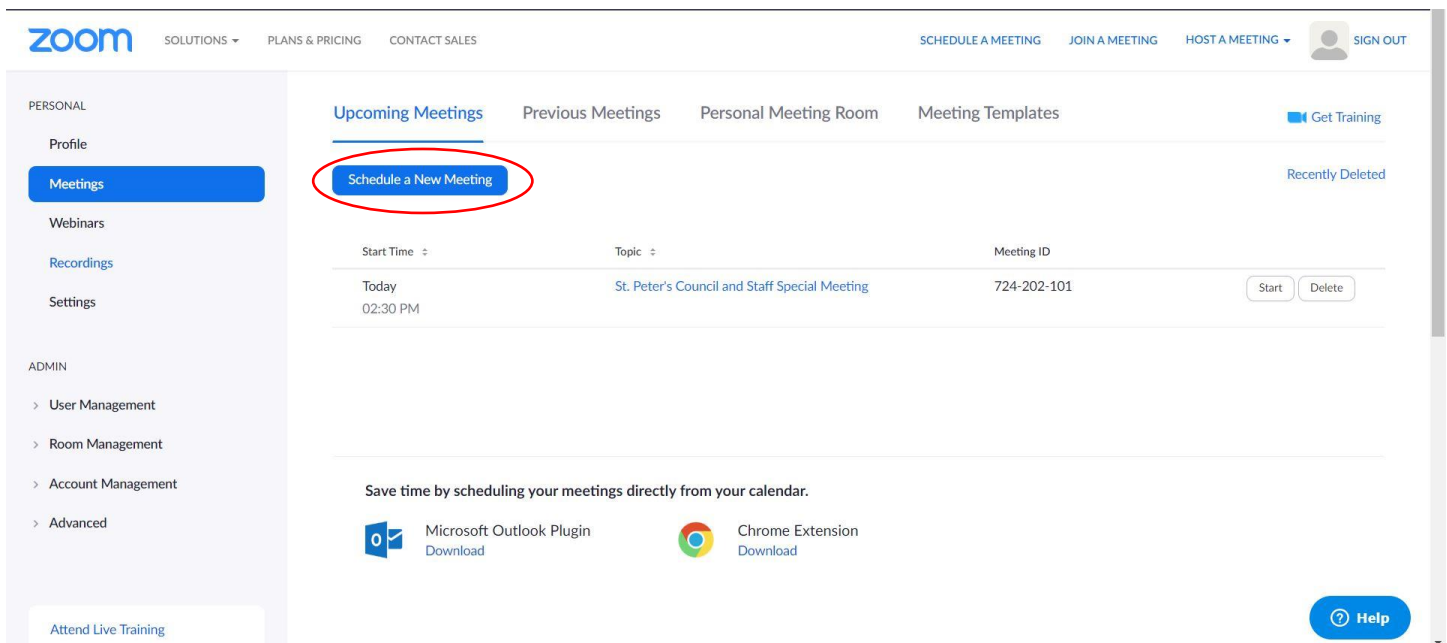


4. Click on the Meetings in the left column (RED CIRCLE)



The screenshot shows the Zoom web interface. In the left sidebar, under the 'PERSONAL' section, the 'Meetings' option is highlighted with a red circle. The main content area shows the 'Upcoming Meetings' tab selected. At the top of this tab, there is a blue button labeled 'Schedule a New Meeting', which is also highlighted with a red circle. Below this button is a table with columns for 'Start Time', 'Topic', and 'Meeting ID'. The table contains one entry: 'Today 02:30 PM' for the topic 'St. Peter's Council and Staff Special Meeting' with Meeting ID '724-202-101'. To the right of the table are 'Start' and 'Delete' buttons. At the bottom of the main content area, there is a section titled 'Save time by scheduling your meetings directly from your calendar.' with links to 'Microsoft Outlook Plugin Download' and 'Chrome Extension Download'. A 'Help' button is located in the bottom right corner.

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



This screenshot is identical to the previous one, showing the Zoom web interface. The 'Meetings' option in the left sidebar is highlighted with a red circle. In the main content area, under the 'Upcoming Meetings' tab, the 'Schedule a New Meeting' button is highlighted with a red circle. The table below it shows the same meeting entry: 'Today 02:30 PM' for 'St. Peter's Council and Staff Special Meeting' with ID '724-202-101'. The 'Save time by scheduling your meetings directly from your calendar.' section and the 'Help' button are also visible.

