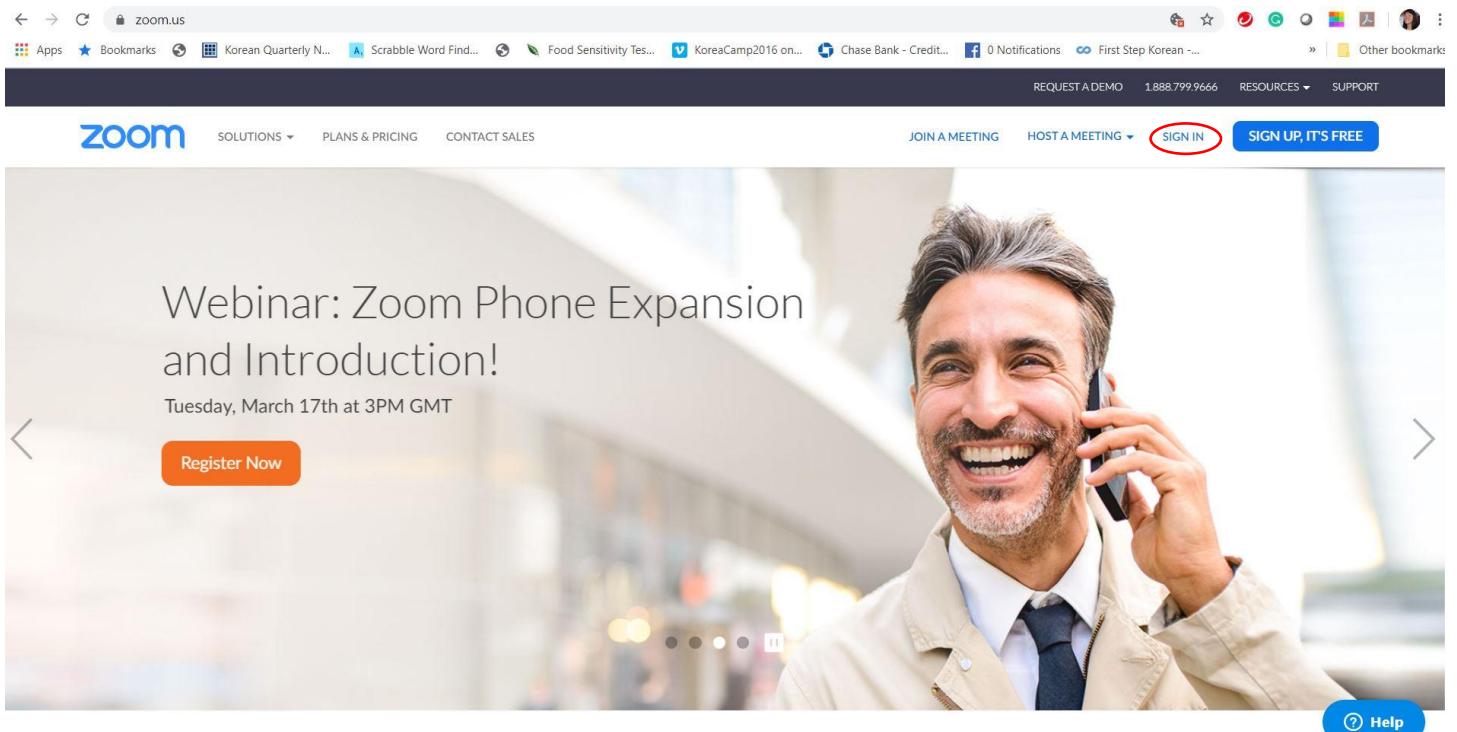
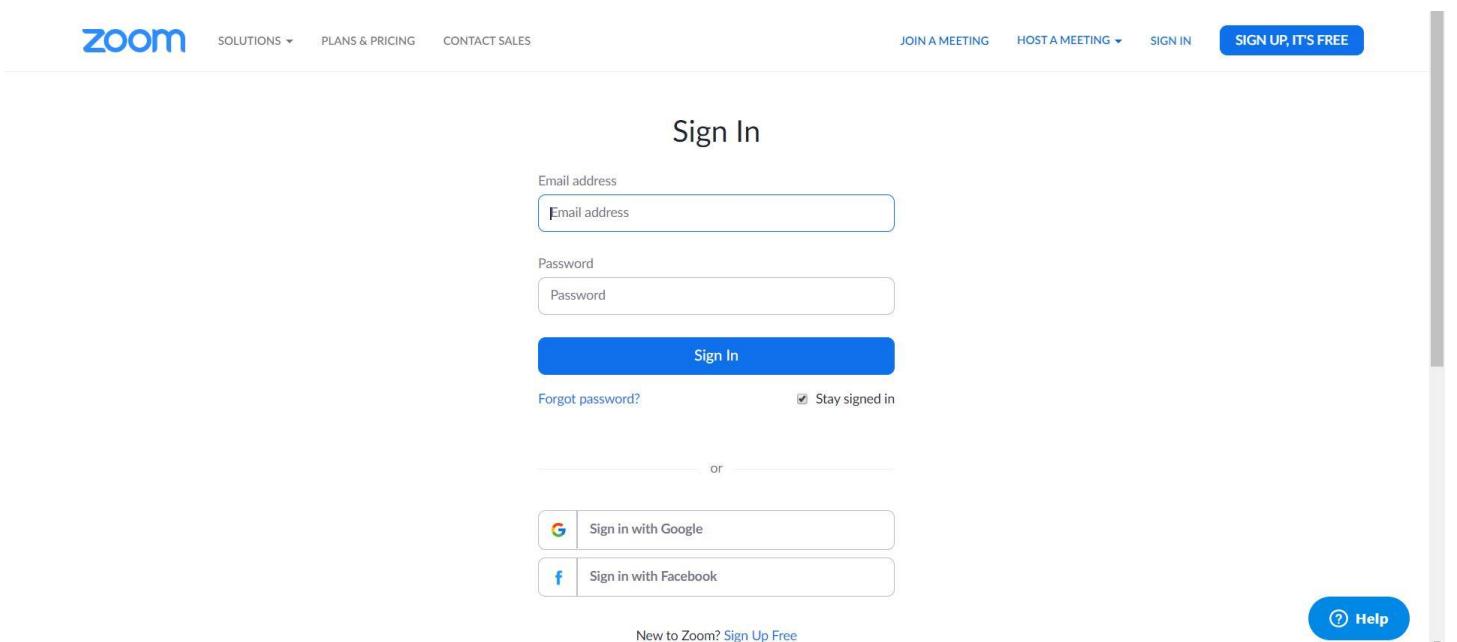


