



Creating and conducting Online Meetings with ZOOM

Step 1. Sign in into you ZOOM account using this link <https://zoom.us/signin>

The screenshot shows the Zoom Sign In page. At the top, there's a navigation bar with the Zoom logo and links for SOLUTIONS, PLANS & PRICING, CONTACT SALES, JOIN A MEETING, HOST A MEETING, SIGN IN, and a SIGN UP, IT'S FREE button. The main heading is "Sign In". Below it, there are two input fields: "Email Address" and "Password". A "Forgot password?" link is next to the password field. A blue "Sign In" button is below the fields. At the bottom, there are two checkboxes: "Stay signed in" and "New to Zoom? Sign Up Free".

Step 2. Once Login Click on ***"Schedule New Meeting"*** as per below picture

The screenshot shows the Zoom Meeting dashboard. On the left is a sidebar with "PERSONAL" and "ADMIN" sections. Under "PERSONAL", there are links for Profile, Meetings (highlighted with a blue bar), Webinars, Recordings, and Settings. Under "ADMIN", there are links for Dashboard and User Management. The main content area has tabs for "Upcoming Meetings", "Previous Meetings", "Personal Meeting Room", and "Meeting Templates". A yellow arrow points to the "Schedule a New Meeting" button in the "Upcoming Meetings" tab. Below the tabs, there's a table with columns for "Start Time", "Topic", and "Meeting ID". The table shows one meeting: "Tomorrow 12:00 PM", "Meeting Wacom India", and "995-5131-8249". There are "Start" and "Delete" buttons next to the meeting ID.

Step 3. Provide Meeting topic and other details as describe in below pictures.

The screenshot shows the Zoom "Schedule a Meeting" page. The sidebar is the same as in the previous screenshot. The main content area has a heading "Schedule a Meeting". Below it, there are three fields: "Topic" (with a yellow arrow pointing to it), "Description (Optional)", and "When" (with a yellow arrow pointing to it). The "Topic" field contains "Admission Interview". The "Description (Optional)" field contains "Enter your meeting description". The "When" field shows "04/27/2020" and "9:00 PM". Below the "When" field, there's a "Duration" field (with a yellow arrow pointing to it) showing "1 hr 0 min".



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zoom.us/meeting/schedule

REQUEST A DEMO 1.888.799.0125 RESOURCES SUPPORT

SOLUTIONS PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING

Room Management
Account Management
Advanced

Attend Live Training
Video Tutorials
Knowledge Base

Time Zone (GMT+5:30) India

☒ Recurring meeting Every day, until May 3, 2020, 7 occurrence(s)

Recurrence Daily

Repeat every 1 day

End date ☒ By 05/03/2020 ☐ After 7 occurrences

Registration ☐ Required

Meeting Password ☒ Require meeting password 264000

Video Host ☐ on ☒ off

zoom.us/meeting/schedule

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Video Host ☐ on ☒ off

Participant ☐ on ☒ off

Audio ☐ Telephone ☒ Computer Audio ☐ Both

Meeting Options

☐ Enable join before host

☒ Mute participants upon entry

☒ Enable waiting room

☐ Only authenticated users can join

☐ Record the meeting automatically

zoom.us/meeting/schedule

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SOLUTIONS PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING

Meeting Options

☐ Enable join before host

☒ Mute participants upon entry

☒ Enable waiting room

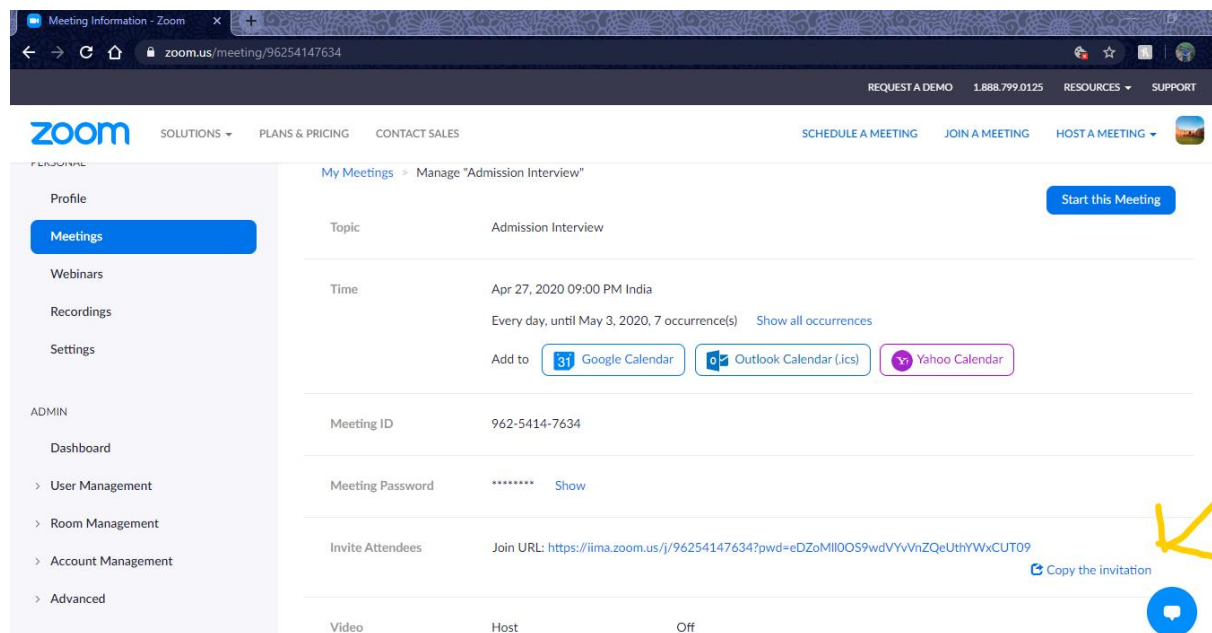
☐ Only authenticated users can join

☐ Record the meeting automatically

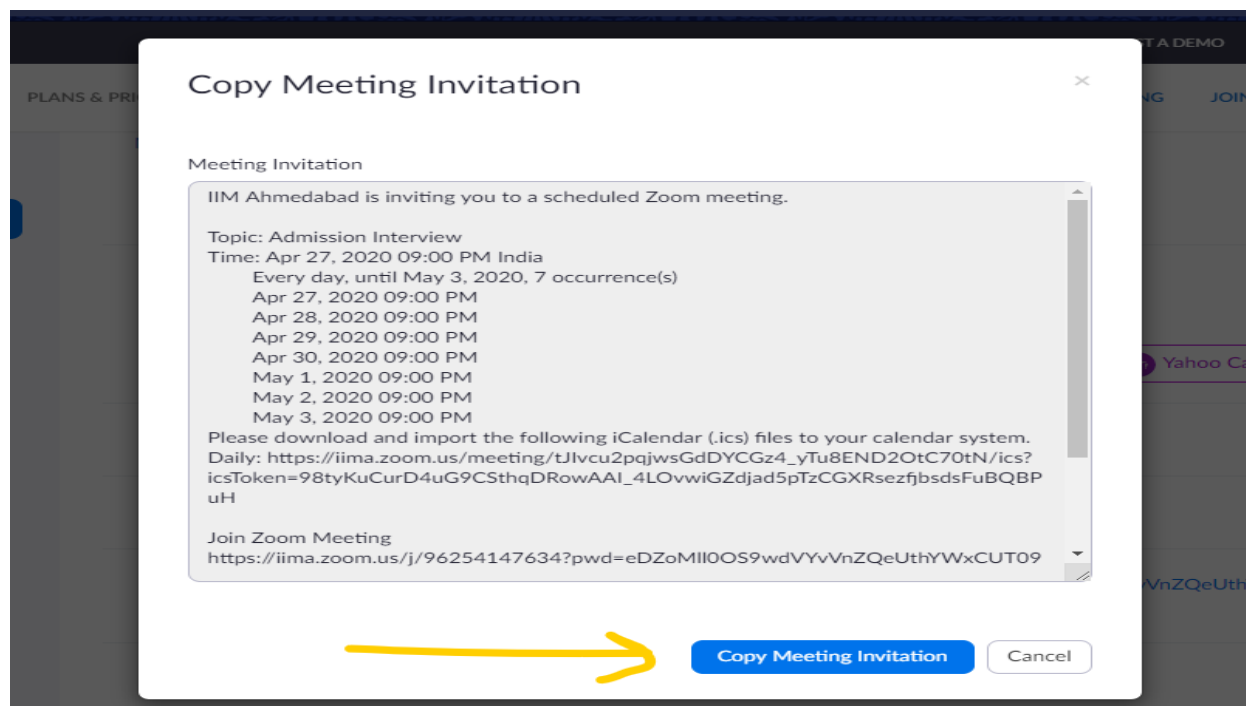
Alternative Hosts Example: mary@company.com, peter@school.edu

Save Cancel

Step 4. Once Meeting has been saved, click on ***“Copy the Invitation”*** as shown in below picture.