6. Type in the name of your meeting/topic (RED CIRCLE)
7. Then type in the DATE/TIME (RED BOX)

zoom SOLUTIONS PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING SIGN OUT

PERSONAL

Profile

Meetings

Webinars

Recordings

Settings

ADMIN

> User Management

> Room Management

> Account Management

> Advanced

Attend Live Training

My Meetings > Schedule a Meeting

Schedule a Meeting

Topic

Description (Optional)

When

Duration hr min

Time Zone

☐ Recurring meeting

Registration ☐ Required

Help

8. Then make sure the Video Host/Participant buttons are ON (RED CIRCLE)

zoom SOLUTIONS PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING SIGN OUT

Knowledge Base

Meeting ID ☒ Generate Automatically ☐ Personal Meeting ID 575-037-0945

Meeting Password ☐ Require meeting password

Video

Host ☒ on ☐ off

Participant ☒ on ☐ off

Audio ☐ Telephone ☐ Computer Audio ☒ Both

Dial from United States of America [Edit](#)

Meeting Options

☐ Enable join before host

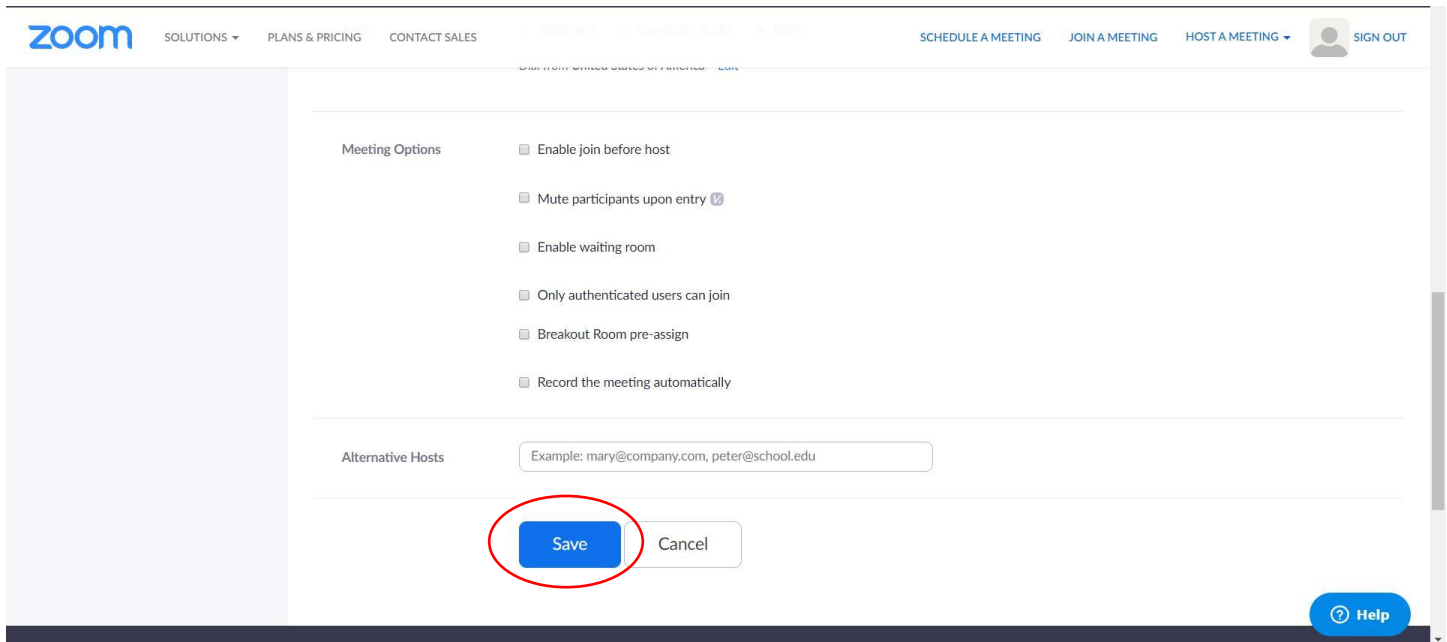
☐ Mute participants upon entry [?](#)

☐ Enable waiting room

☐ Only authenticated users can join

Help

9. Click SAVE (RED CIRCLE)



The screenshot shows the Zoom 'Meeting Options' configuration page. The 'Save' button is highlighted with a red circle. The page includes a top navigation bar with the Zoom logo and links for SOLUTIONS, PLANS & PRICING, CONTACT SALES, and a 'Room' tab. The main content area has a left sidebar and a central form. The form contains a 'Meeting Options' section with several checkboxes: 'Enable join before host', 'Mute participants upon entry' (checked), 'Enable waiting room', 'Only authenticated users can join', 'Breakout Room pre-assign', and 'Record the meeting automatically'. Below this is an 'Alternative Hosts' section with a text input field containing the example 'mary@company.com, peter@school.edu'. At the bottom of the form are 'Save' and 'Cancel' buttons. A 'Help' button is located in the bottom right corner.