# How to Schedule a Zoom Meeting

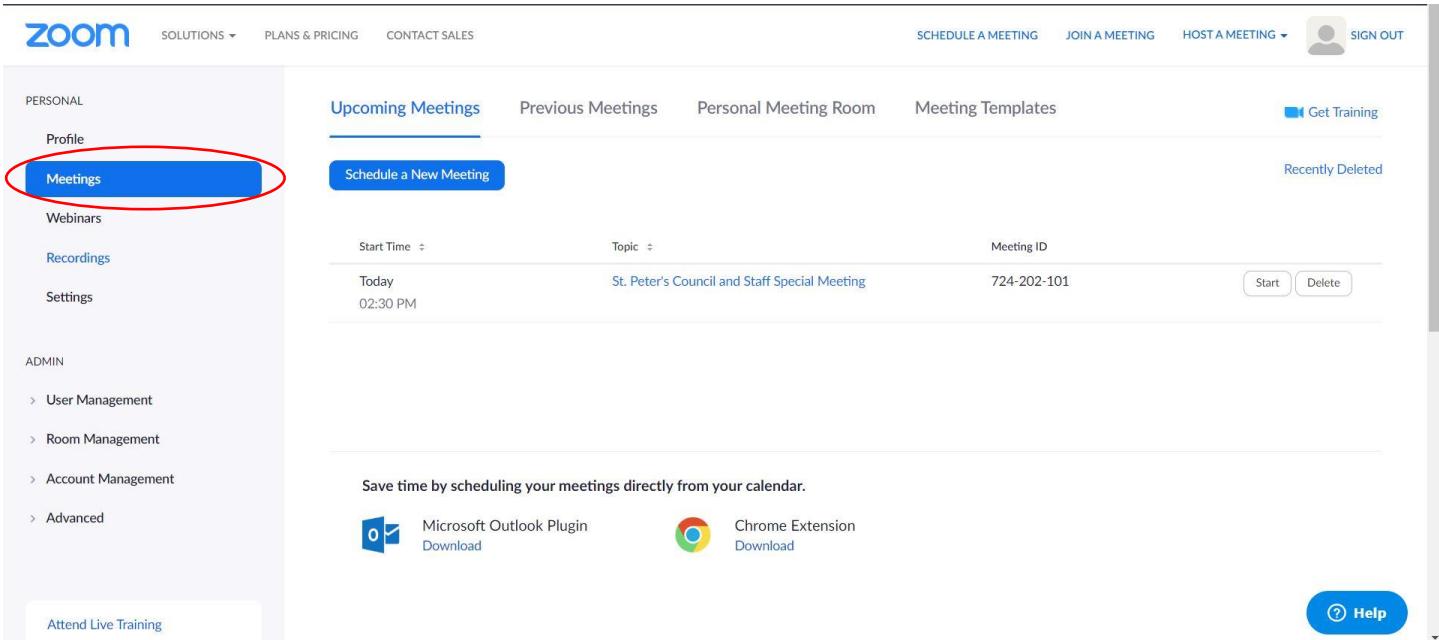
1. Go to your web browser and type in [www.zoom.us](http://www.zoom.us)
2. Click on the SIGN IN (RED CIRCLE)



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. On the left, there is a sidebar with the following menu structure:

- PERSONAL
  - Profile
  - Meetings** (This item is highlighted with a red oval)
  - Webinars
- Recordings
- Settings
- ADMIN
  - > User Management
  - > Room Management
  - > Account Management
  - > Advanced

On the right, the main content area has the following sections:

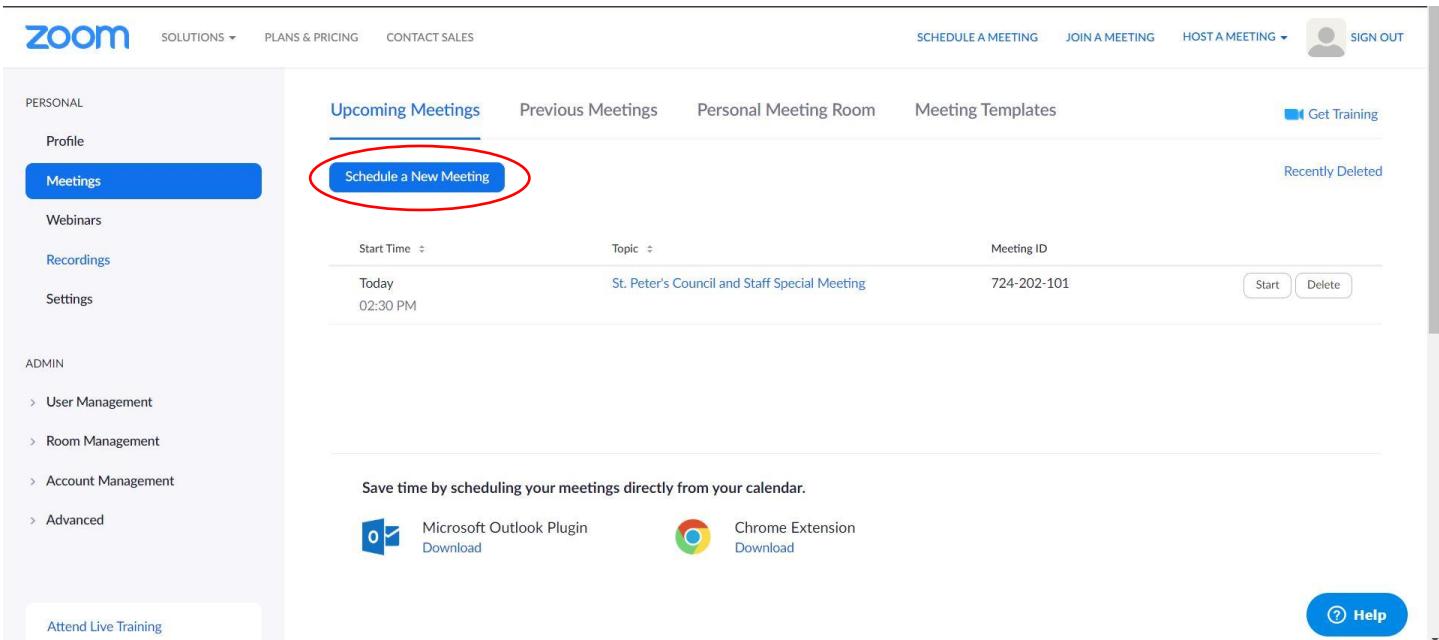
- Upcoming Meetings** (This tab is selected, indicated by an underline)
- Previous Meetings
- Personal Meeting Room
- Meeting Templates
- Schedule a New Meeting** (This button is highlighted with a red oval)
- Recently Deleted

