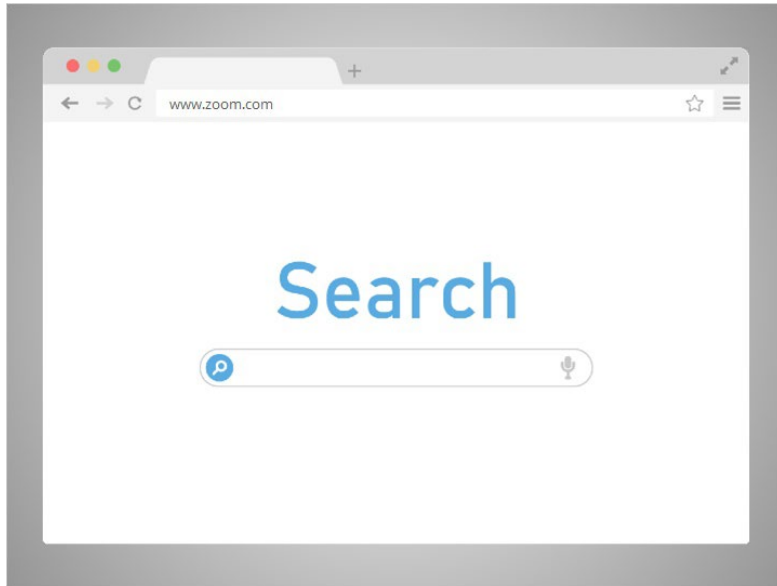# Basics of Video Conferencing
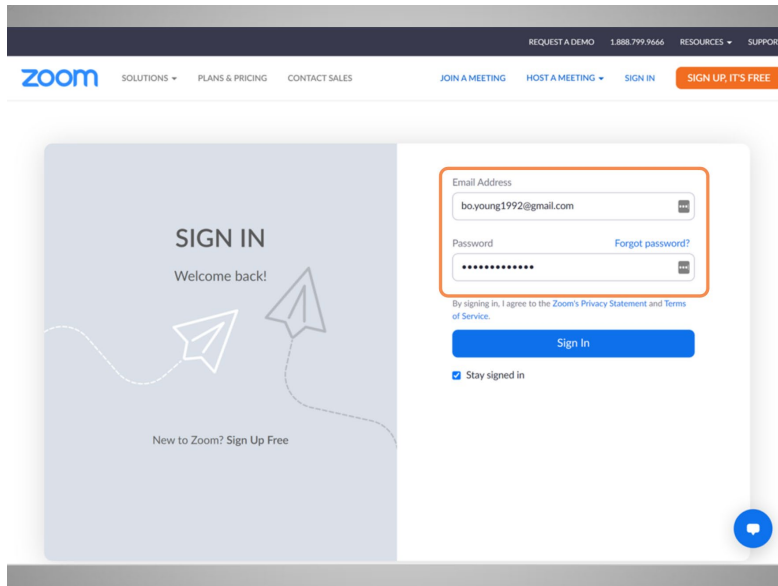## Scheduling an Online Meeting

