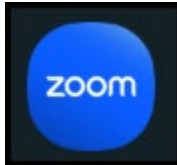
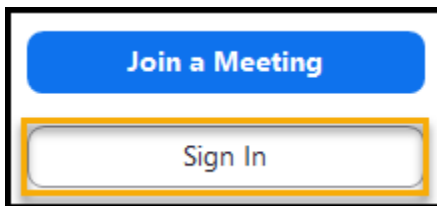


## Scheduling a Zoom Meeting (Desktop Version)

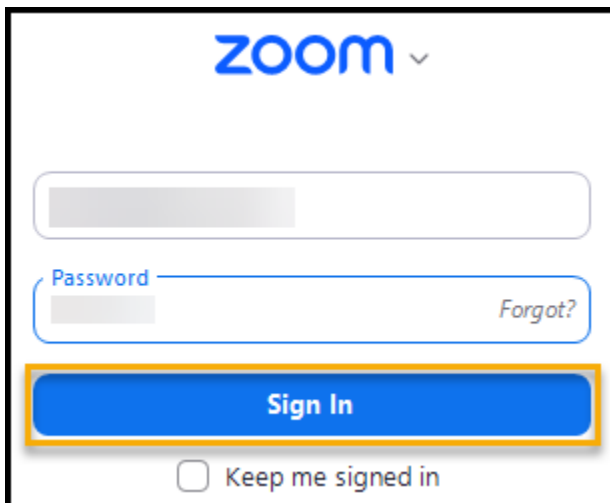
1. Double-click on the “Zoom” desktop icon.



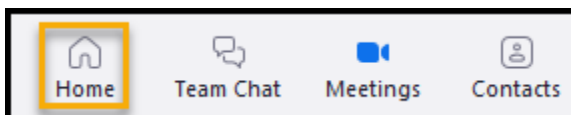
2. Click on the “Sign In” button in the dialogue box that appears.



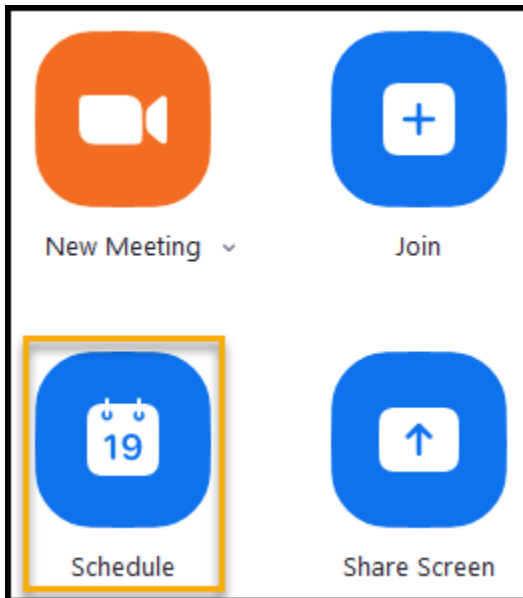
3. Type in your email address and password that is associated with your Zoom account and then click on the “Sign In” button.



4. Double-click on the “Home” icon located at the top of your window.



5. Double-click on the “Schedule” icon.



6. A new window will appear with different meeting settings available.

A screenshot of a "Schedule Meeting" form. The title "Schedule Meeting" is at the top. Below it is a "Topic" field with a yellow highlight on the label and a blue border on the input box containing the text "My Meeting". Below the topic field is a "Date & Time" section with a yellow highlight on the label. It contains three date/time pickers: "04/11/2023", "3:30 PM", and "4:00 PM", followed by the word "to" and another date/time picker: "04/11/2023". Below this is a "Time Zone:" field with a yellow highlight on the label and a dropdown menu showing "Mountain Time (US and Canada)".

a. **Topic:** Type in the title of your meeting.

b. **Date & Time:** Select the date and time of your meeting.

c. **Time Zone:** Select which Time Zone you want for your meeting.

7. If you would like to create a series of the same meeting, click on the “Recurring meeting” button that is listed directly below the “Time Zone” field.

Recurring meeting

8. When you select the “Recurring meeting” option, a new window will appear where you can select what days/times you want this meeting to take place.