Below these sections, there is a table for an upcoming meeting:

Start Time	Topic	Meeting ID
Today 02:30 PM	St. Peter's Council and Staff Special Meeting	724-202-101

Buttons for scheduling a meeting from a calendar are shown: Microsoft Outlook Plugin Download and Chrome Extension Download. A 'Help' button is also present.

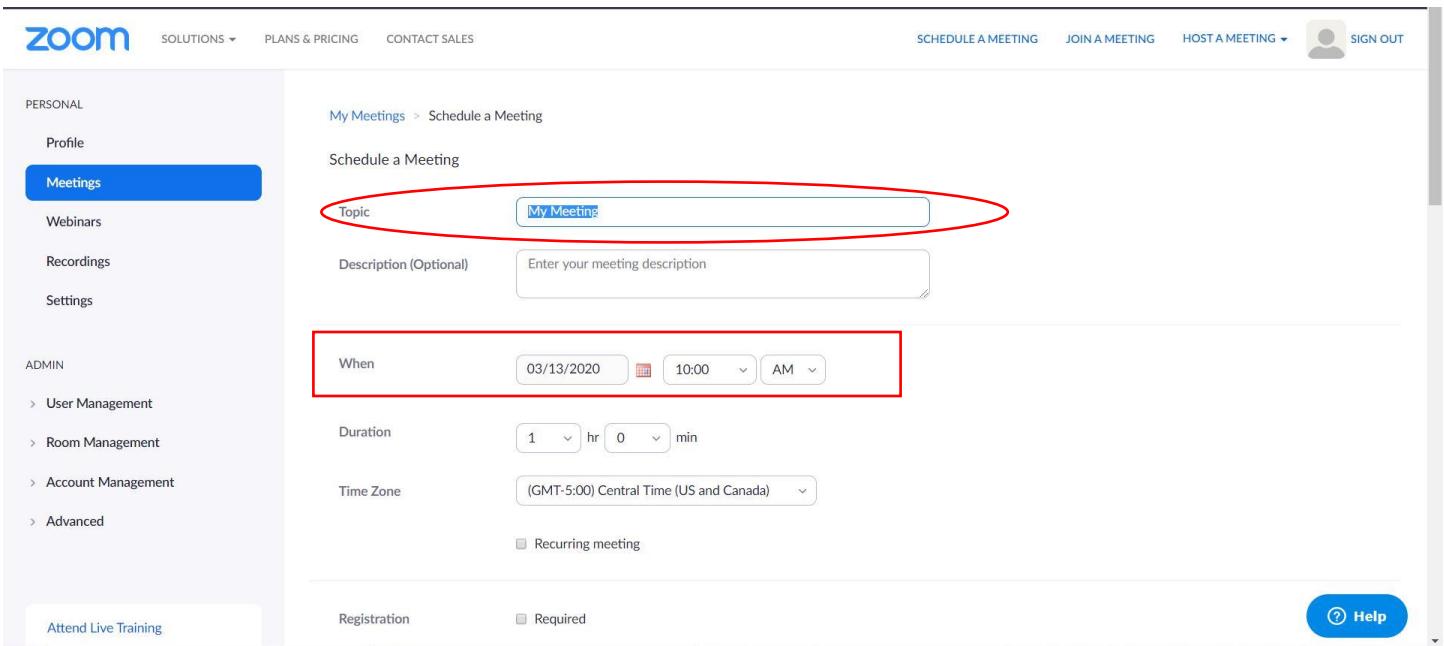
5. Then click on the Schedule a New Meeting (RED CIRCLE)



The screenshot shows the Zoom web interface, identical to the previous one but with a different focus. The 'Schedule a New Meeting' button in the 'Upcoming Meetings' section is highlighted with a red oval.

The sidebar and main content area are the same as in the previous screenshot, including the table for the upcoming meeting and the scheduling plugins.

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



My Meetings > Schedule a Meeting

Schedule a Meeting

Topic

Description (Optional)