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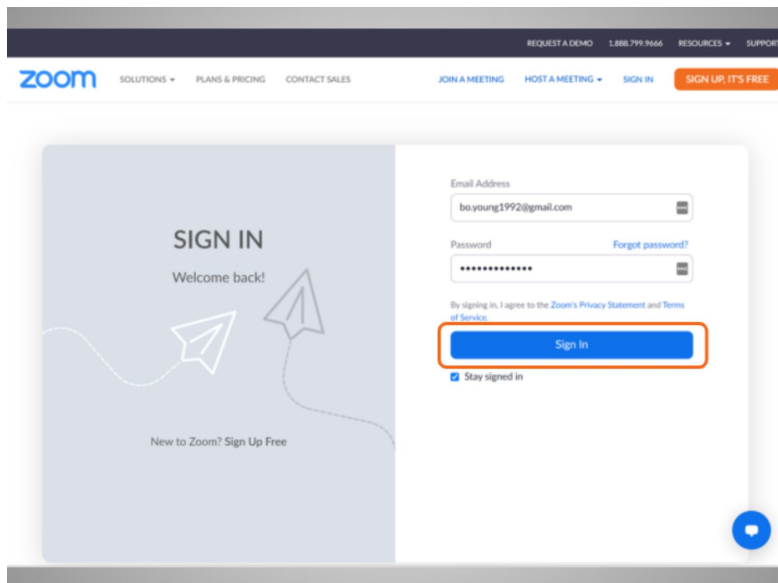
Bo wants to schedule a meeting with his daughter's teacher next week. Bo opens a browser window goes to the Zoom home page at www.zoom.com,
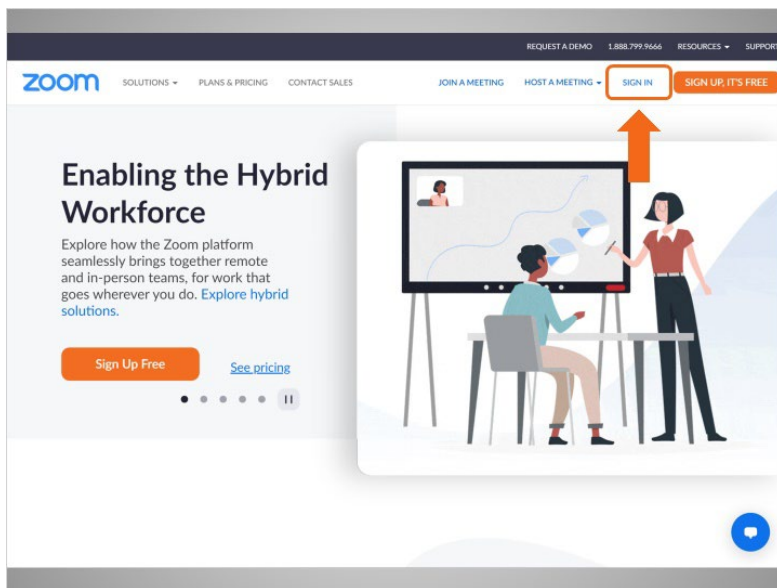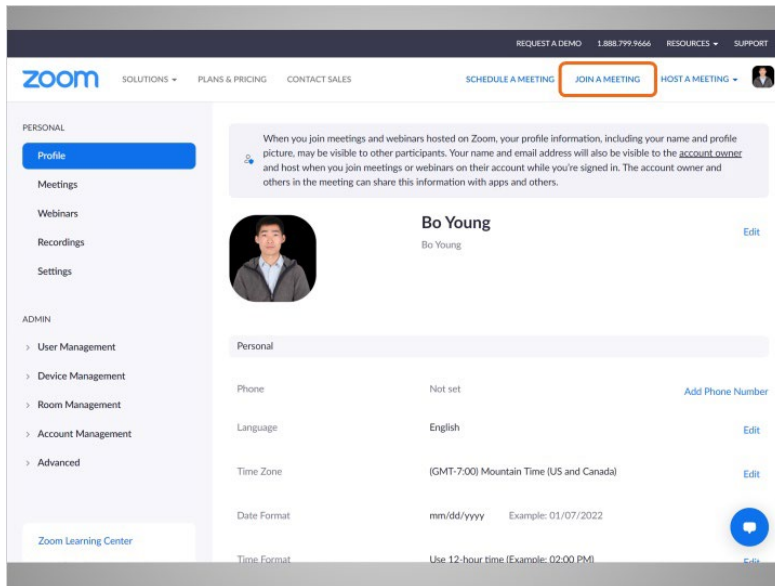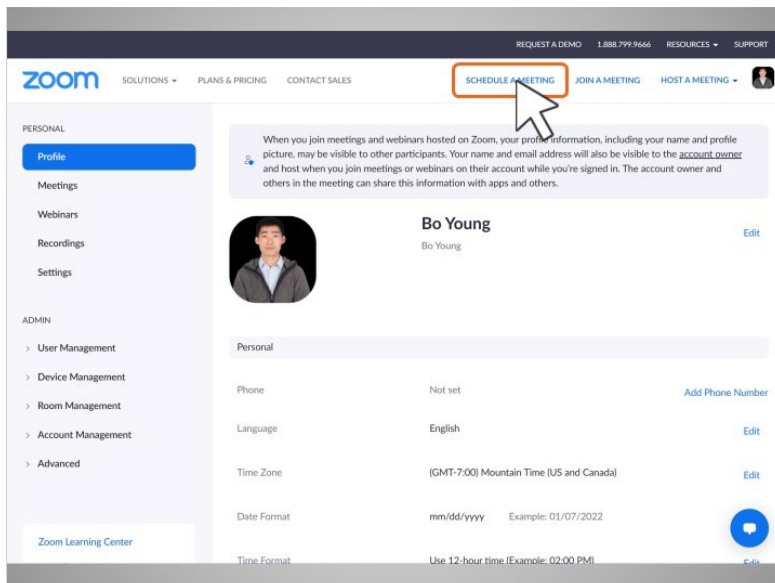