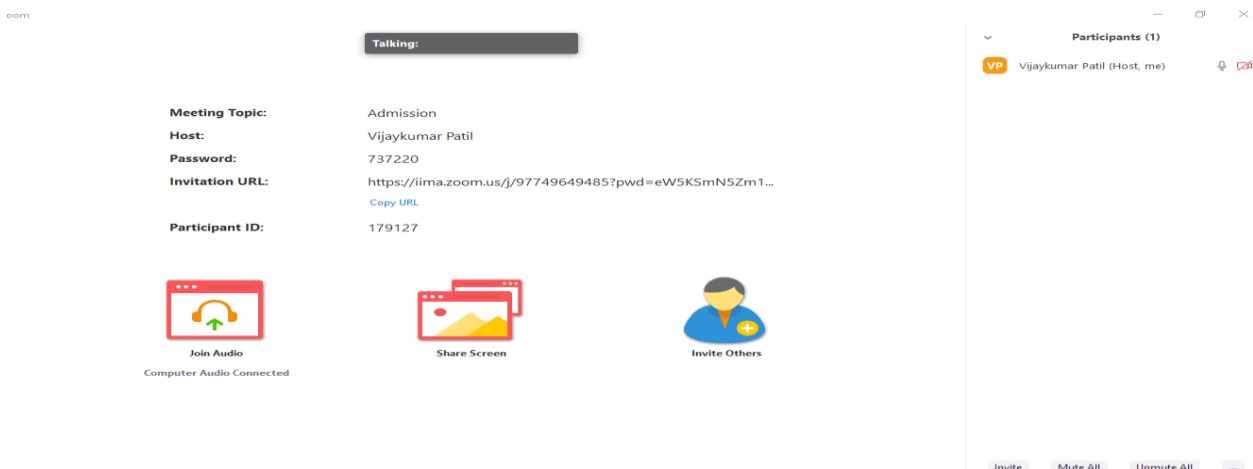
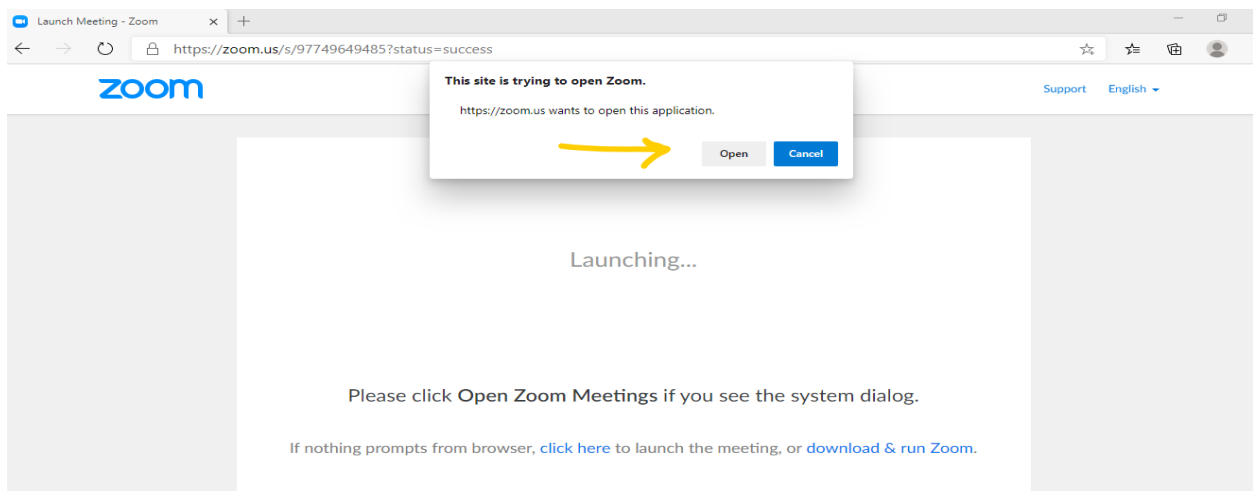
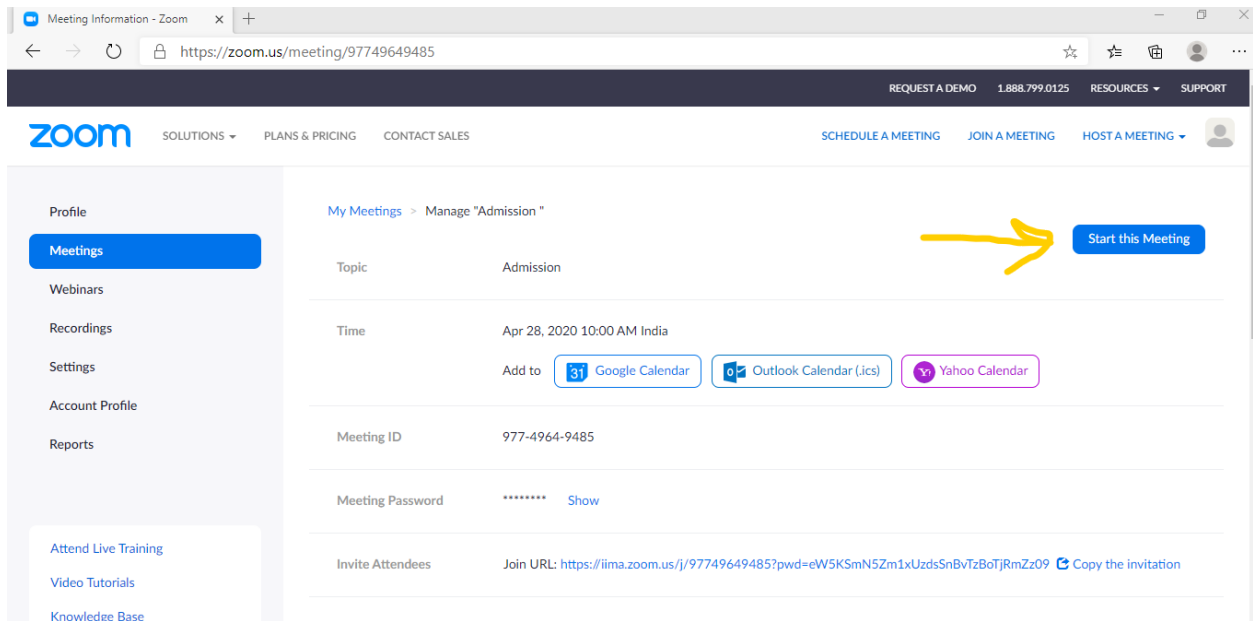


