How to schedule a Zoom meeting from a laptop or desktop computer

Scheduling a meeting

1. If Zoom is not already open, go to www.zoom.us on your laptop or desktop and log in with your username and password.

2. Click on the link labeled **Schedule a Meeting**

3. You'll see the screen below:

4. Click into the **Topic** field and enter a name for your meeting.

5. If you want, you can enter something in the **Description** field, but that's optional.

6. Click the calendar icon and select the date for your meeting, then select the time.

7. With the free version of Zoom, meetings with three or more people are limited to 40 minutes. You can leave the **Duration** field at 1 hour, but you'll still be cut off after 40 minutes if there are three or more people in the meeting.

8. The time zone will be set for your current location, so usually you won't have to change that.

9. You can turn **Recurring meeting** on or off depending on whether your meeting will repeat on a regular basis. If your meeting will repeat, you can specify how often the meeting will happen.

10. Zoom requires a passcode (just another word for password) for your meeting, but you can change the default passcode. Just click into the field beside **Security** and enter the passcode you'd like to use.

11. The **Waiting Room** adds an extra layer of security. If enabled, you'll be notified when someone is ready to join the meeting. As host, you have the option whether or not to allow them to join the meeting.

12. Under **Video**, I always turn **Host** and **Participant On**. That way, people who attend your meeting will automatically have their video turned on.

13. **Mute participants upon entry** can be useful if you have a large meeting and don't want to be bothered by phones ringing or dogs barking in the background of anyone's audio.

14. You probably don't need to check **Automatically record meeting on the local computer,** unless you need to keep notes and want to save the whole meeting.

15. Click the **Save** button to save the settings for your meeting. You're now ready to send out a meeting invitation to your participants.

Sending out meeting invitations

1. Once you've saved the meeting, you'll see a screen that will show the name of your meeting, the date and time, meeting ID, etc. Over on the right you'll see a blue link labeled **Copy Invitation.**

   ↳ Copy Invitation

2. Click that **Copy invitation** link and a small window will pop up with the name **Copy Meeting Invitation** at the top.

   Copy Meeting Invitation   ×

   Meeting Invitation

   mary jones is inviting you to a scheduled Zoom meeting.

   Topic: DIY Zoom Meeting
   Time: Jan 30, 2021 05:00 PM Pacific Time (US and Canada)

   Join Zoom Meeting
   https://us05web.zoom.us/j/81903692383?
   pwd=cTFLMlM1MTN6NkNLbEpKeHI4TUQ1QT09

   Meeting ID: 819 0369 2383
   Passcode: funstuff

3. Click the blue **Copy Meeting Invitation** button at the bottom of the small window. It doesn't seem like anything happens, but the text of the meeting invitation has been copied and it's ready to be pasted into an email message.

   Copy Meeting Invitation   Cancel
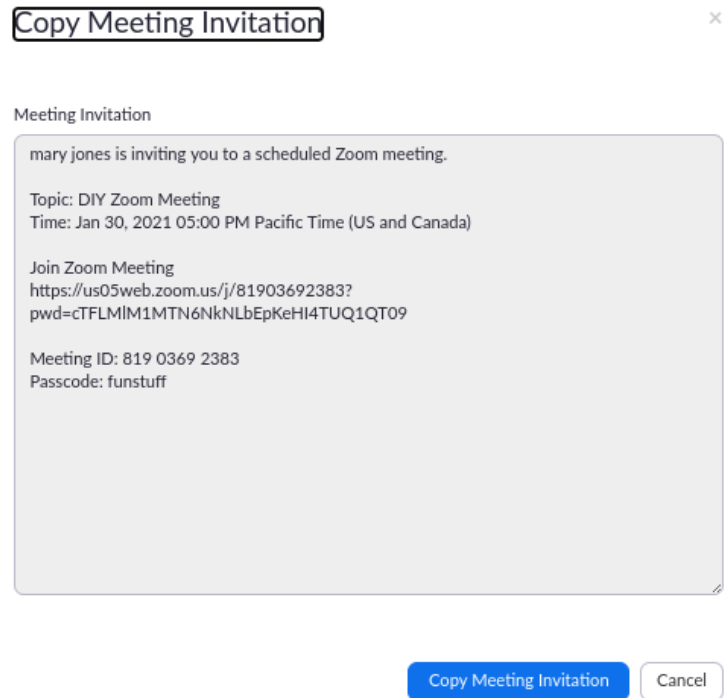
4. Now, you can temporarily leave the Zoom screen and open up a new email message.

5. Address the email message to the people who will be invited to the meeting.

6. Enter a subject for the message.

7. Click into the text section where you would ordinarily type your email message. Press **Ctrl/V.** (Hold down the **ctrl** key, quickly press **V,** then release **ctrl**.) This will paste the information from the Zoom meeting into your message. **

8. Send your message.

9. You can now go back to the Zoom window and log off.

** **Ctrl/V** is a shortcut to paste text from one place to another, or from one application to another. It works in any computer application, not just Zoom and email. It often works with another shortcut, **Ctrl/C**, which will copy text. To use **Ctrl/C**, select the text to be copied. Then hold down the **ctrl** key, quickly press **C**, then release **ctrl**. The copied text will be placed into a hidden area on the computer called the Clipboard, ready to be pasted wherever you need it.