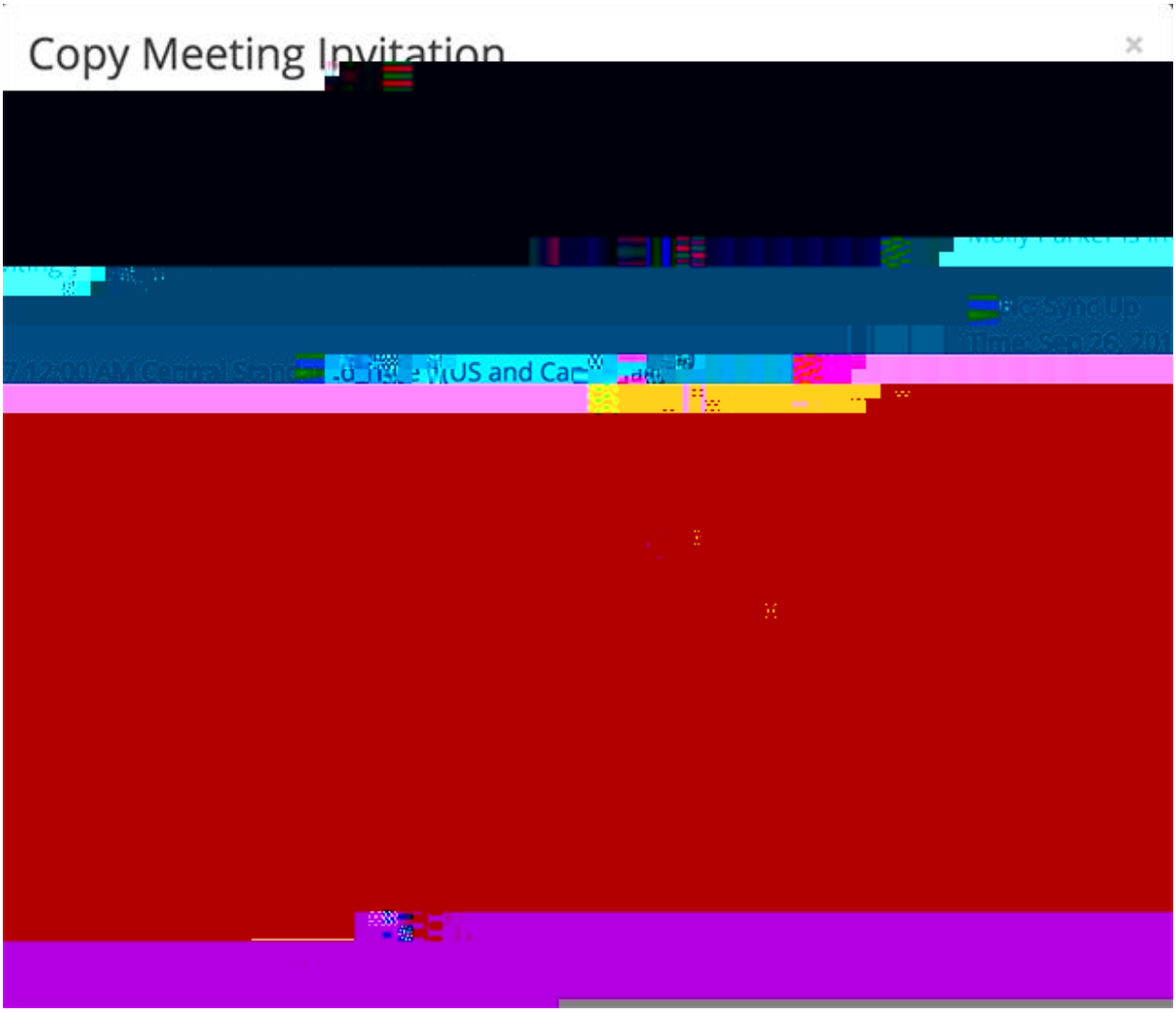
2. Click _____, and click .