Step 5. This will open a new window as shown in below pic. Click on ***“Copy Meeting Invitation”*** again.



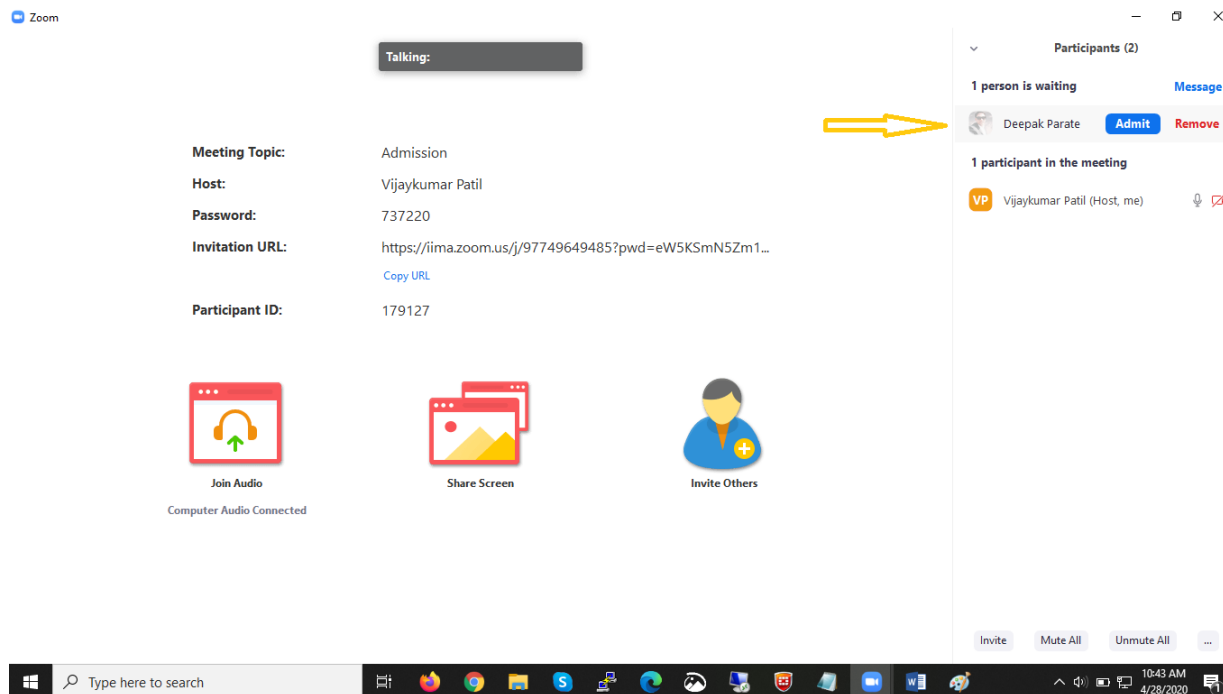
Step 6. Send Copied data via email to participants.

Step 7. To start the meeting Click on ***“start the meeting”*** as shown in below picture.