zoom SOLUTIONS PLANS & PRICING CONTACT SALES [Phone](#) [Computer Audio](#) [Room](#) SCHEDULE A MEETING JOIN A MEETING HOST A MEETING SIGN OUT

Meeting Options

- ☐ Enable join before host
- ☒ Mute participants upon entry
- ☐ Enable waiting room
- ☐ Only authenticated users can join
- ☐ Breakout Room pre-assign
- ☐ Record the meeting automatically

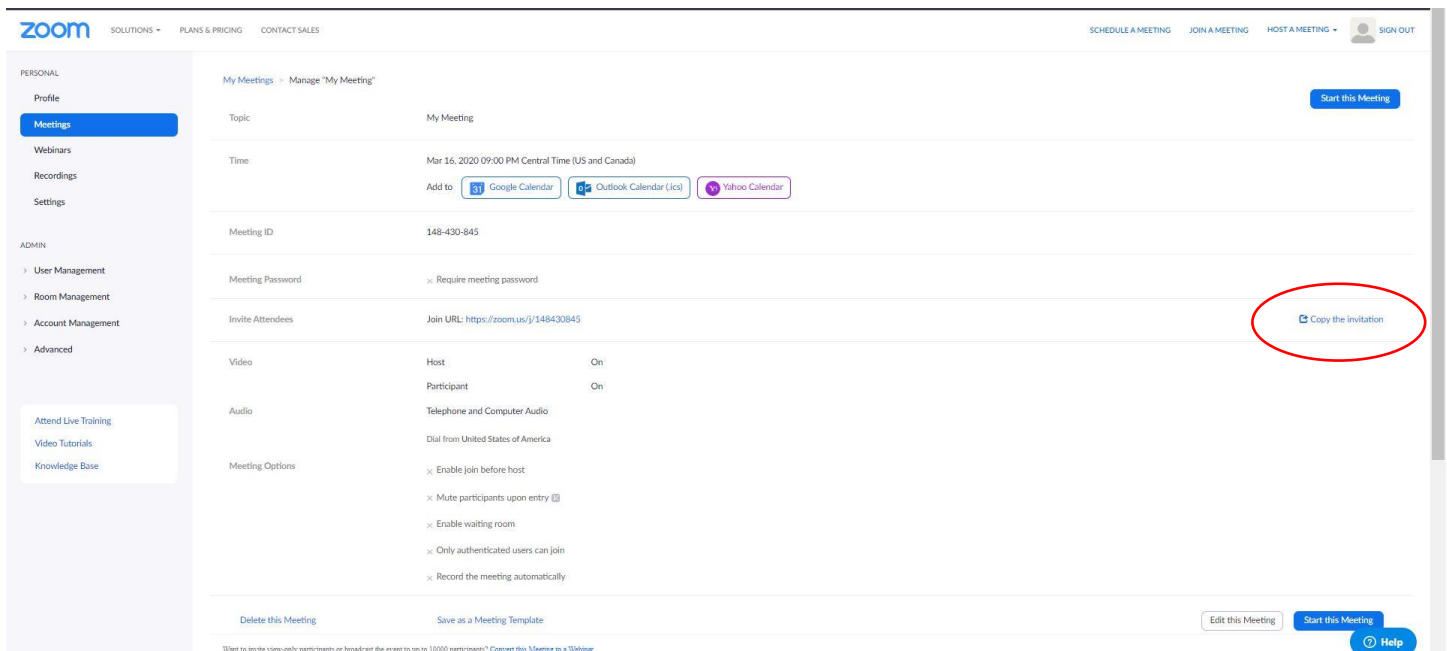
Alternative Hosts

Example: mary@company.com, peter@school.edu

Save Cancel

Help

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)



The screenshot shows the Zoom 'Manage Meeting' page. The 'Copy the invitation' button is highlighted with a red circle. The page has a top navigation bar with the Zoom logo and links for SOLUTIONS, PLANS & PRICING, CONTACT SALES, and a 'Room' tab. The left sidebar is divided into 'PERSONAL' (Profile, Meetings, Webinars, Recordings, Settings) and 'ADMIN' (User Management, Room Management, Account Management, Advanced) sections. The main content area shows the 'My Meetings' list with a 'Manage "My Meeting"' link. The meeting details include: Topic (My Meeting), Time (Mar 16, 2020 09:00 PM Central Time (US and Canada)), Meeting ID (148-430-845), Meeting Password (Require meeting password), and Invite Attendees (Join URL: https://zoom.us/j/148430845). The 'Copy the invitation' button is located next to the Join URL. The bottom of the page has links for 'Delete this Meeting', 'Save as a Meeting Template', 'Edit this Meeting', and 'Start this Meeting'. A 'Help' button is in the bottom right corner.