Recurring meeting    Every day, until Jan 19, 2023, 7 occurrence(s)

Recurrence     ▾

Repeat every     ▾ day(s)

End date     By      After  ▾ occurrences

9. You also have the ability to select the level of security for your meeting.

**Meeting ID**

Generate Automatically     Personal Meeting ID 208 541 4783

**Security**

Passcode  ⓘ  
Only users who have the invite link or passcode can join the meeting

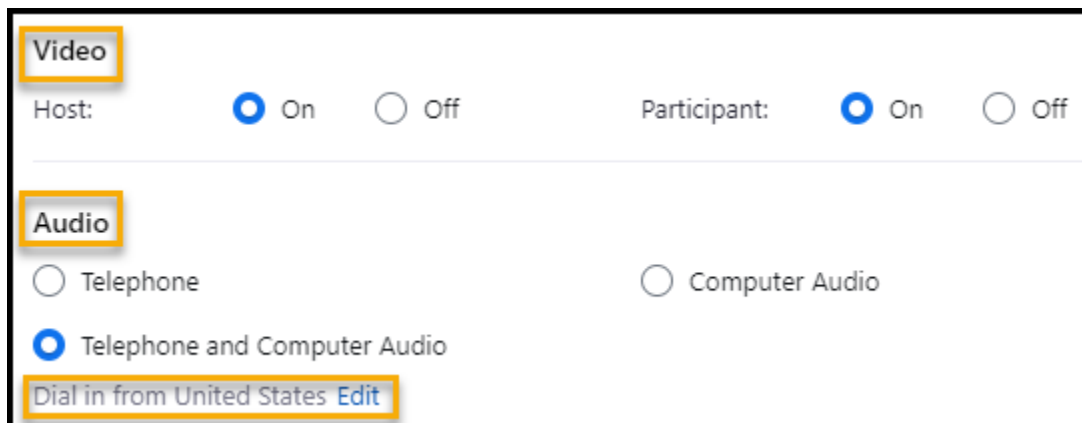
Waiting Room  
Only users admitted by the host can join the meeting

Only authenticated users can join: Sign in to Zoom

- a. **Meeting ID:** The meeting ID is a number that is created anytime a meeting is scheduled. It is how a meeting is identified and can be used to help attendees join the meeting. You have the option to select whether this number generates automatically by selecting the “Generate Automatically” option, or you can select the “Personal Meeting ID” option to use the existing meeting ID number that is displayed.

- b. **Security:** This option allows you to enable certain features that can increase the security of your meeting.
- Passcode: Select this option if you would like any person joining the meeting to be required to enter a code to join before they can be admitted.
  - Waiting Room: Select this option if you would like participants to be placed in an online waiting room where you can control if they are allowed to join your meeting instead of having them automatically join themselves.
  - Require authentication to join: Select this option if you want to require participants to be signed into their own Zoom account before they can join the meeting.

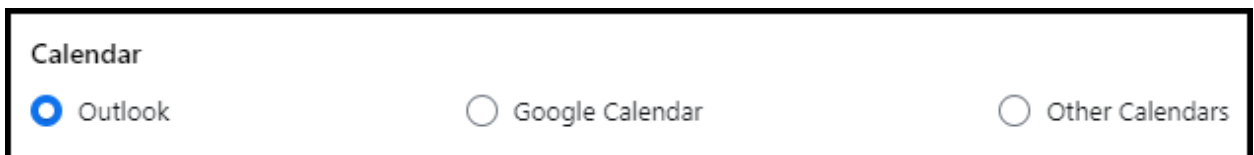
10. You can also adjust your video and audio settings.



- a. **Video:** This feature allows you to turn both yours and/or the participant's video camera on so that you can see each other on the computer screen once the meeting begins.
- b. **Audio:** This feature allows you to select how you want participants to hear the meeting.

- Telephone: Select this option if you only want participants to be able to join the meeting by phone.
  - Computer Audio: Select this option if you want participants to only join the meeting through their computer and computer microphone.
  - Telephone and Computer Audio: Select this option if you want to allow participants to be able to join the meeting through their telephone or their computer.
- c. **Dial from United States**: If you click on the “edit” link, a list will appear where you can select what countries/regions and their available phone numbers you would like listed on your Zoom meeting invitation before you send it out to participants.

11. You have the option to select if you want your Zoom meeting saved to your Outlook or Google Calendar as a visual reminder. In this example, the “Outlook” option is selected.



12. To view more meeting options, click on the carrot next to the “Advanced Options” section.



13. A new list will appear where you will have the ability to select additional meeting features that you would like to enable.

Advanced Options ^

- Allow participants to join anytime
- Q&A
- Mute participants upon entry
- Automatically record meeting on the local computer
- Approve or block entry for users from specific countries/regions

14. Lastly, click on the drop-down arrow to select the Primary Purpose of your meeting. In this example, “Education/Training” is selected.

