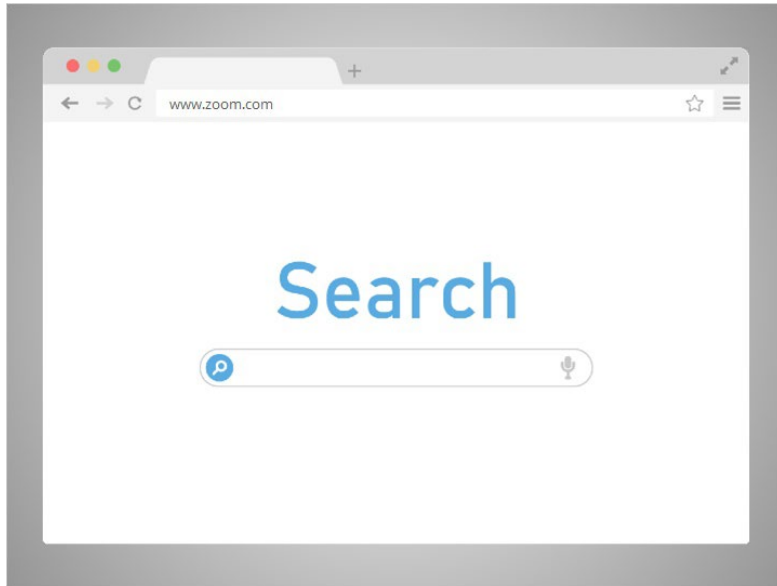


Basics of Video Conferencing

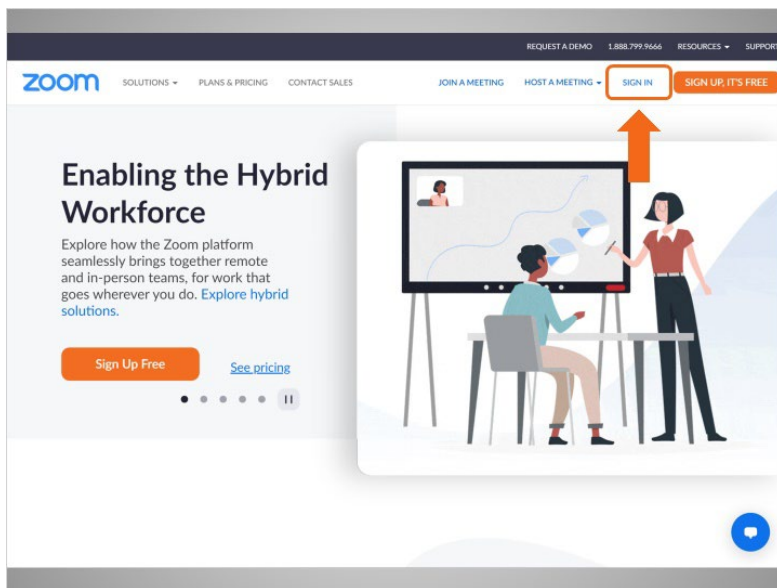
Scheduling an Online Meeting



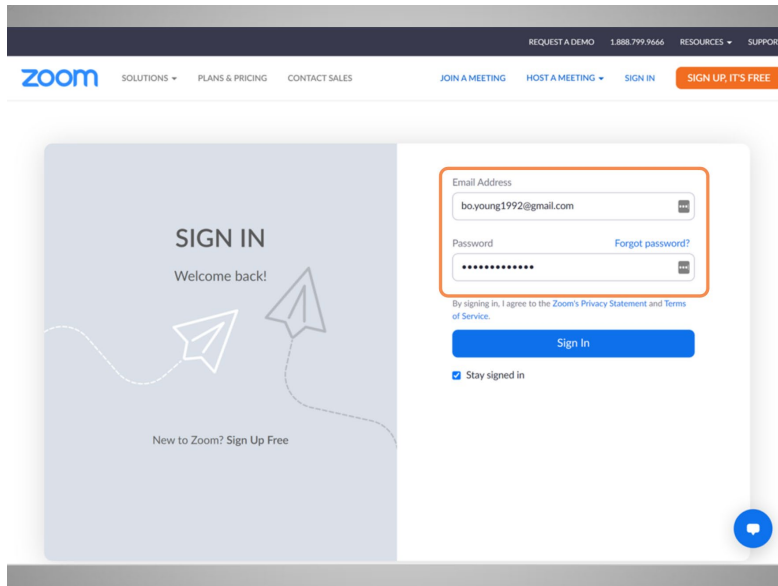
Now that Bo has an account, he can schedule and host an online meeting. In today's example Bo is using Zoom on a Windows 10 computer and his Gmail account to log into his Zoom account.