clicks Sign In,

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.

The schedule meeting form displays.

Bo enters the Topic,

the date and meeting start time,

and the duration of the meeting.

Once the information is entered, Bo clicks "Save"
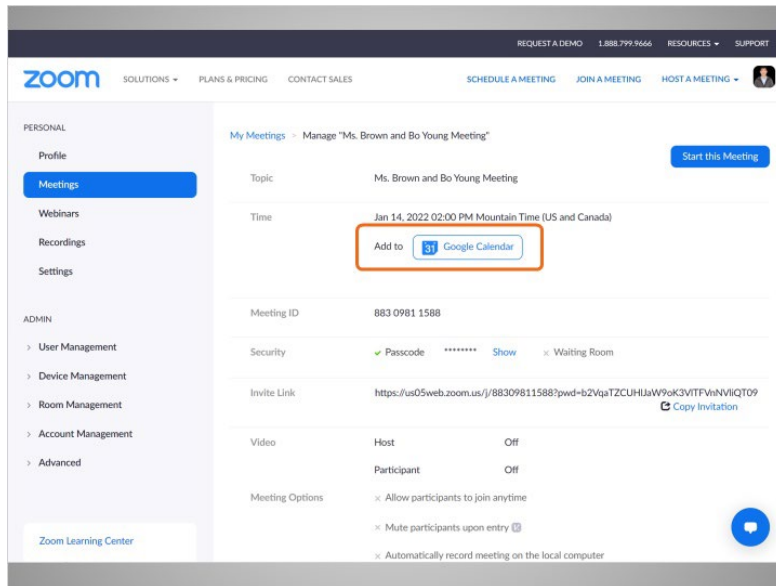
and the meeting is scheduled!

Bo can add the event to his calendar.