When

Duration  hr  min

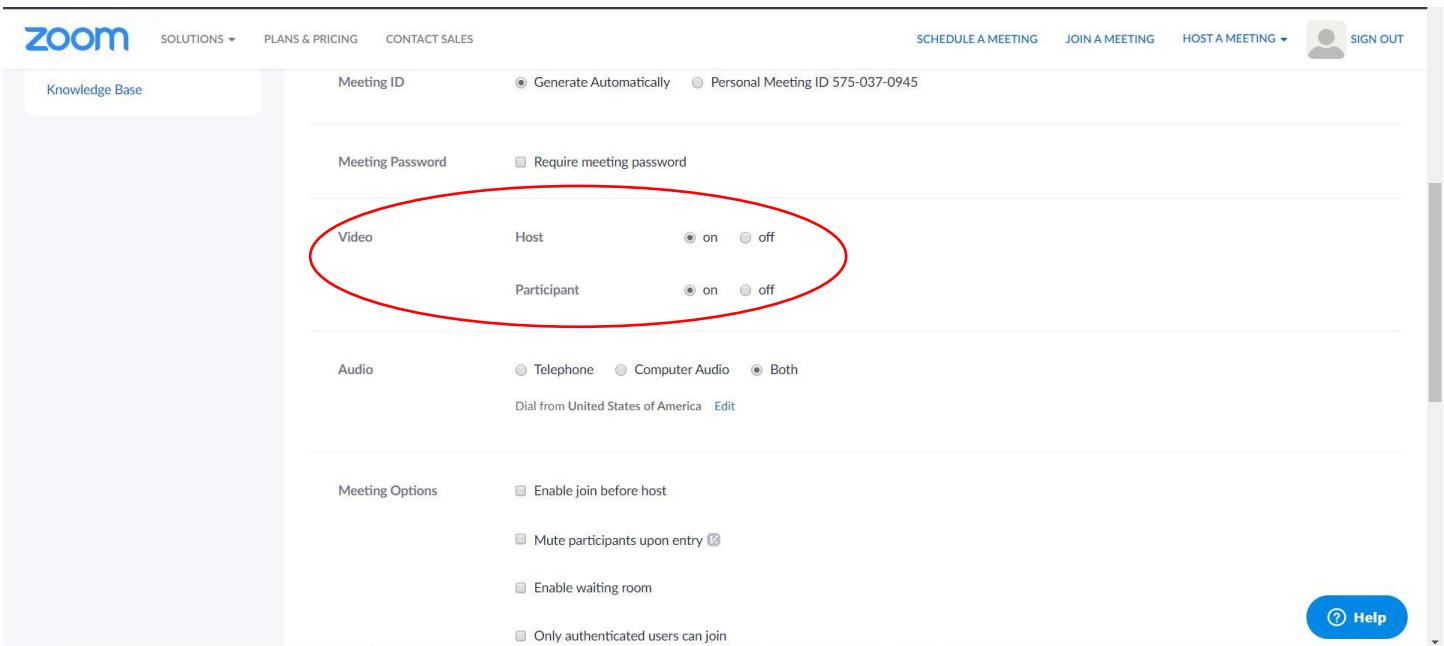
Time Zone

Recurring meeting

Registration  Required

Help

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



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

Meeting Password  Require meeting password

Video  on  off

Participant  on  off

Audio  Telephone  Computer Audio  Both

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

Meeting Options  Enable join before host

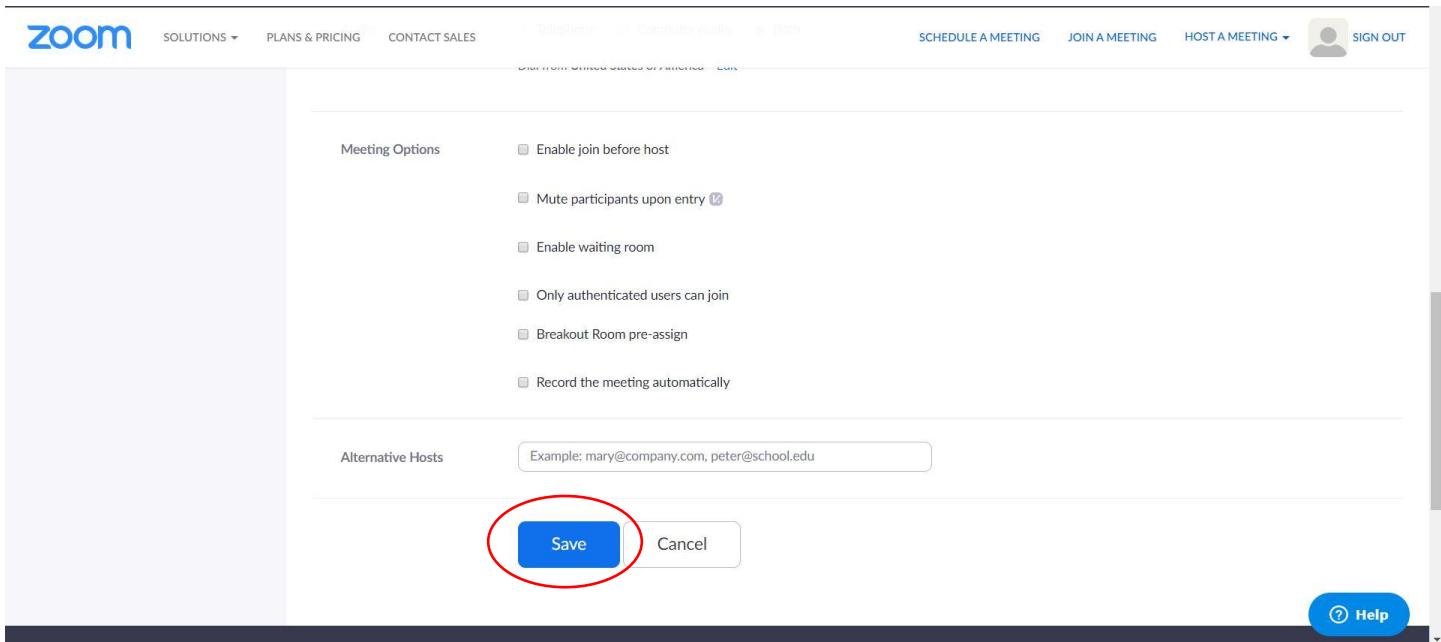
Mute participants upon entry

Enable waiting room

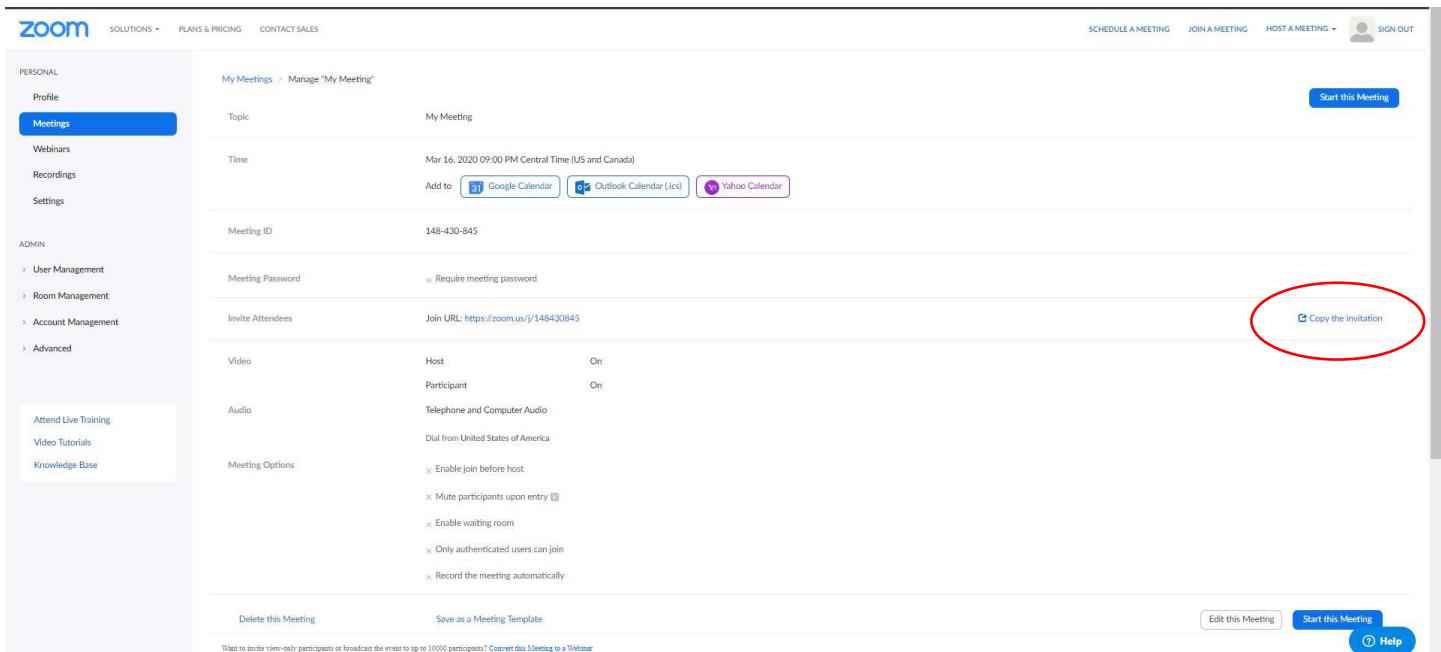
Only authenticated users can join

Help

## 9. Click SAVE (RED CIRCLE)



## 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)

[+1 346 248 7799 US](tel:+13462487799)