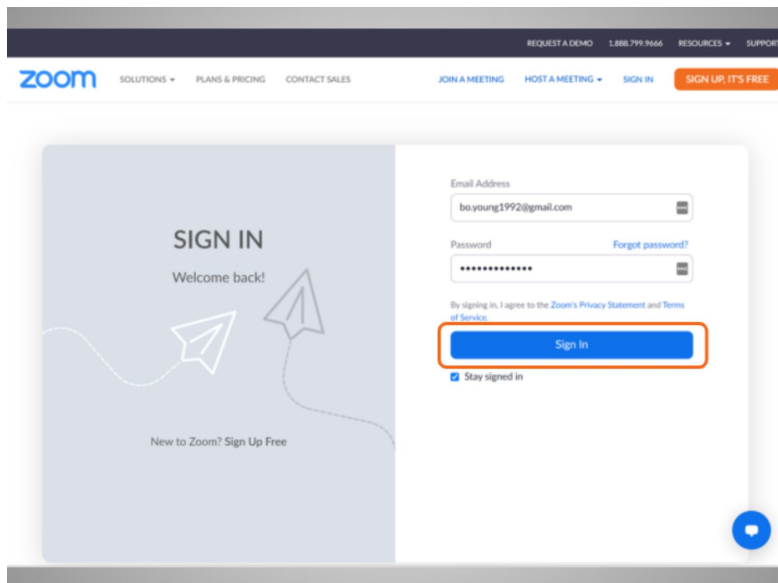
Bo wants to schedule a meeting with his daughter’s teacher next week. Bo opens a browser window goes to the Zoom home page at www.zoom.com,