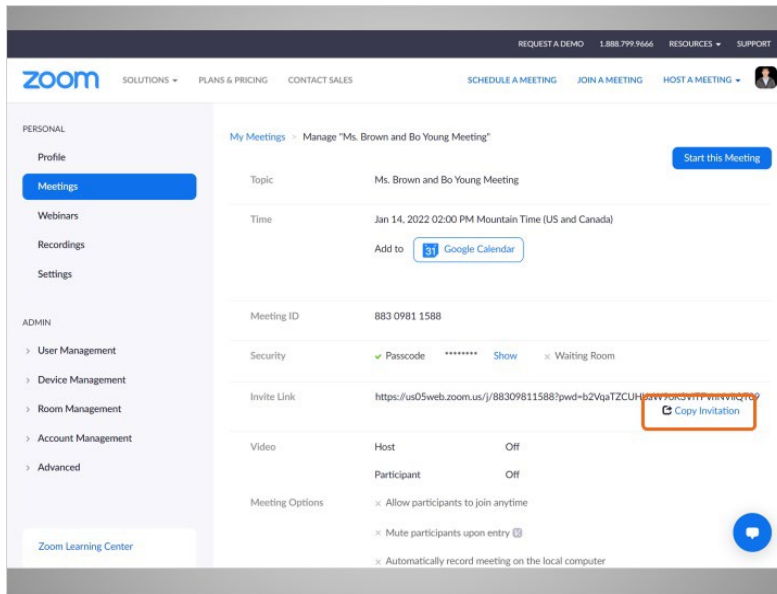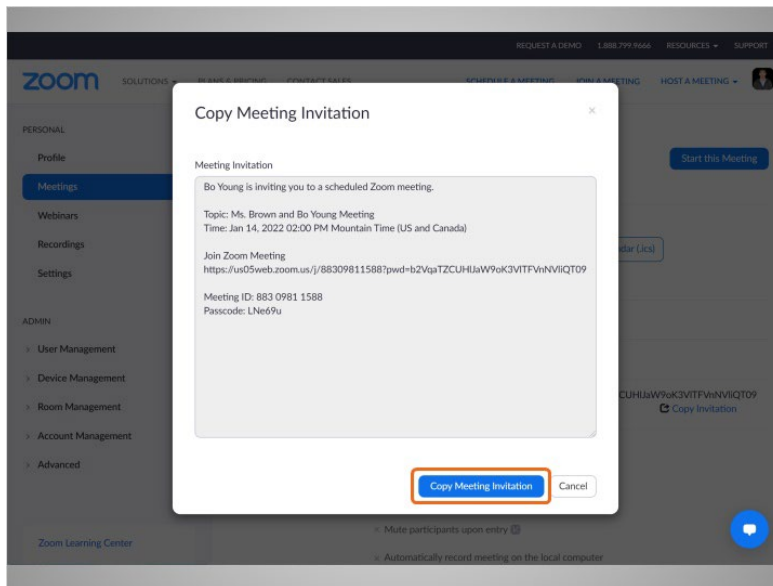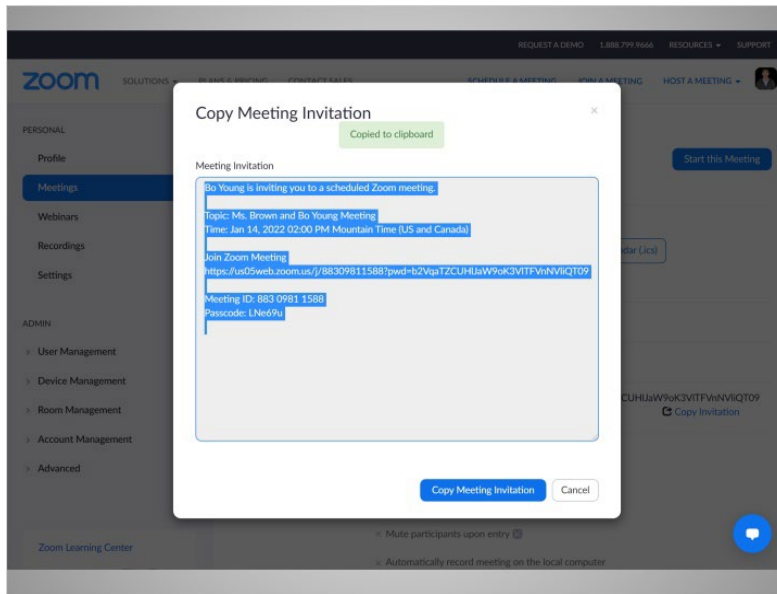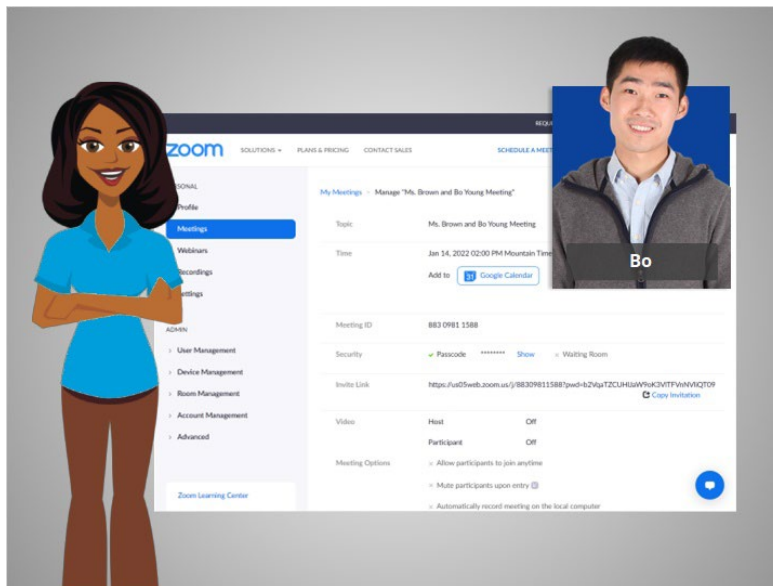He can also copy the meeting information by clicking the "Copy Invitation" button.

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.