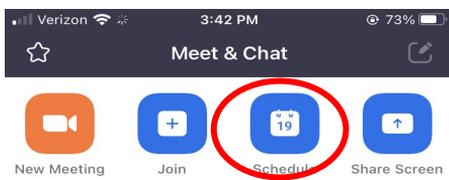


# How to Schedule a Zoom Meeting on an iPhone or iPad

- If you don't already have the Zoom app on your phone or iPad, download it from the app store. (It may be listed as Zoom Cloud Meetings.)
- Once installed, tap the **Zoom** icon. If you haven't yet created a Zoom account, please see the document [How to Create a Zoom Account on an iPhone or iPad](#).

- When Zoom opens, tap the **Schedule** icon.

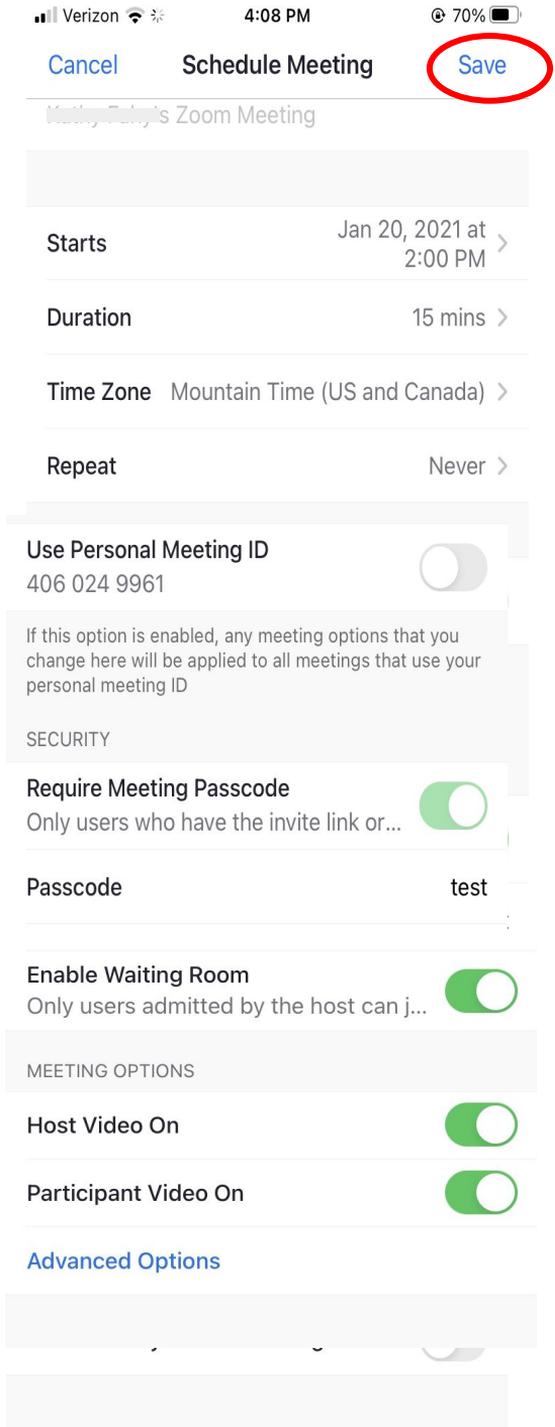


Find people and start chatting!

Add Contacts

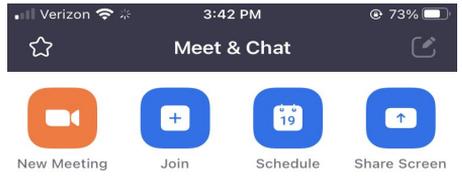


- Enter the details for your meeting such as starting day and time, duration, whether or not it's a recurring meeting.
- Zoom requires a passcode, which is the same thing as a password. You can set the passcode to be whatever you like.
- **Enable Waiting Room** adds an extra layer of security. You'll be notified when someone is ready to join the meeting, and as host, you have the option whether or not to admit them.
- Once all details have been entered, tap **Save** at the top of the screen.