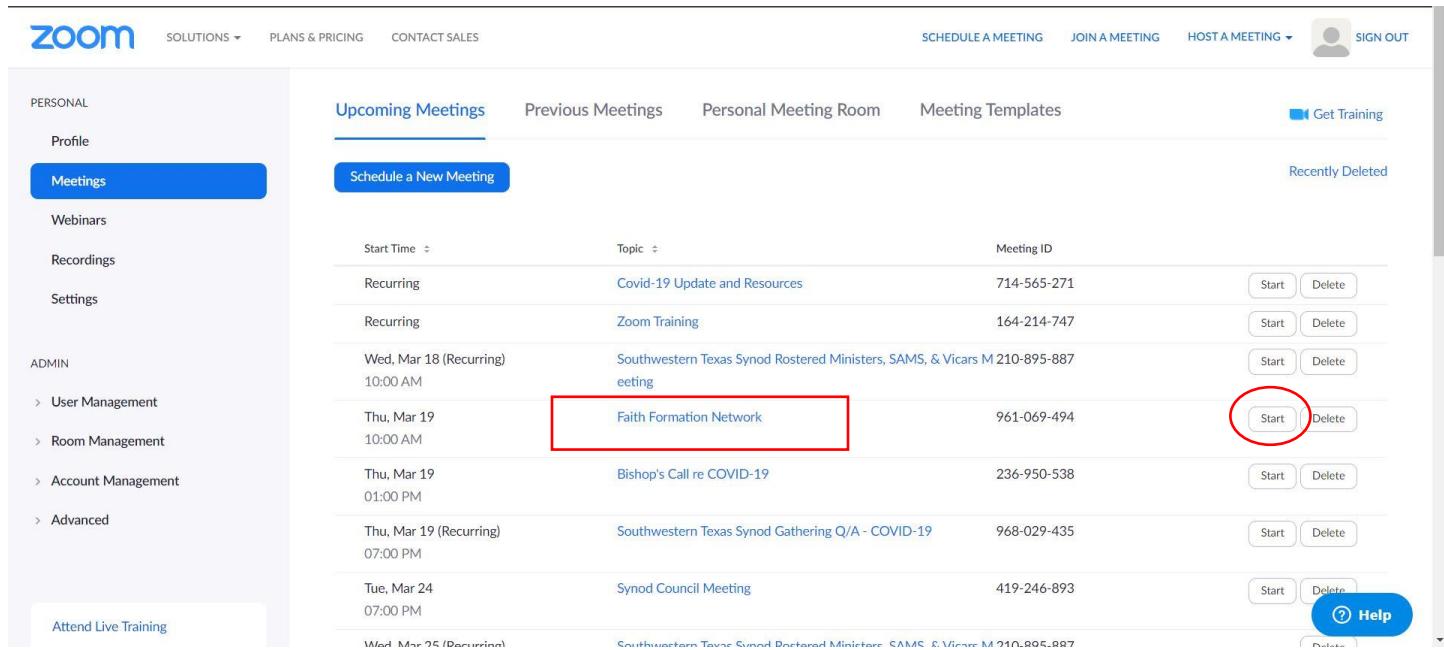
**Copy Meeting Invitation**

Cancel

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

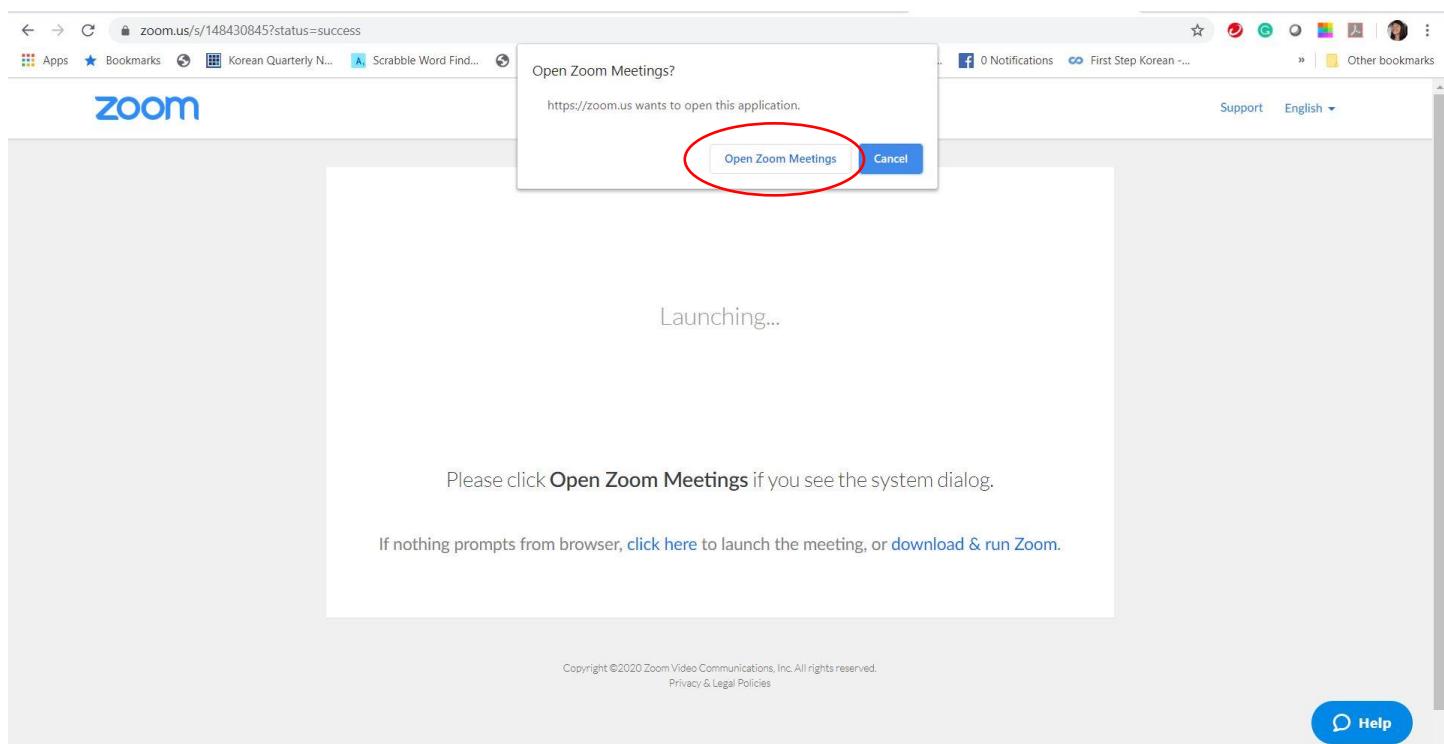
# How to Start a Zoom Meeting

1. Open web browser and type in [www.zoom.us](http://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)



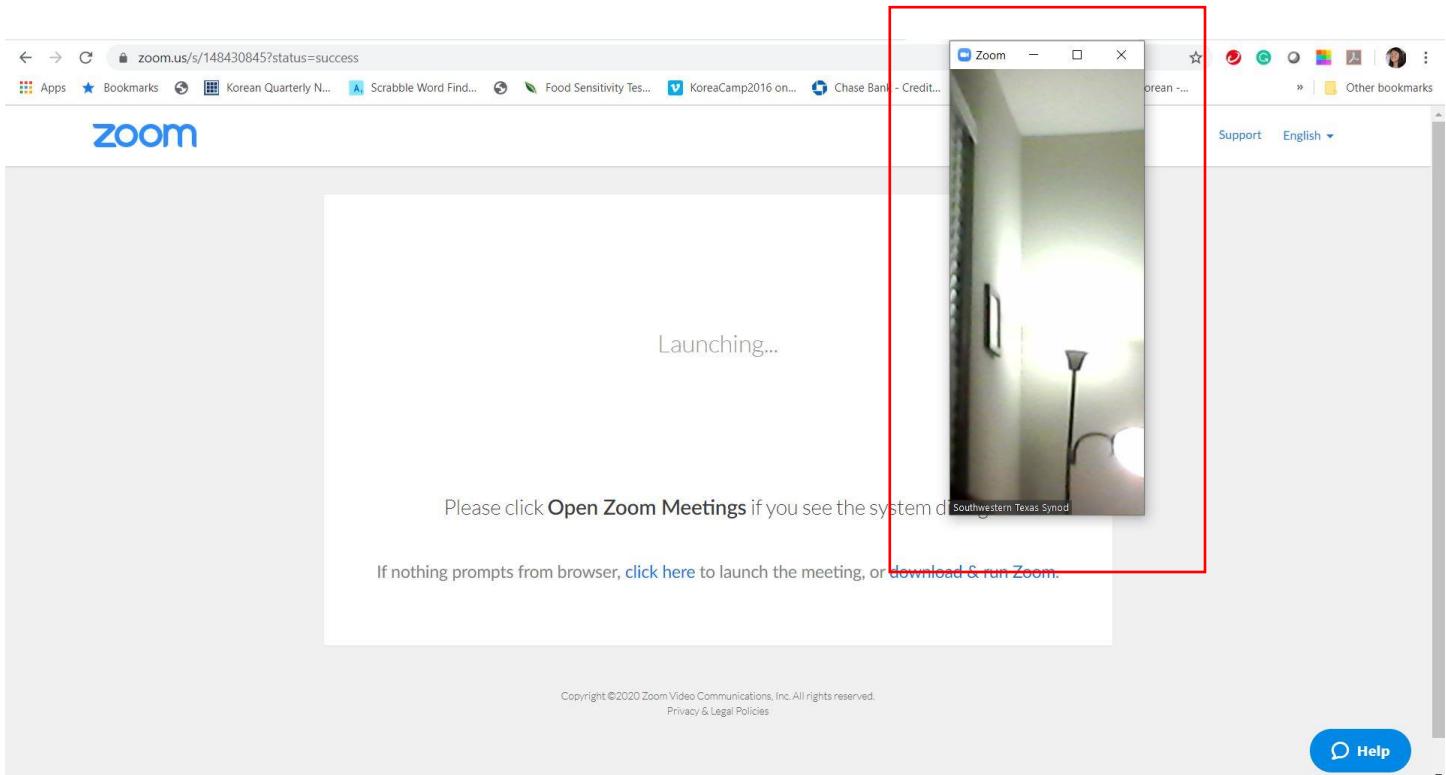
The screenshot shows the Zoom web interface. On the left, there's a sidebar with 'PERSONAL' sections for Profile, Meetings (which is selected and highlighted in blue), Webinars, Recordings, and Settings. Under 'ADMIN', there are links for User Management, Room Management, Account Management, and Advanced. At the bottom of the sidebar is a 'Attend Live Training' section. The main content area has tabs for 'Upcoming Meetings' (which is selected and highlighted in blue), Previous Meetings, Personal Meeting Room, and Meeting Templates. Below these tabs is a 'Schedule a New Meeting' button. The 'Upcoming Meetings' table lists several meetings. One meeting, 'Faith Formation Network' on March 19 at 10:00 AM, is highlighted with a red box. The 'Start' button for this meeting is highlighted with a red circle. Other meetings listed include 'Covid-19 Update and Resources', 'Zoom Training', 'Southwestern Texas Synod Rostered Ministers, SAMS, & Vicars M 210-895-887', 'Bishop's Call re COVID-19', 'Southwestern Texas Synod Gathering Q/A - COVID-19', and 'Synod Council Meeting'. Each meeting row has 'Start' and 'Delete' buttons. A 'Recently Deleted' link is visible on the right. A 'Help' button is located at the bottom right of the main content area.