zoom SOLUTIONS PLANS & PRICING CONTACT SALES [Phone](#) [Computer Audio](#) [Room](#) SCHEDULE A MEETING JOIN A MEETING HOST A MEETING SIGN OUT

PERSONAL

- Profile
- Meetings
- Webinars
- Recordings
- Settings

ADMIN

- User Management
- Room Management
- Account Management
- Advanced

Attend Live Training

Video Tutorials

Knowledge Base

My Meetings > Manage "My Meeting"

Start this Meeting

Topic: My Meeting

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

Add to: [Google Calendar](#) [Outlook Calendar \(.ics\)](#) [Yahoo Calendar](#)

Meeting ID: 148-430-845

Meeting Password: Require meeting password

Invite Attendees: Join URL: <https://zoom.us/j/148430845>

Copy the invitation

Video: Host On Participant On

Audio: Telephone and Computer Audio

Dial from United States of America

Meeting Options

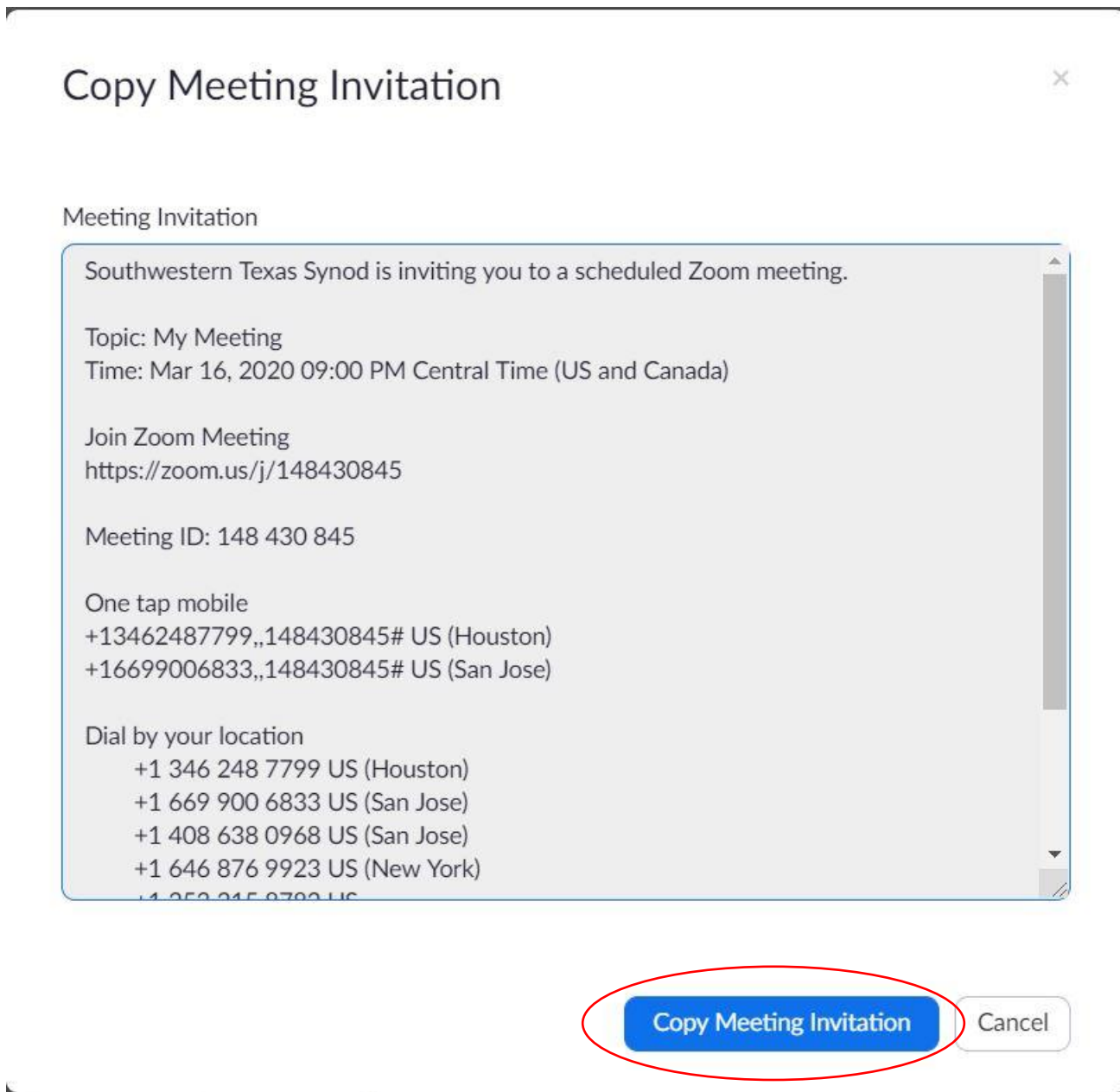
- ☒ Enable join before host
- ☒ Mute participants upon entry
- ☒ Enable waiting room
- ☒ Only authenticated users can join
- ☒ Record the meeting automatically

