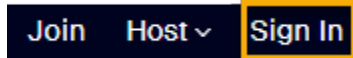
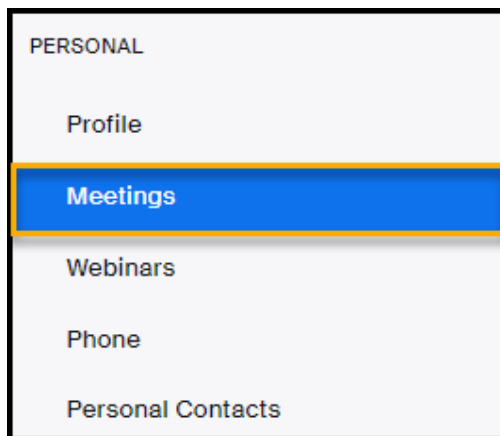


Scheduling a Zoom Meeting (Online Version)

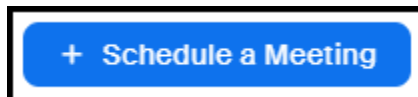
1. Login to your Zoom account using the following link: <https://zoom.us/>.
2. Click on the “Sign In” link and enter your email address and password.



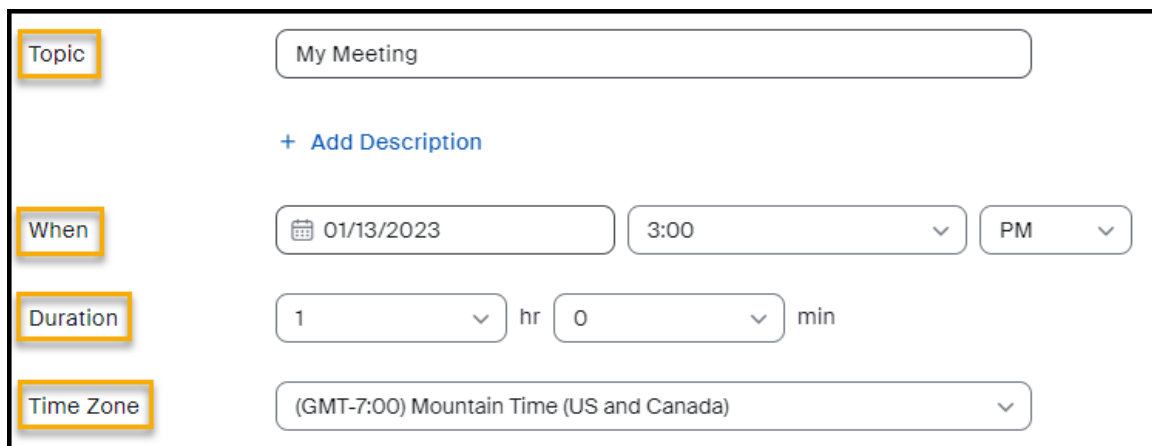
3. Click on the “Meetings” tab on the left-hand side of your screen.



4. Click on the “Schedule a Meeting” button located on the right-hand side of your screen.



5. A new window will appear where you can enter the details of your meeting.



The image shows a meeting scheduling form with the following fields:

- Topic:** My Meeting
- + Add Description:** (link)
- When:** 01/13/2023, 3:00, PM
- Duration:** 1 hr, 0 min
- Time Zone:** (GMT-7:00) Mountain Time (US and Canada)

- a. **Topic:** Type in the title of your meeting.
 - b. **When:** Select the date and time of your meeting.
 - c. **Duration:** Select how long you want your meeting to last.
 - d. **Time Zone:** Select which Time Zone you want for your meeting.
6. 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