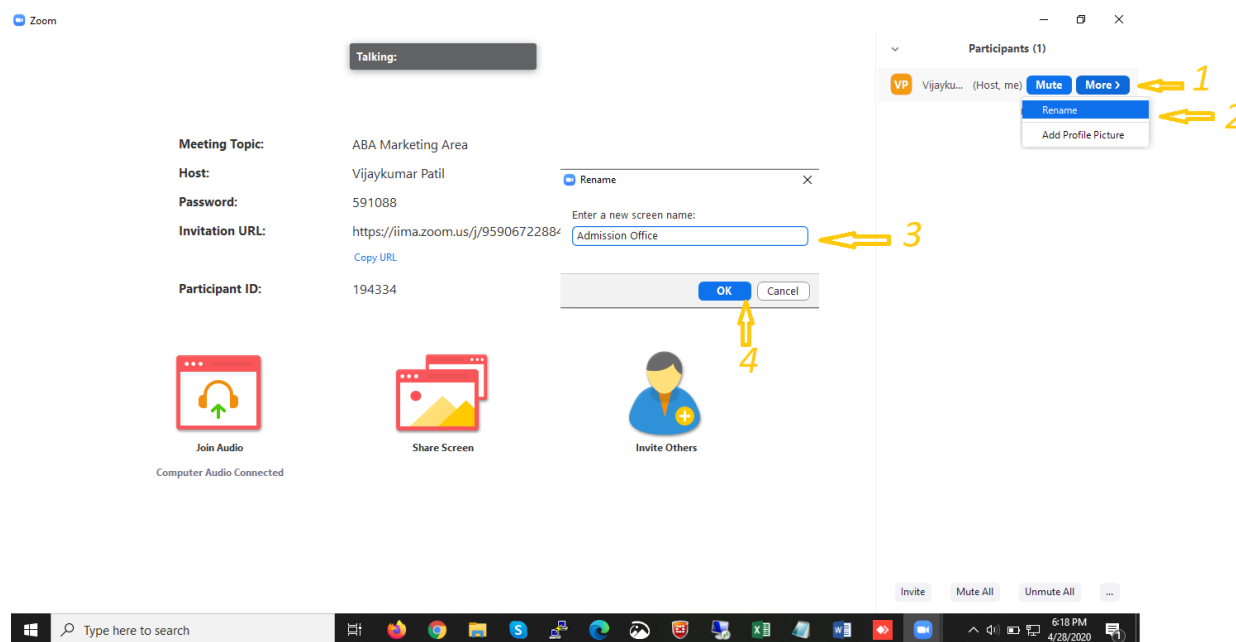


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Step 8. Now Meetings has been started. When any participant tries to join the meeting you will get the notification as shown below. You can Click on “**Admin**” to allow or “**Remove**” to reject. (This is because we have enabled **Waiting Room** while creating meeting.)