Delete this Meeting Save as a Meeting Template Edit this Meeting Start this Meeting

Help

Want to invite view-only participants or broadcast the event to up to 10000 participants? Convert this Meeting to a Webinar

11. You will see this screen, Click the Blue Button (RED CIRCLE)



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**)

The screenshot shows the Zoom web interface. On the left is a navigation menu with 'PERSONAL' and 'ADMIN' sections. The 'Meetings' option is selected. The main area displays 'Upcoming Meetings' with a table of scheduled meetings. The meeting 'Faith Formation Network' is highlighted with a red box. The 'Start' button for this meeting is circled in red.

Start Time	Topic	Meeting ID	Start	Delete
Recurring	Covid-19 Update and Resources	714-565-271	Start	Delete
Recurring	Zoom Training	164-214-747	Start	Delete
Wed, Mar 18 (Recurring) 10:00 AM	Southwestern Texas Synod Rostered Ministers, SAMS, & Vicars Meeting	210-895-887	Start	Delete
Thu, Mar 19 10:00 AM	Faith Formation Network	961-069-494	Start	Delete
Thu, Mar 19 01:00 PM	Bishop's Call re COVID-19	236-950-538	Start	Delete
Thu, Mar 19 (Recurring) 07:00 PM	Southwestern Texas Synod Gathering Q/A - COVID-19	968-029-435	Start	Delete
Tue, Mar 24 07:00 PM	Synod Council Meeting	419-246-893	Start	Delete
Wed, Mar 25 (Recurring)	Southwestern Texas Synod Rostered Ministers, SAMS, & Vicars Meeting	210-895-887	Start	Delete