Administration (e.g., staff meetings)

Clinical/Direct Service (e.g., patient/client mtg)

**Education/Training (e.g., webinar, staff training)**

Case Management (coordinating healthcare services)

Consultation (e.g., assistance and advice)


Education/Training (e.g., webinar, staff training)

15. Once you are satisfied with your meeting settings, click on the “Save” button.

Cancel Save

16. If you selected the “Outlook” calendar option when creating your meeting, a new email window will appear that lists your Zoom meeting time information. From here you will simply need to enter the email address of the person/people you would like to invite to your meeting in the “Required” field.

**i** You haven't sent this meeting invitation yet.  
This appointment is next to another one on your calendar.

  
Send

From: bwilli26@uwyo.edu



Title: **My Meeting**


---

Required: ● [Andrea Genelle Shipley](#)

Optional:

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Start time:      All day   Time zones

End time:     [Make Recurring](#)

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Location: <https://zoom.us/j/98469446487?pwd=Ym1DQ2h6TlFjNFd1WWMybWo5REFwZz09>

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Brittany P. Brigham is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting  
<https://zoom.us/j/98469446487?pwd=Ym1DQ2h6TlFjNFd1WWMybWo5REFwZz09>

**\*\*Please note:** If you did not select the “Outlook” calendar option when setting up your Zoom meeting, this specific window will not appear; however, a similar email window should appear listing your meeting information depending on the type of calendar option you previously selected.

17. Click on the “Send” button when you are ready to email your meeting attendees with the Zoom meeting link.

**i** You haven't sent this meeting invitation yet.  
This appointment is next to another one on your calendar.

  
Send

From: bwilli26@uwyo.edu

Title: **My Meeting**

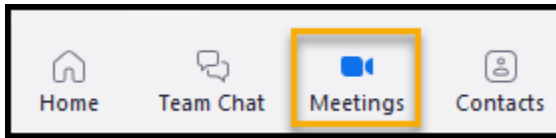
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Required: ● [Andrea Genelle Shipley](#)

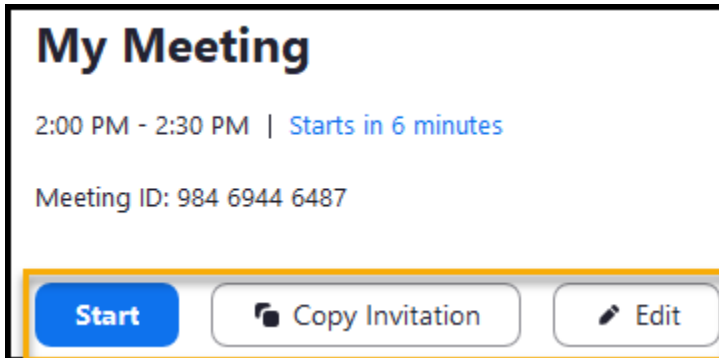
Optional:

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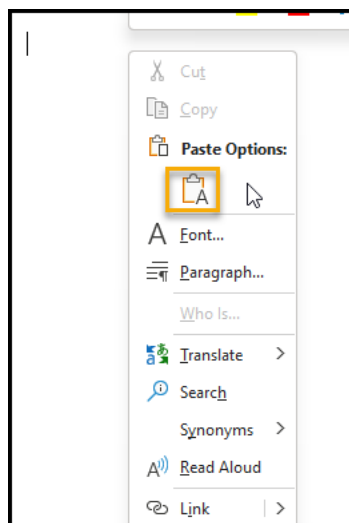
18. If you need to access your Zoom meeting link, you can click on the “Meetings” icon located at the top of your Zoom account once you login.



19. Your scheduled Zoom meetings will be listed.



- If you would like to begin your Zoom meeting, click the “Start” button.
- If you would like to send your Zoom meeting link to another person, simply click on the “Copy Invitation” button and paste the link in the body of a new email message by right clicking and selecting the “paste” icon.





From here you will just need to enter the email address of the person you wish to send the link to and then click the “Send” button.

- c. If you would like to make any changes to your Zoom meeting, you can click on the “Edit” button and adjust your Zoom information. Be sure to click the “Save” button after you make any changes.

- We also recommend checking out Zoom’s training videos that are available through the Zoom Learning Center: <https://learn-zoom.us/show-me>.
- If you have any questions or concerns, please email the Wyoming Telehealth Network at [wy-telehealth@uwyo.edu](mailto:wy-telehealth@uwyo.edu). We are here to support you and your telehealth Zoom experience!