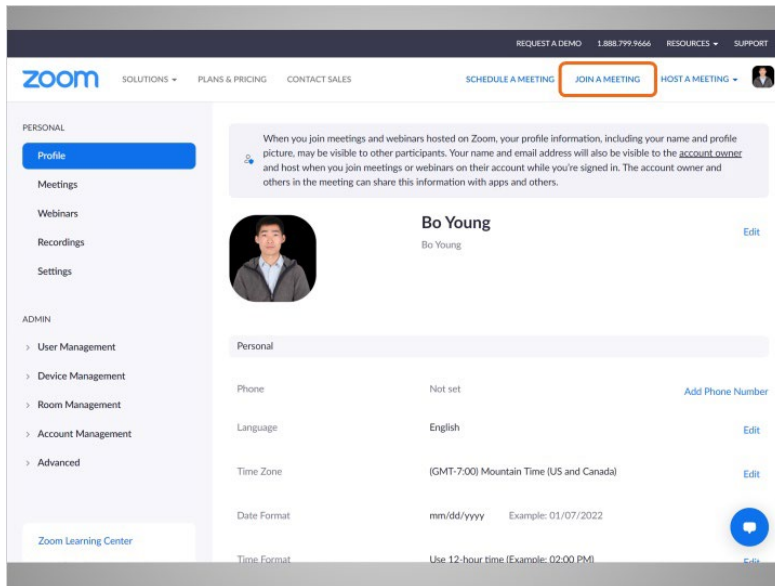
clicks Sign In,



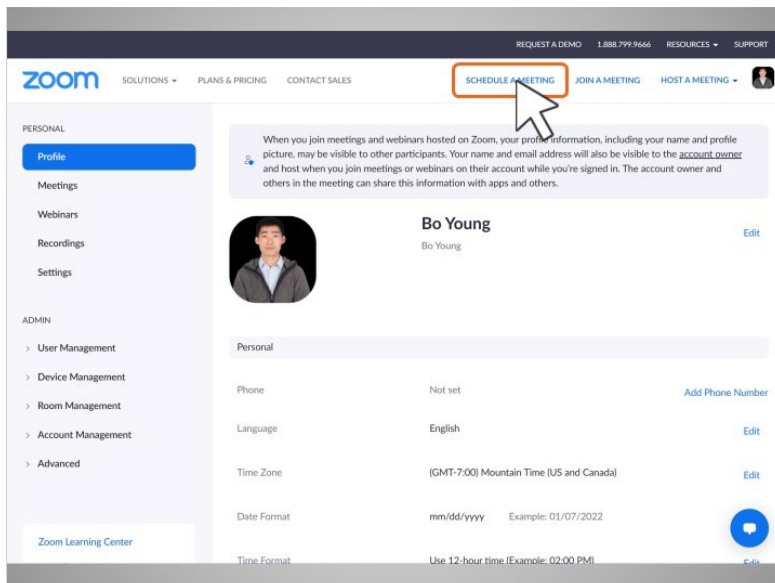
enters his email and password,



and clicks Sign In.



From this page Bo can join a meeting now



or schedule a meeting for a later date.

Bo wants to schedule a meeting with his child's teacher for next week, so he clicks on Schedule a Meeting.

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

PERSONAL

- Profile
- Meetings
- Webinars
- Recordings
- Settings

ADMIN

- User Management
- Device Management
- Room Management
- Account Management
- Advanced

Zoom Learning Center

Back to Meetings

Schedule Meeting

Topic: Ms. Brown and Bo Young Meeting

+ Add Description

When: 01/07/2022 2:00 PM

Duration: 1 hr 0 min

Your Zoom Basic plan has a 40-minute time limit on meetings with 3 or more participants. Upgrade now to enjoy unlimited group meetings. Upgrade Now

Do not show this message again

Time Zone: (GMT-7:00) Mountain Time (US and Canada)

Recurring meeting

Meeting ID: Generate Automatically Personal Meeting ID: 475 903 7780

Save Cancel

The schedule meeting form displays.

Bo enters the Topic,

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

PERSONAL

- Profile
- Meetings
- Webinars
- Recordings
- Settings

ADMIN

- User Management
- Device Management
- Room Management
- Account Management
- Advanced

Zoom Learning Center

Back to Meetings

Schedule Meeting

Topic: Ms. Brown and Bo Young Meeting

+ Add Description

When: 01/14/2022 2:00 PM

Duration: 1 hr 0 min

Your Zoom Basic plan has a 40-minute time limit on meetings with 3 or more participants. Upgrade now to enjoy unlimited group meetings. Upgrade Now

Do not show this message again

Time Zone: (GMT-7:00) Mountain Time (US and Canada)

Recurring meeting

Meeting ID: Generate Automatically Personal Meeting ID: 475 903 7780

Save Cancel

the date and meeting start time,

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- Profile
- Meetings**
- Webinars
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- Settings

ADMIN

- User Management
- Device Management
- Room Management
- Account Management
- Advanced

Zoom Learning Center

< Back to Meetings

Schedule Meeting

Topic: Ms. Brown and Bo Young Meeting

+ Add Description

When: 01/14/2022 2:00 PM

Duration: 0 hr 30 min

Your Zoom Basic plan has a 40-minute time limit on meetings with 3 or more participants. Upgrade now to enjoy unlimited group meetings. Upgrade Now

Do not show this message again

Time Zone: (GMT-7:00) Mountain Time (US and Canada)

Recurring meeting

Meeting ID: Generate Automatically Personal Meeting ID: 475 901 7780

Save Cancel

and the duration of the meeting.