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

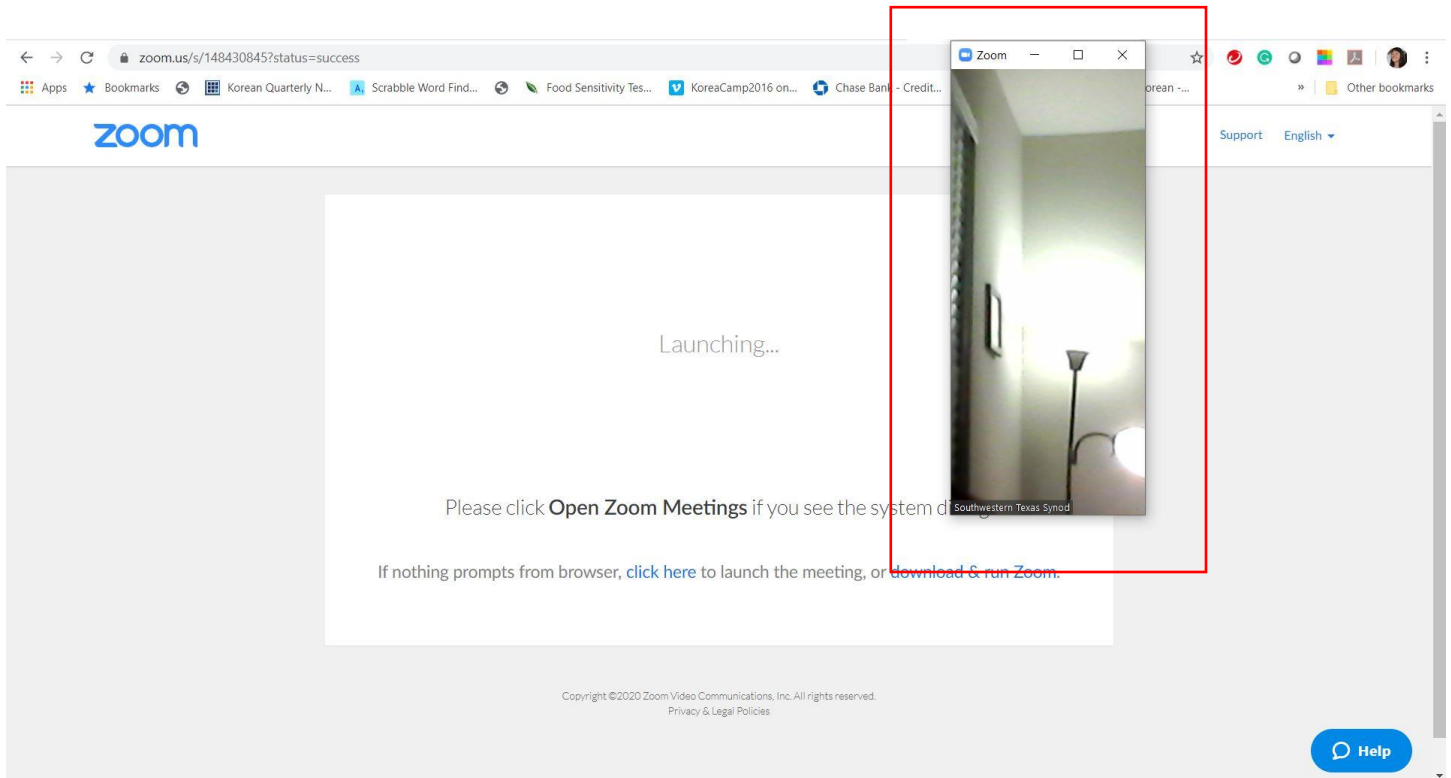
The screenshot shows the Zoom web interface with a 'Launching...' screen. A system dialog box is open, asking 'Open Zoom Meetings?' with the URL 'https://zoom.us wants to open this application.' The 'Open Zoom Meetings' button is circled in red. The background screen displays the text 'Launching...' and instructions to click 'Open Zoom Meetings' if a system dialog is seen.

Launching...

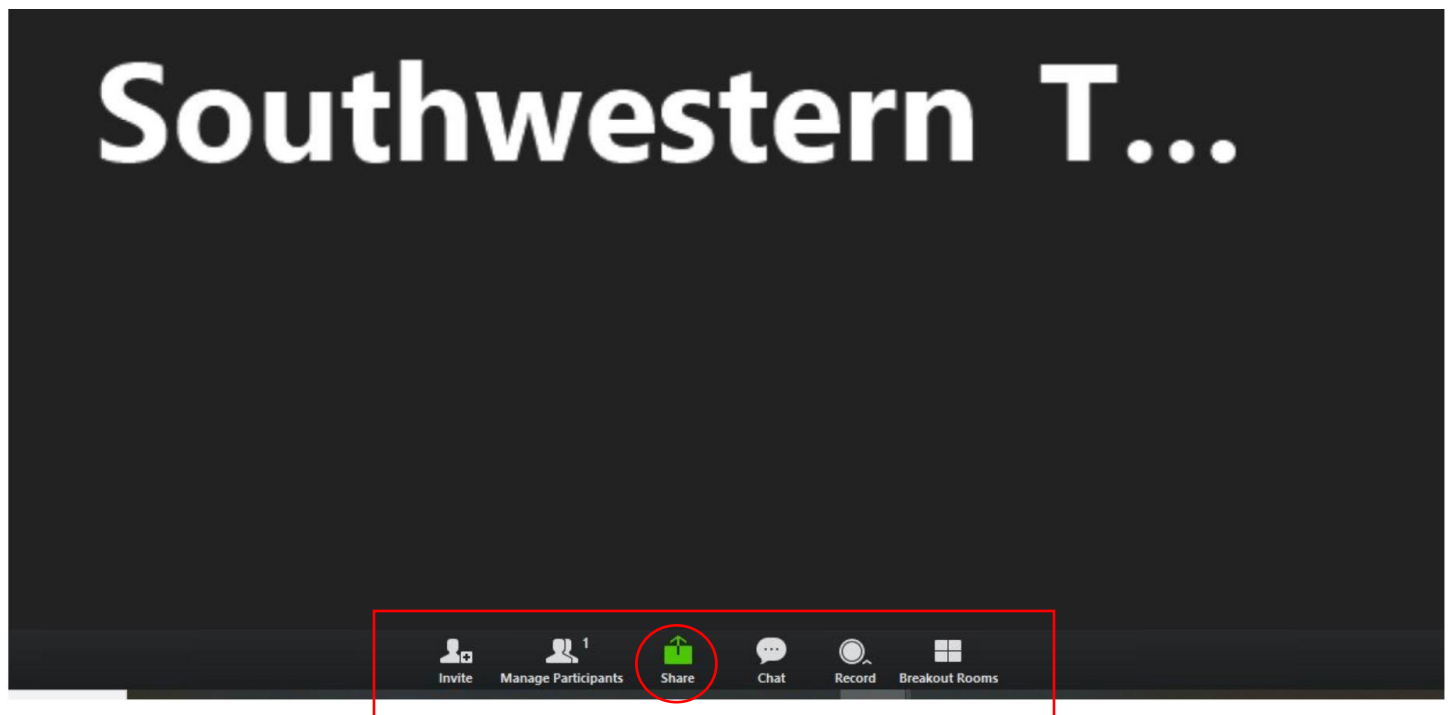
Please click **Open Zoom Meetings** if you see the system dialog.