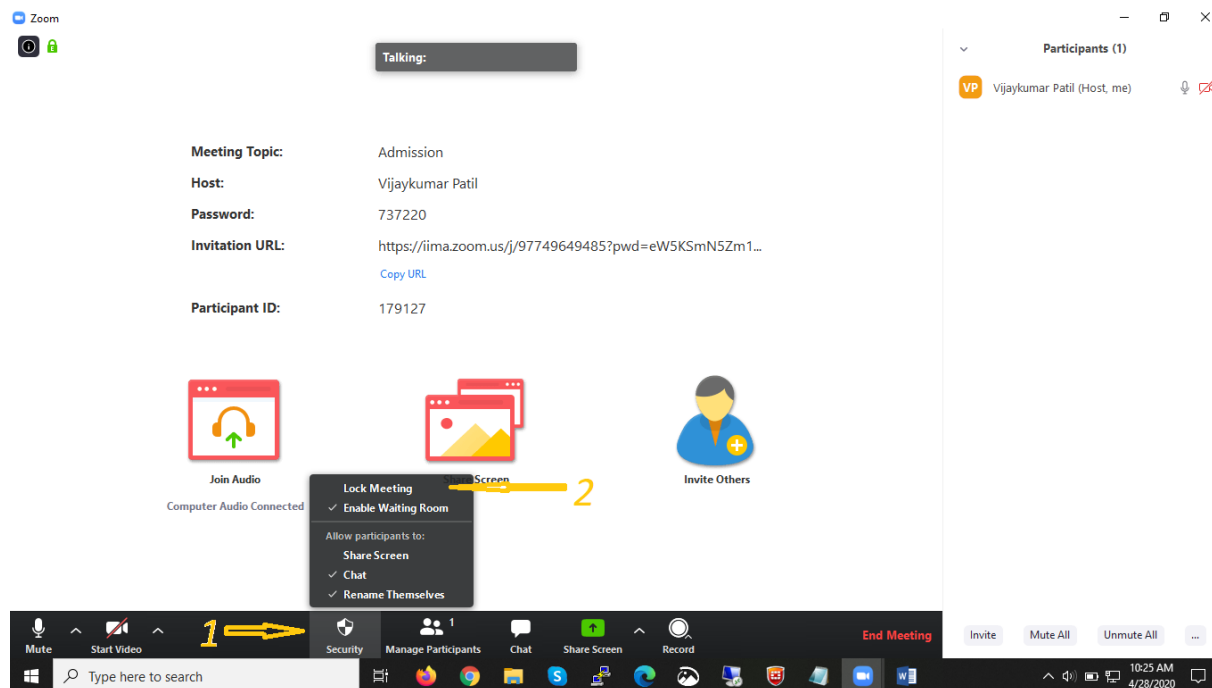


Step 9. We can rename the host as shown in below picture



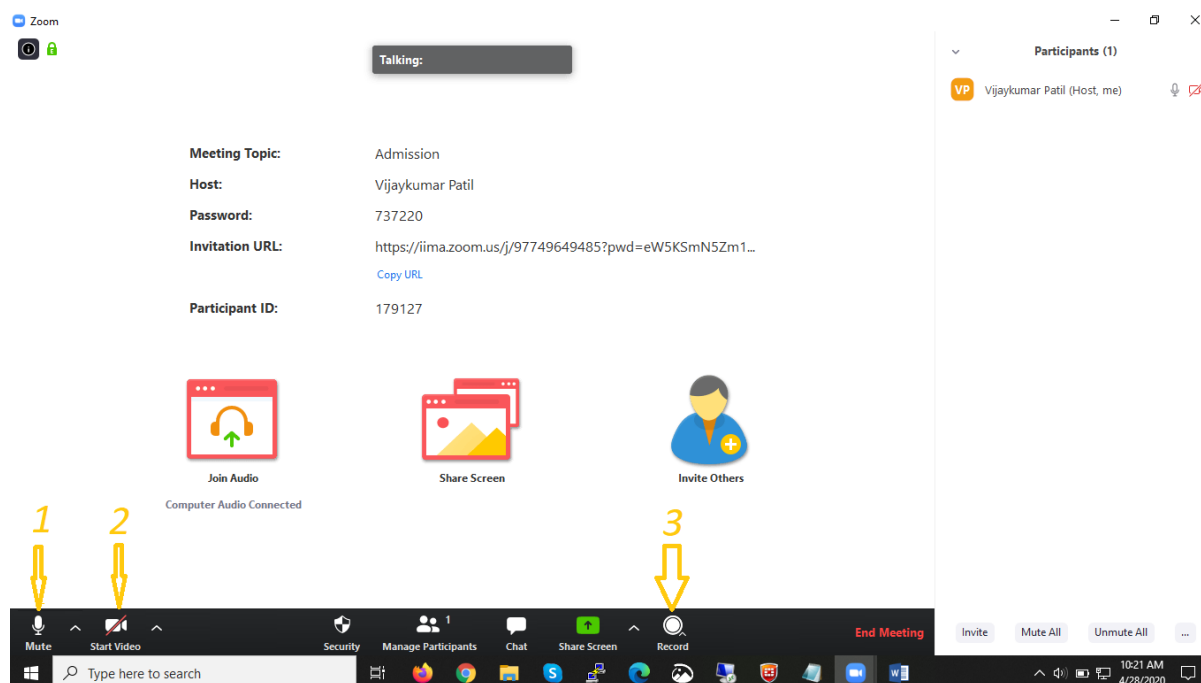
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Step 10. Once all the participants join the meeting we can **Lock the meeting** as shown below so no-one else can join this meeting.