3. Select the meeting options. Note that some of these options might not be available if they were disabled and locked to the off position at the account or group level.
   - : Enter a topic or name for your meeting.
   - : Enter in an option meeting description.
   - : Select a date and time for your meeting. You can manually enter any time and press enter to select it.
   - : Choose the approximate duration of the meeting. This is only for scheduling purposes. The meeting will not end after this length of time.
   - By default, Zoom will use the time zone set in your profile. Click the drop-down menu to select a different time zone.
   - : Check if you would like a recurring meeting (the meeting ID will remain the same for each session). This will open up additional recurrence options.
     - : Select how often you need the meeting to recur: ,

Once finished, you can either select a calendar option to add the scheduled meeting to your calendar or select to send out the invitation to your Zoom meeting.

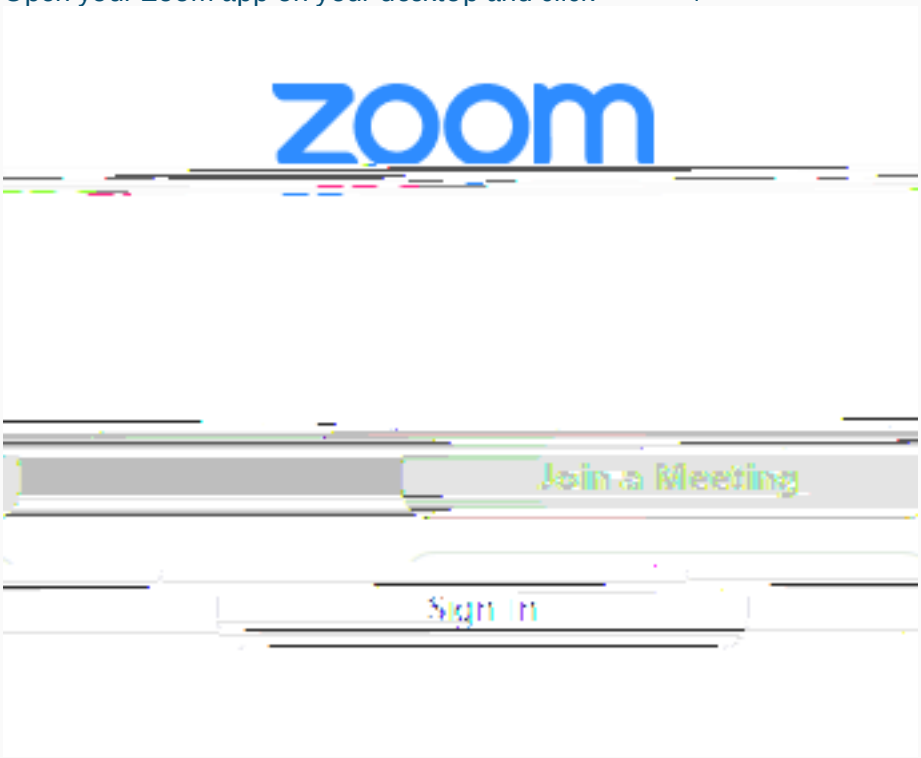
will open up a window where you can copy the full invitation to send out via email.



Scheduling an Instant Meeting

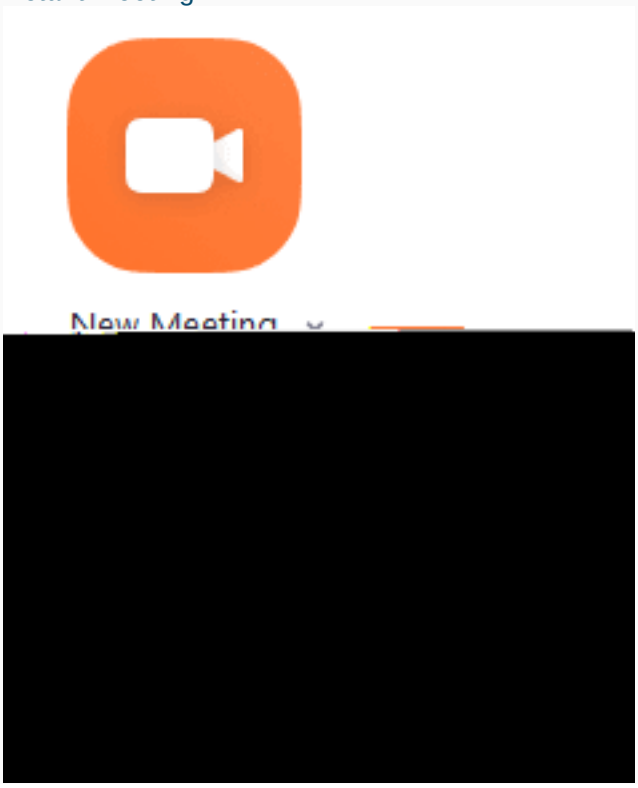
If you do NOT have the Zoom app installed, go to zoom.us and select "Host a Meeting" to start the installation. If you DO have the App installed, see below -