If nothing prompts from browser, [click here](#) to launch the meeting, or [download & run Zoom](#).

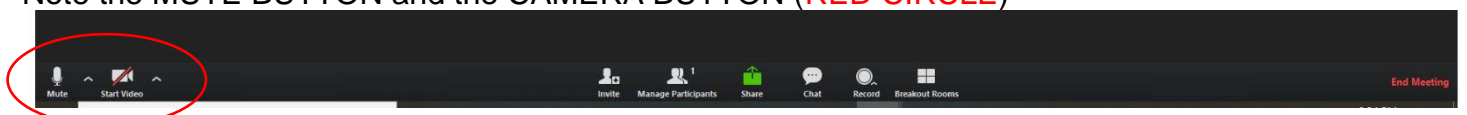
6. You will get this screen, you are now in your meeting. Readjust your viewing screen to the right or wherever you want it. (RED BOX)



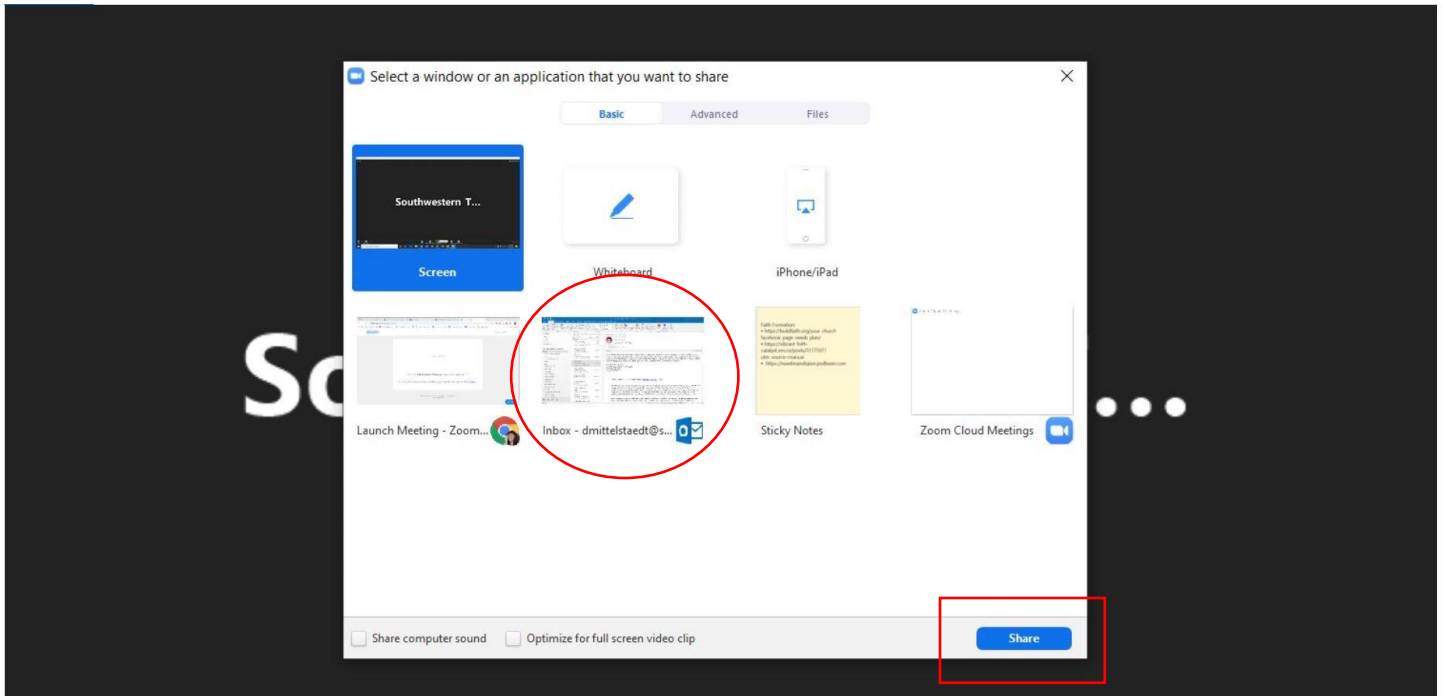
7. Next take a look at your menu (RED BOX), to share a screen, click the SHARE button (RED CIRCLE)