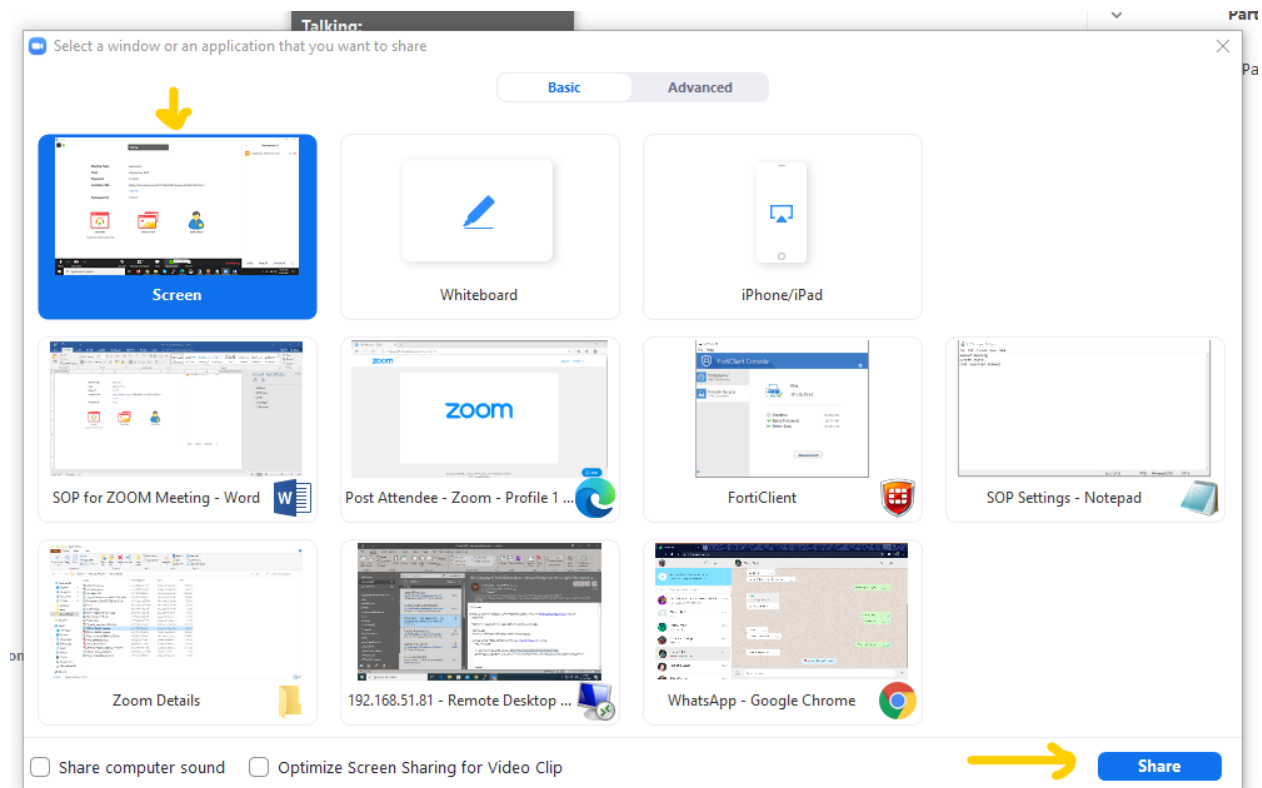
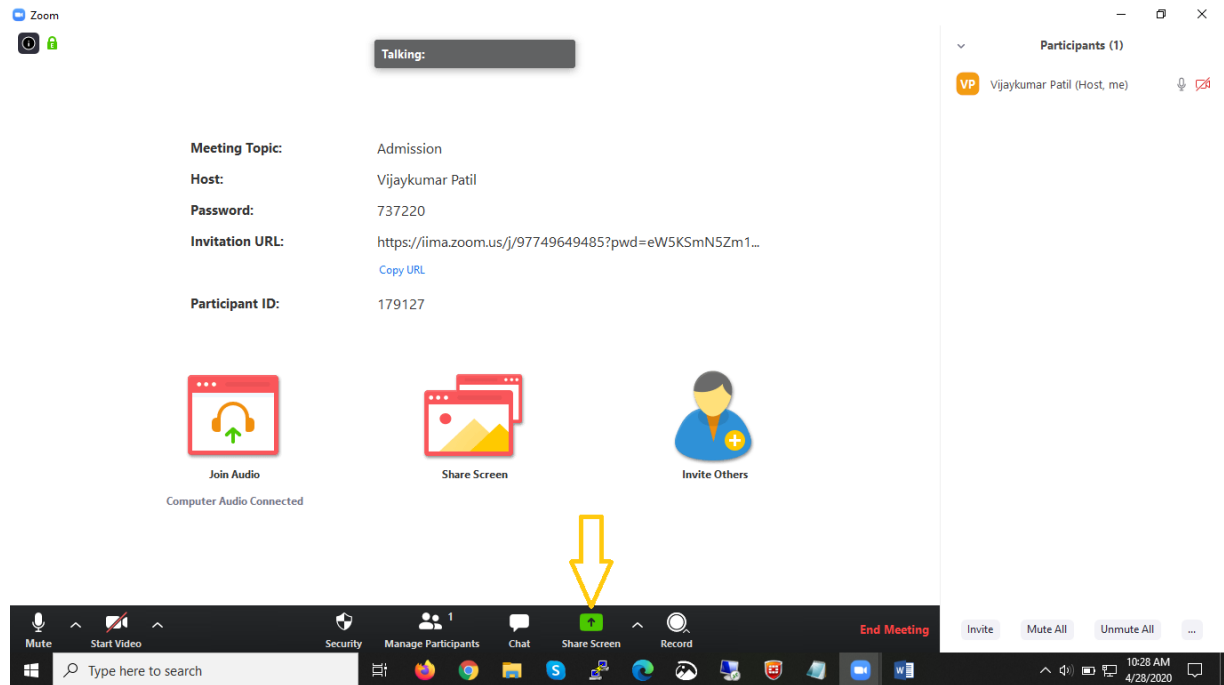
Step 11. During meeting you can mute yourself also turn on/off your video and you can record the entire meeting as shown below.