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

PERSONAL

- Profile
- Meetings**
- Webinars
- Recordings
- Settings

ADMIN

- User Management
- Device Management
- Room Management
- Account Management
- Advanced

Zoom Learning Center

< Back to Meetings

Schedule Meeting

Topic: My Meeting

+ Add Description

When: 01/07/2022 2:00 PM

Duration: 1 hr 0 min

Your Zoom Basic plan has a 40-minute time limit on meetings with 3 or more participants. Upgrade now to enjoy unlimited group meetings. Upgrade Now

Do not show this message again

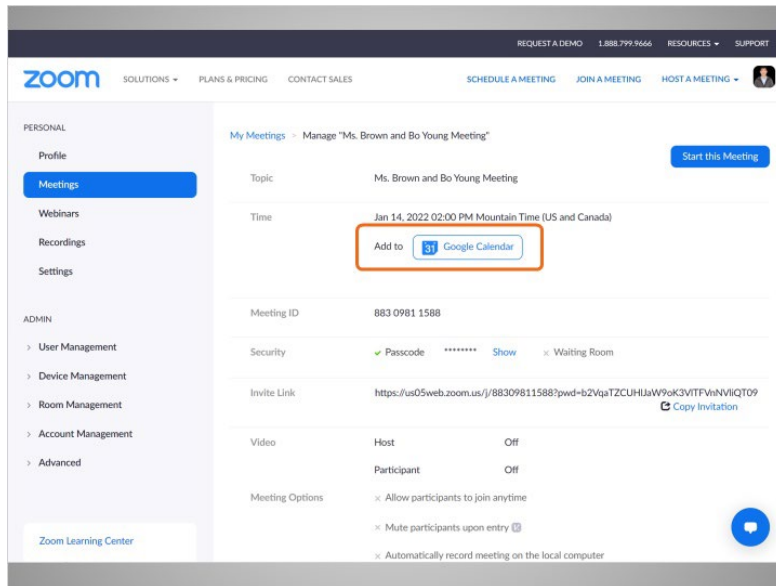
Time Zone: (GMT-7:00) Mountain Time (US and Canada)

Recurring meeting

Meeting ID: Generate Automatically Personal Meeting ID: 475 901 7780

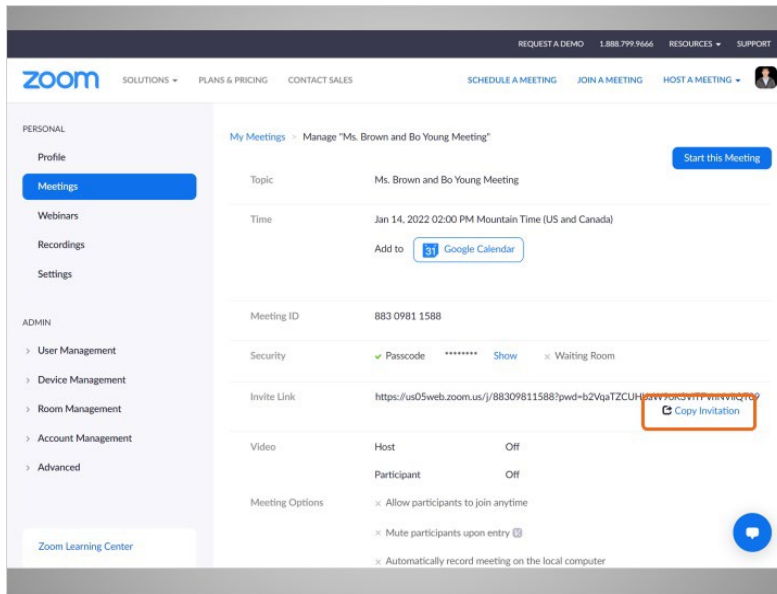
Save Cancel

Once the information is entered, Bo clicks “Save”