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

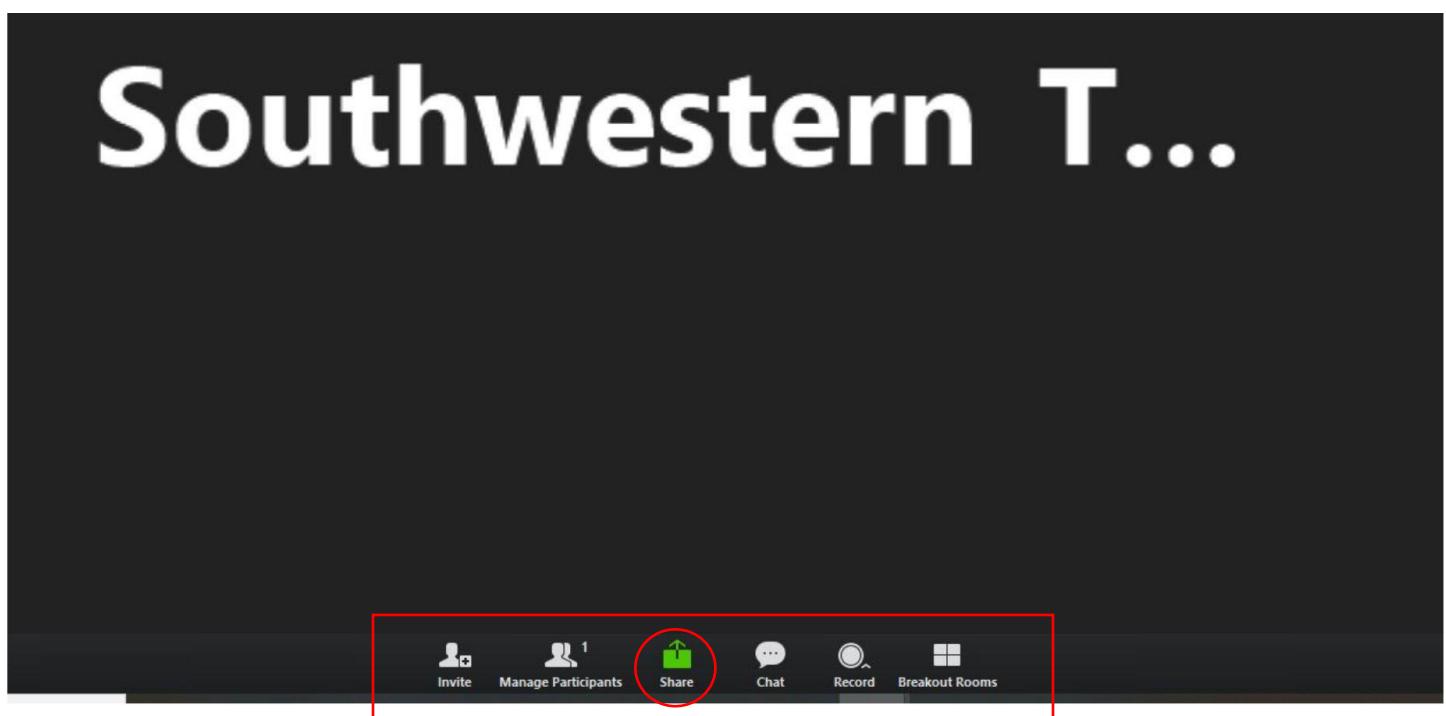


The screenshot shows a web browser window with a system dialog box from Zoom. The dialog box asks 'https://zoom.us wants to open this application.' with two buttons: 'Open Zoom Meetings' (which is circled in red) and 'Cancel'. Below the dialog, the browser's main content area shows a 'Launching...' message and a note: 'Please click Open Zoom Meetings if you see the system dialog.' At the bottom, it says 'If nothing prompts from browser, click here to launch the meeting, or download & run Zoom.' The browser's address bar shows the URL 'zoom.us/s/148430845?status=success'. The browser interface includes a toolbar with various icons, a bookmarks bar with 'Korean Quarterly N...', and a bottom bar with 'Support', 'English', and a 'Help' button.

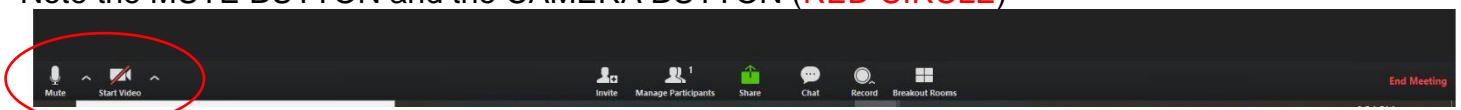
6. You will get this screen, you are now in your meeting. Readjust your viewing screen to the right or wherever you want it. (RED BOX)