1. Open your Zoom app on your desktop and click .



2. Log in using the and that you have created, or with Google (Gmail), Facebook, or Login with SSO.

3. Click the downward arrow and select , then click to start an instant meeting.

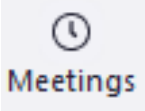


If you are the meeting host and need to start or join a scheduled meeting, there are several ways that you can join the meeting. As the host, you can start the meeting from the Zoom desktop client for Mac, PC or Linux, the Zoom app for Android or iOS, or your web browser,

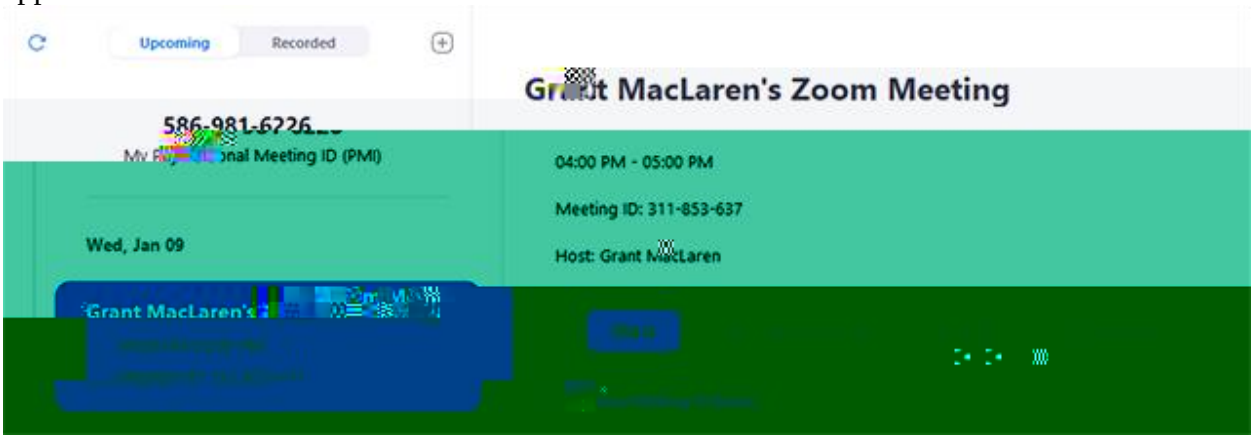
Prerequisites

- Zoom Account
- Meeting Scheduled

1. In the Zoom client, click **Meetings**.

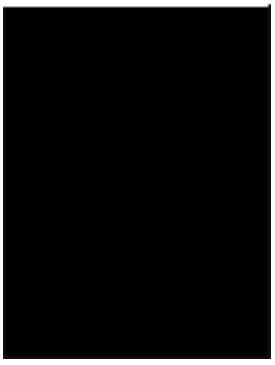


2. Under the **Upcoming** tab, select the meeting you want to start. Additional options will appear.

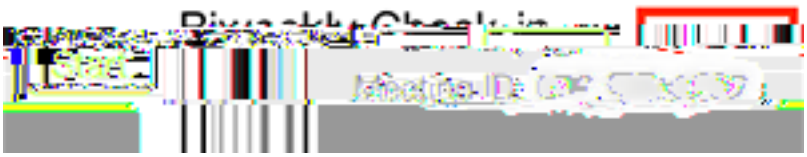


3. Click **Start**.

1. In the Zoom mobile app, click .

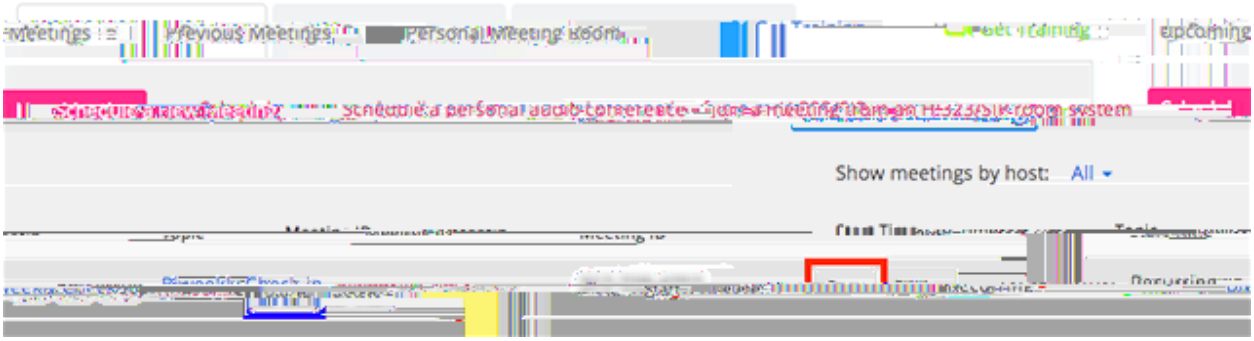


2. Click next to the meeting you want to start.



1. Login to .