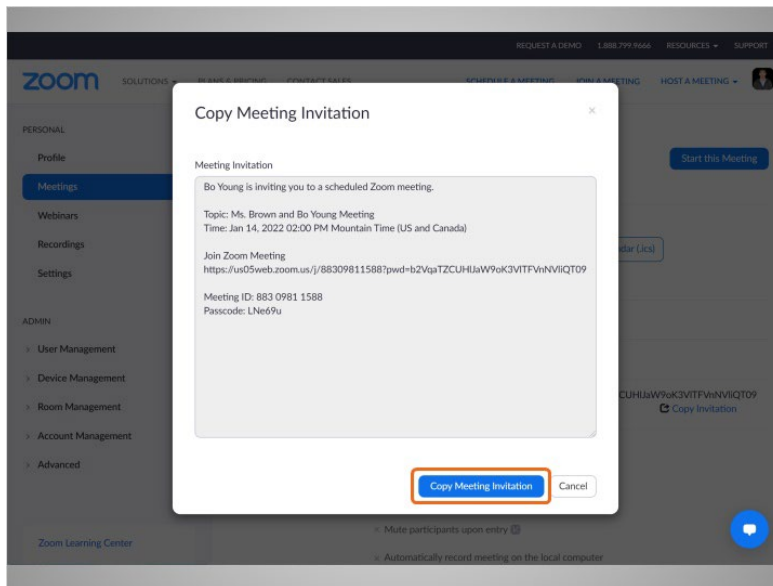


and the meeting is scheduled!

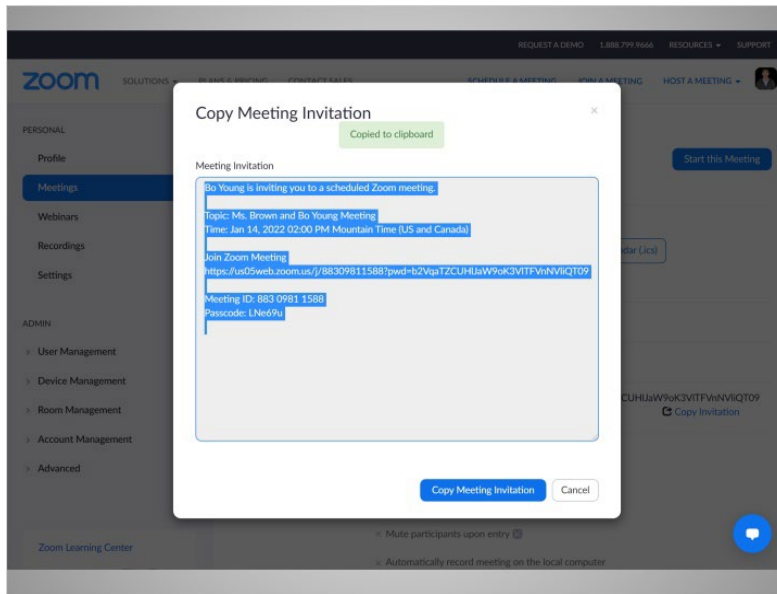
Bo can add the event to his calendar.



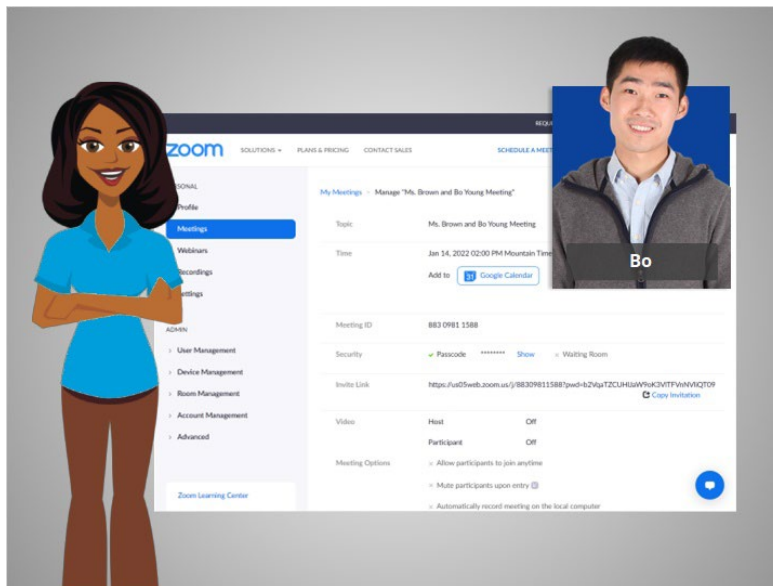
He can also copy the meeting information by clicking the “Copy Invitation” button.



This allows him to copy the invitation and paste the information into an email



or text message that he can send to the people he wants to attend the meeting.



In this lesson Bo scheduled a meeting. In the next lesson he will host a meeting.