1. To Mute / Unmute
2. To On / Off Video
3. To Record Meeting

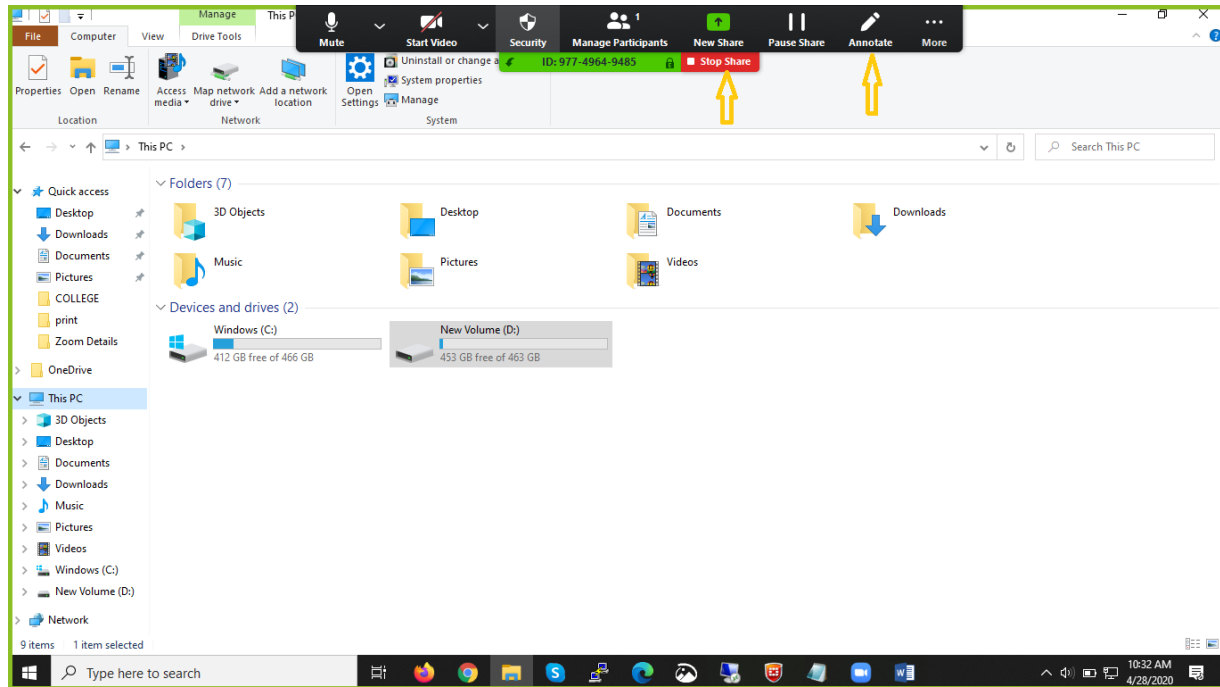


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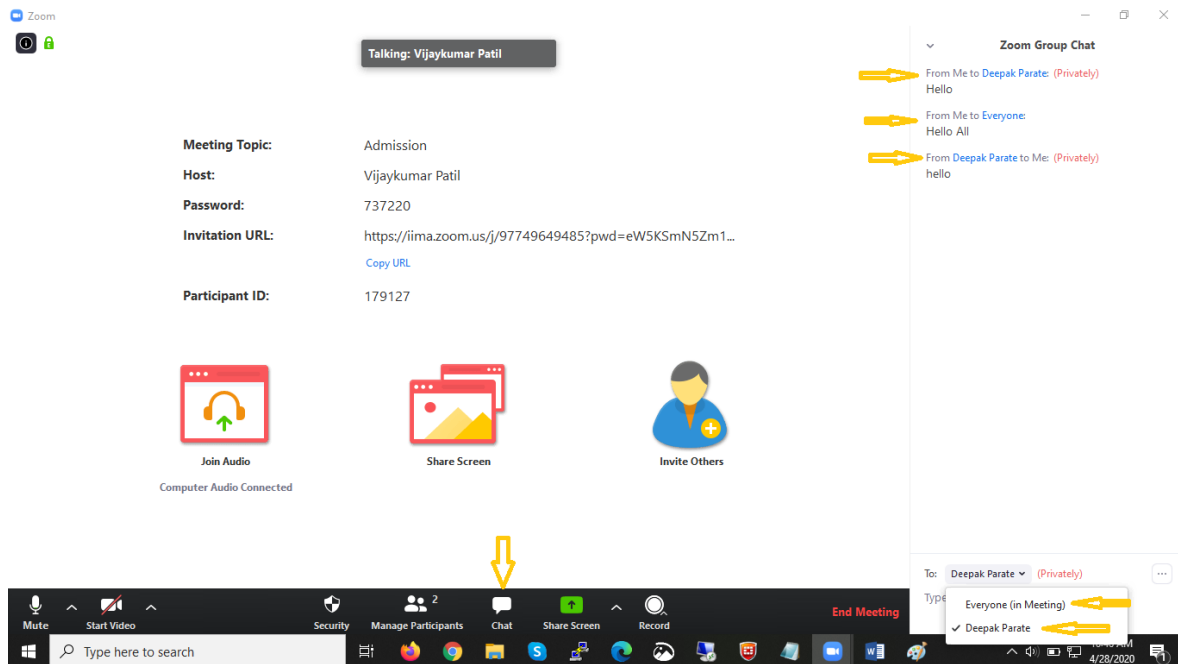
Step 12. You can also share your screen during meeting as shown below.



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Step 13. You can Chat with participants also. Private chat option is also there for one to one chatting.



Step 14. To end the meeting click on End Meeting.

***** Thank You *****