2. Under , click next to the meeting you want to start.

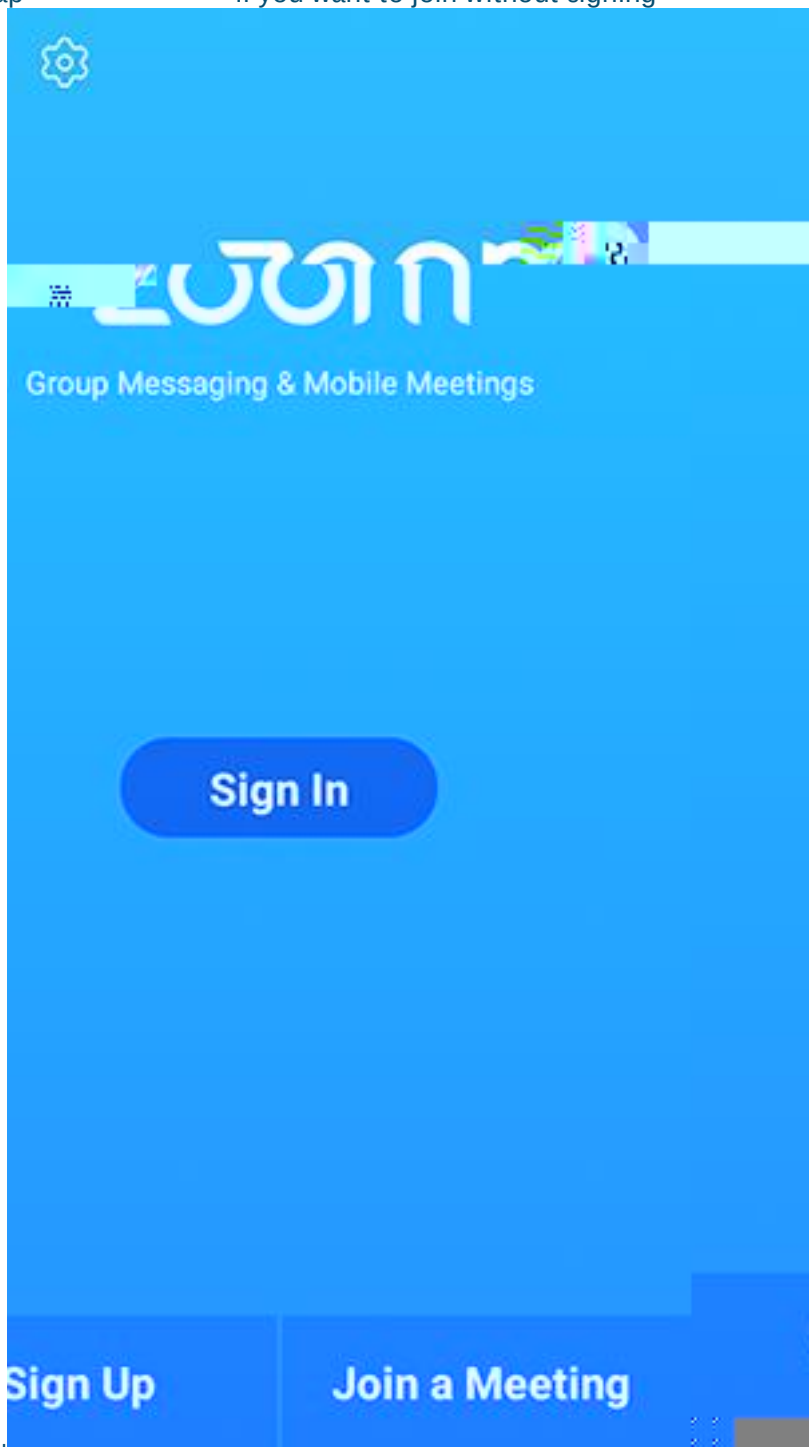


3. The Zoom client should launch automatically to start the meeting.

Ideally, all they should have to do is click the link sent in a text or email sent via Navigate. If not ð

1. Open the Zoom mobile app. If you have not downloaded the Zoom mobile app yet, you can download it from the Google Play Store.
2. Join a meeting using one of these methods:

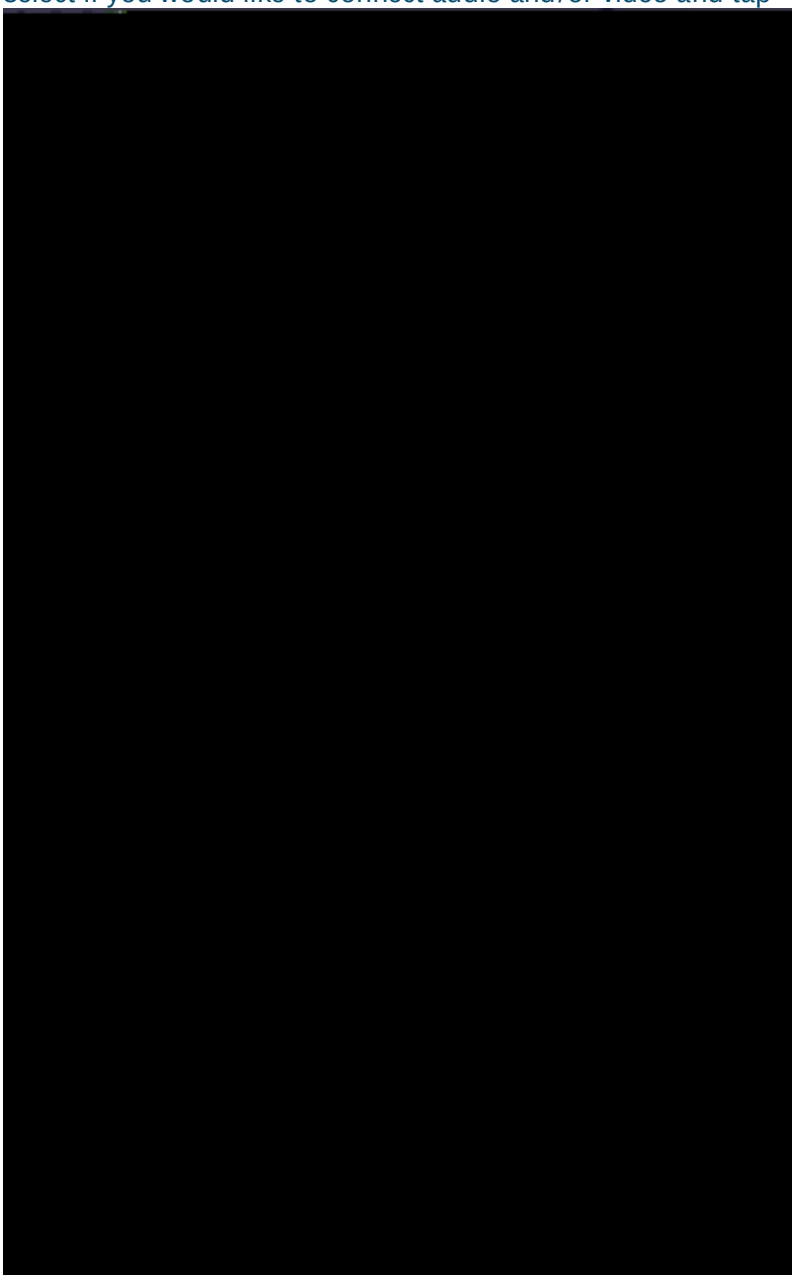
- Tap if you want to join without signing in.