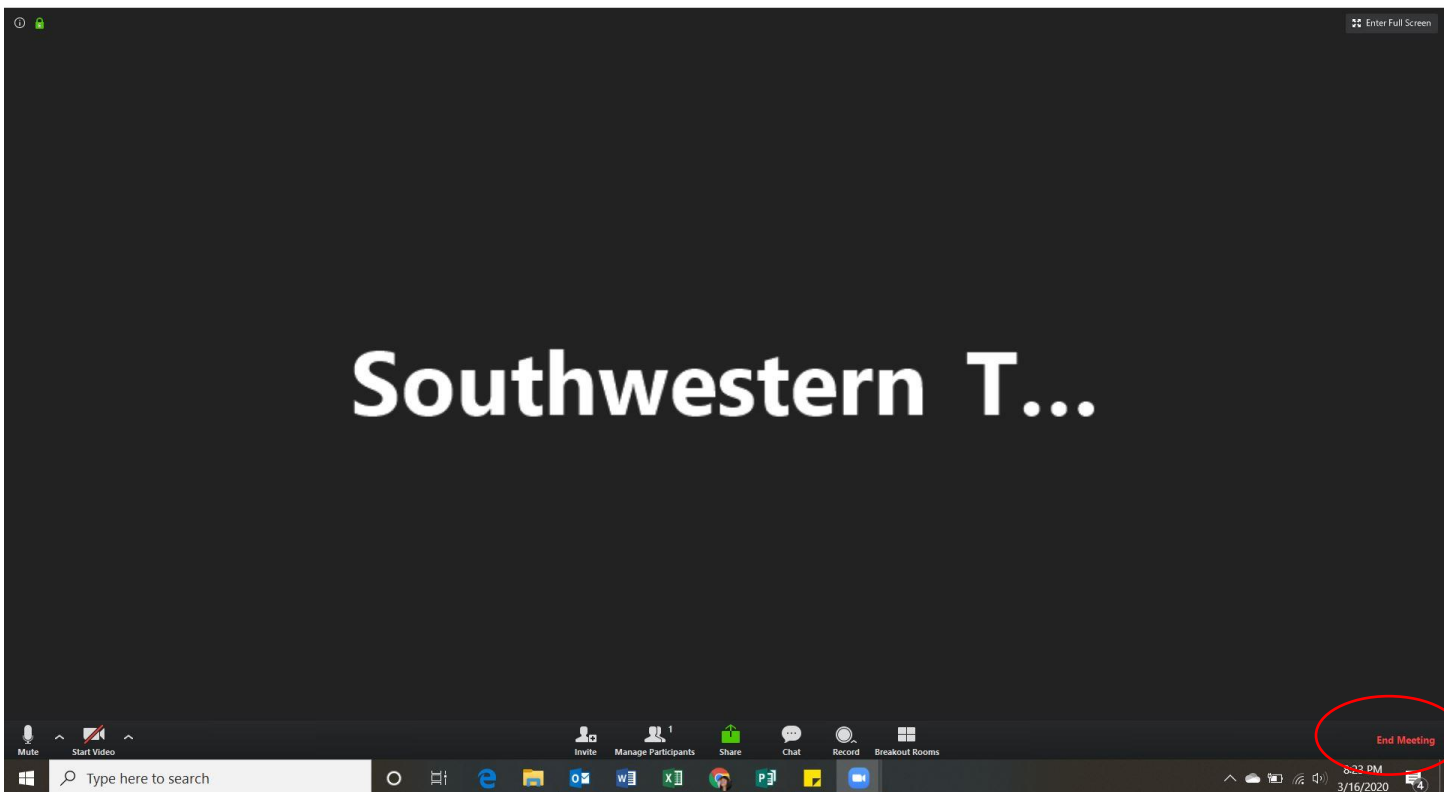
Note the MUTE BUTTON and the CAMERA BUTTON (RED CIRCLE)



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!