**NOTE:** The free version of Zoom limits meeting length to 40 minutes if there are 3 or more participants. There is an annual subscription available for about \$150 that will allow you to hold longer meetings. However, even with the free version, meeting invitees can immediately restart the same meeting after the 40-minute session has ended.

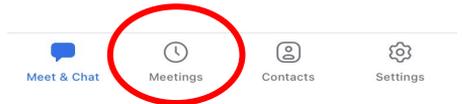
- If you're not at the screen you see here, just close Zoom, then open it again and you should be at this screen.



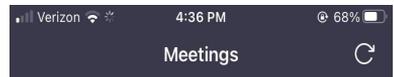
Find people and start chatting!



- Tap the **Meetings** icon at the bottom of the screen.



- You'll see a list of any meetings you've scheduled.
- Tap your meeting.



Personal Meeting ID

406 024 9961

Start Send Invitation Edit

Sun, Jan 17, 2021

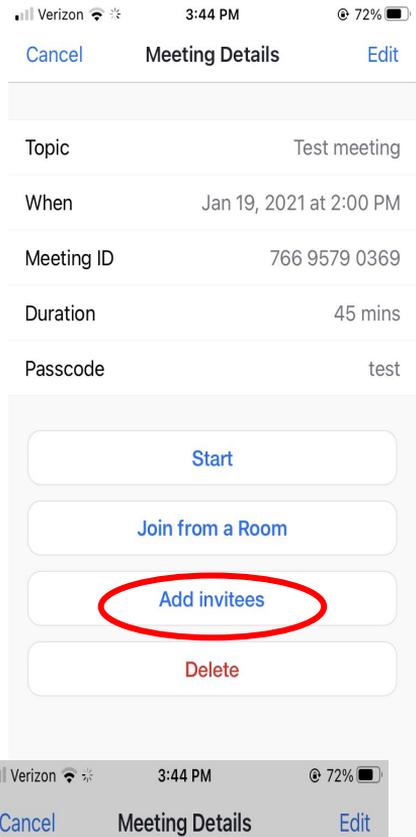
01:00 PM [redacted] Zoom Meeting  
Meeting ID: 713 7365 2285

Tue, Jan 19, 2021

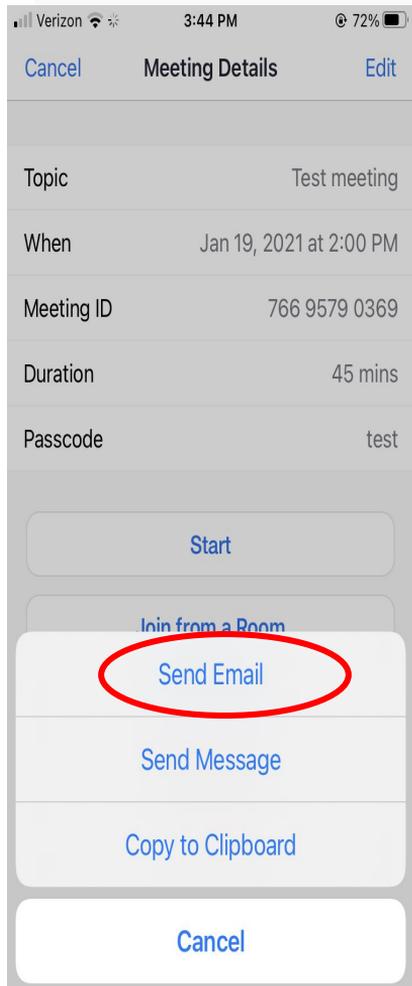
02:00 PM **Test meeting**  
Meeting ID: 766 9579 036



- Your meeting details open. At the bottom of the screen, tap **Add Invitees**.



- The next screen will ask if you want to send a text message or email. Tap **Send Email**.



- An email message will open. Just address the message to whoever you're inviting to the meeting. Then tap the **send** button.

And that's it! Your meeting has been scheduled and attendees have been invited! Enjoy your meeting!