- Sign in to Zoom then tap

3. Enter the meeting ID number and your display name.
    - If you're signed in, change your name if you don't want your default name to appear.
    - If you're not signed in, enter a display name.

4. Select if you would like to connect audio and/or video and tap .



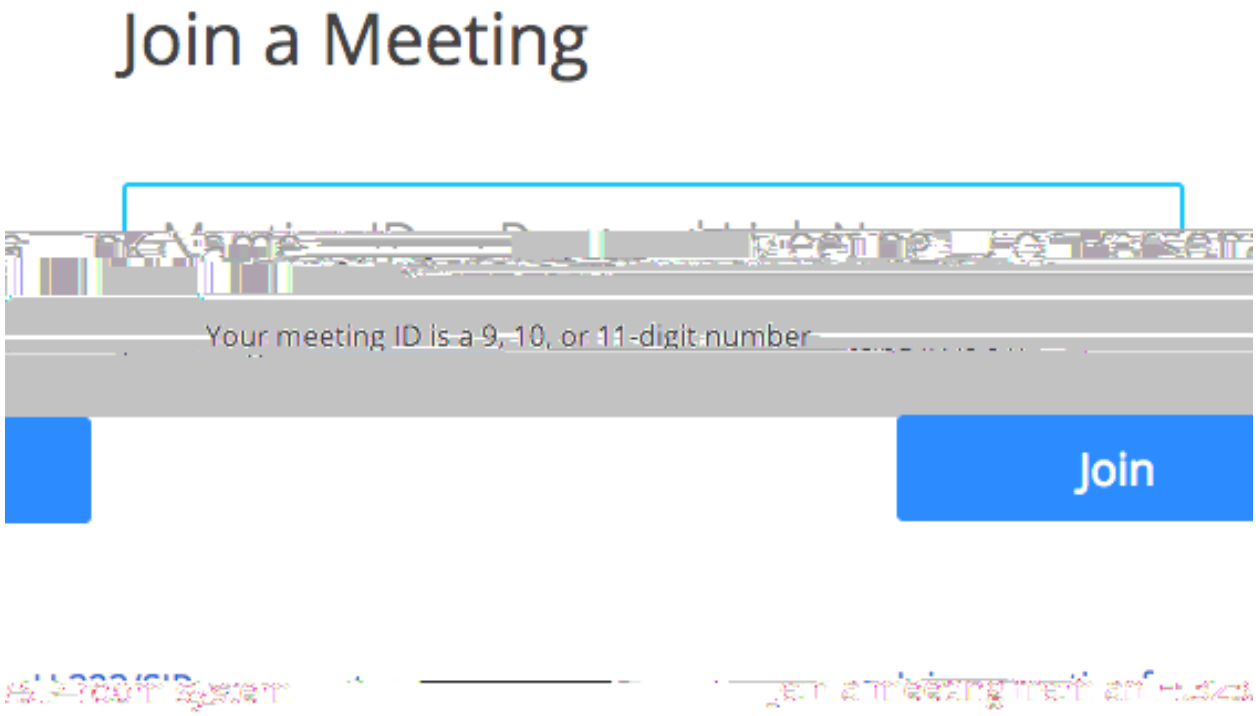
1. Open the Zoom mobile app. If you have not downloaded the Zoom mobile app yet, you can download it from the App Store.
2. Join a meeting using one of these methods:

- Tap if you want to join without signing in.

- Sign in to Zoom then tap

3. Enter the

3. Enter your meeting ID provided by the host/organizer.



4. Click .
   - If this is your first time joining from your browser, you will be asked to open the Zoom client to join the meeting.
   - You can check to skip this step in the future.
   - Click (PC) or (Mac).