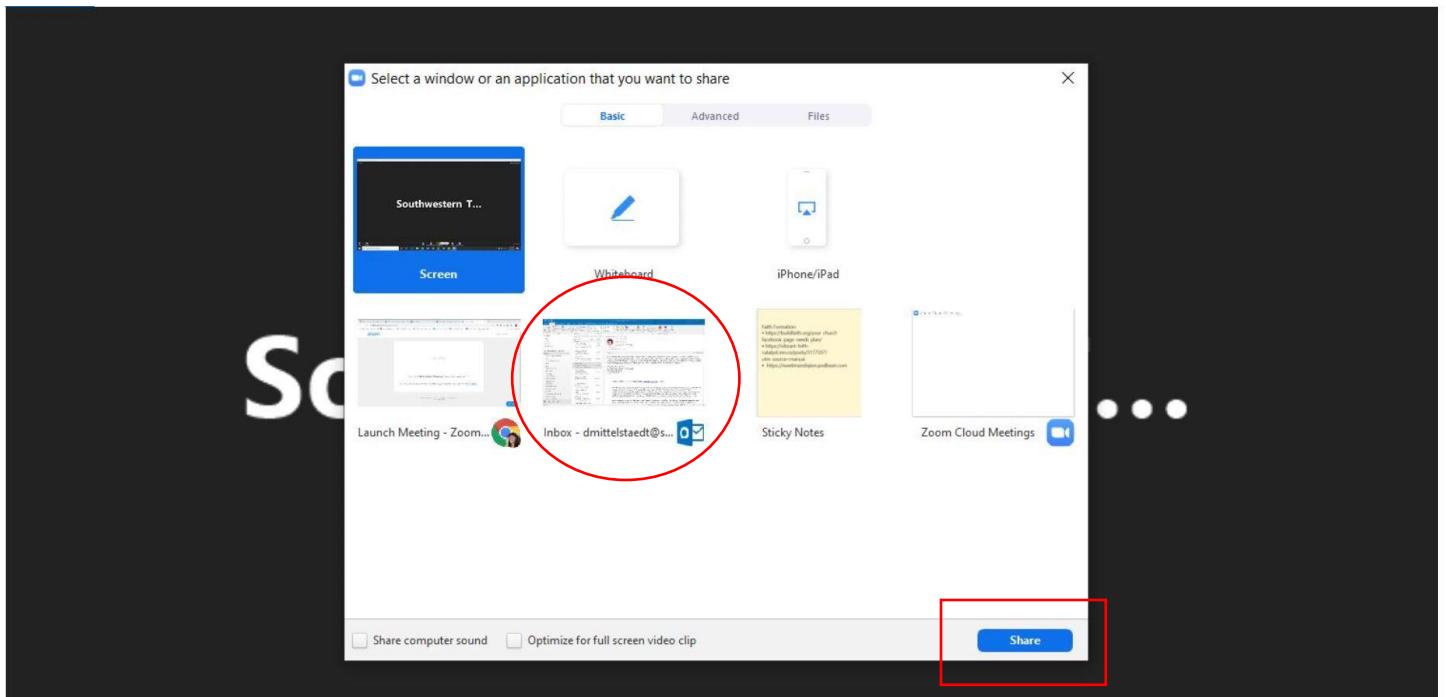
7. Next take a look at your menu (RED BOX), to share a screen, click the SHARE button (RED CIRCLE)



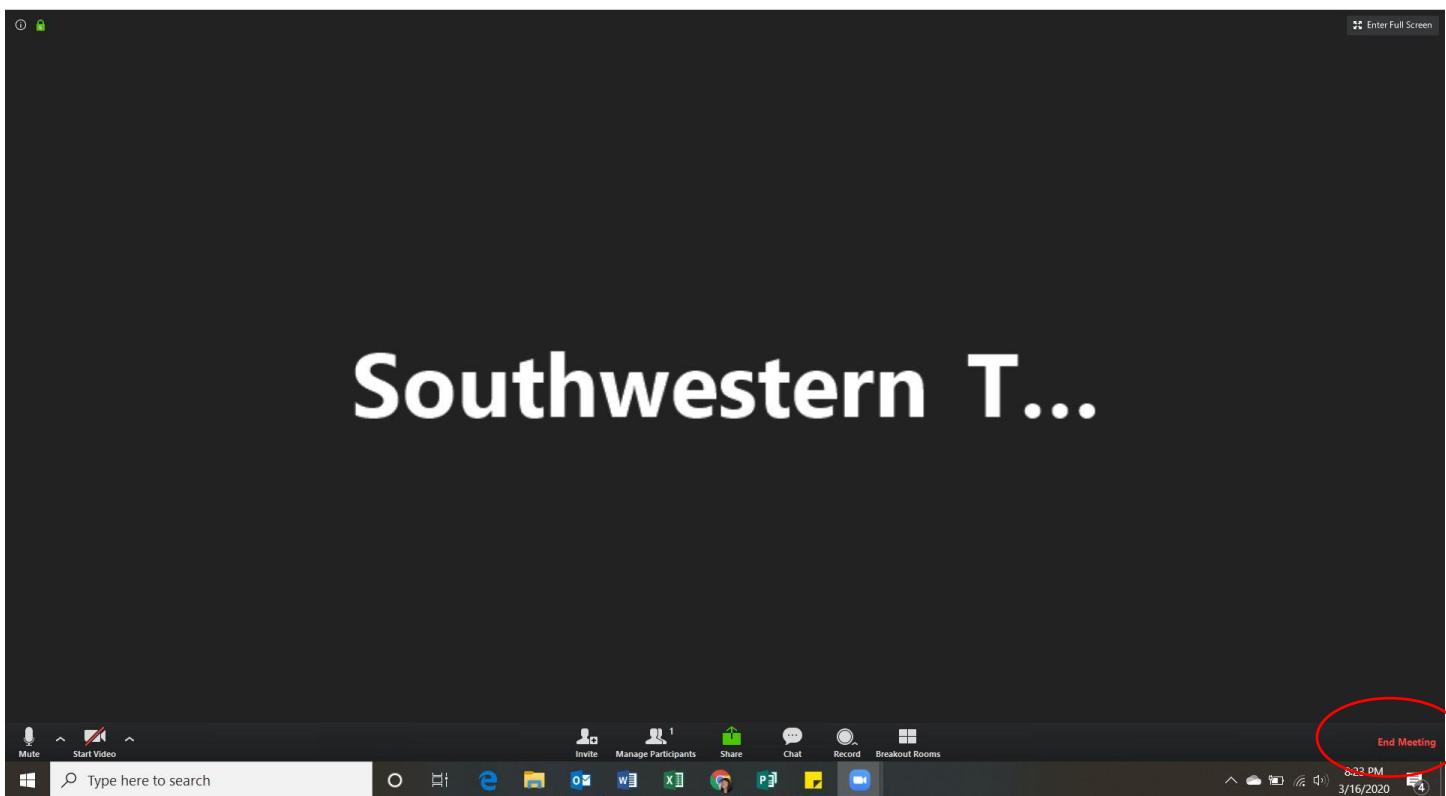
Note the MUTE BUTTON and the CAMERA BUTTON (RED CIRCLE)



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!**