7. 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

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

Meeting ID Generate Automatically Personal Meeting ID 505 143 3856

Template

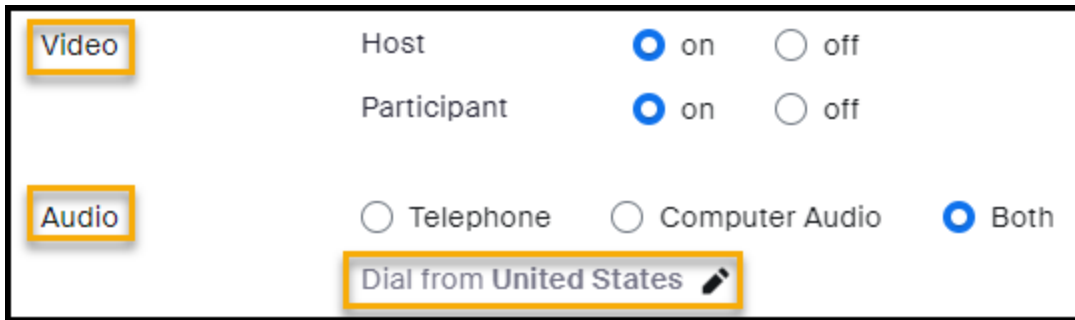
Security

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

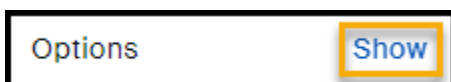
Require authentication to join

- 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. **Template:** This feature allows you to select a specific meeting format if you already have it saved to your computer.
 - c. **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.
9. You can also adjust your video and audio settings.

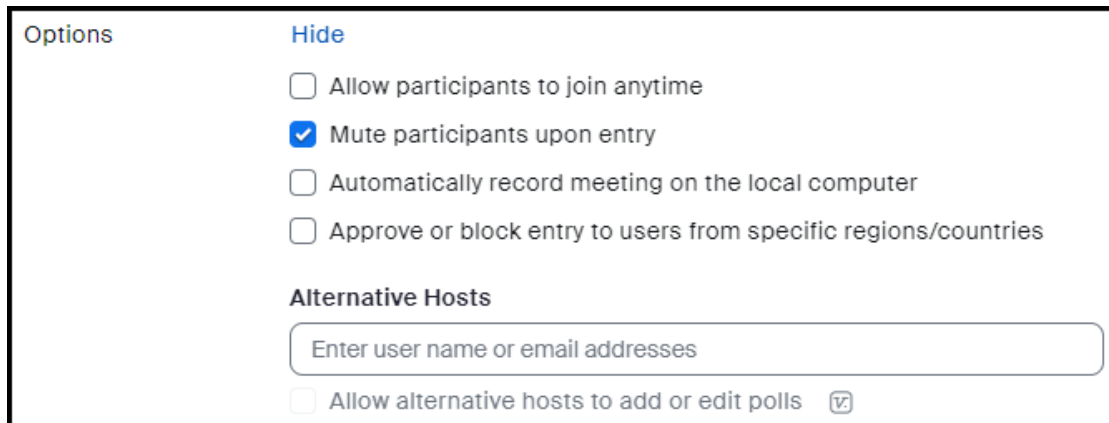


- a. **Video:** This feature allows you to turn both yours and/or the participant's video camera on so that you can see each other on the computer screen once the meeting begins.
- b. **Audio:** This feature allows you to select how you want participants to hear the meeting.
 - Telephone: Select this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

10. Additional Zoom meeting options are available for you to enable. Simply click the "Show" link.



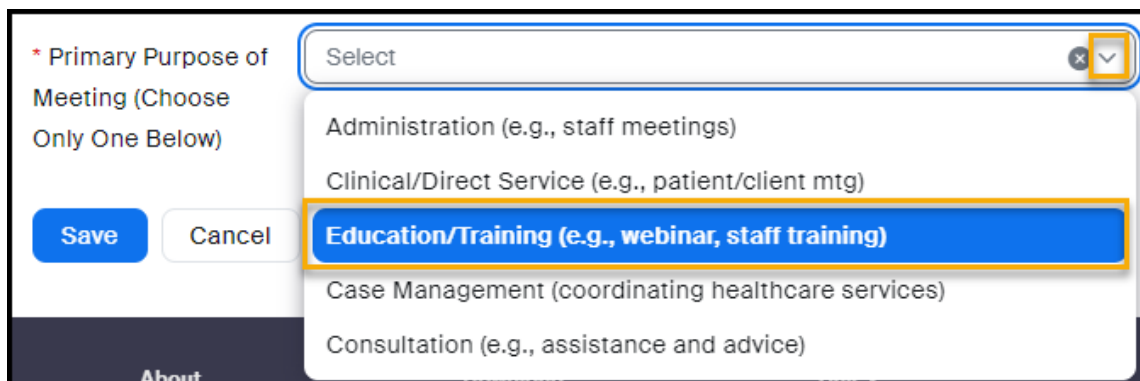
11. A new list will appear where you will have the ability to select additional meeting features that you would like to enable.



The screenshot shows a settings panel with the following options:

- Options**
- Hide**
- Allow participants to join anytime
- Mute participants upon entry
- Automatically record meeting on the local computer
- Approve or block entry to users from specific regions/countries
- Alternative Hosts**
- Enter user name or email addresses
- Allow alternative hosts to add or edit polls

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

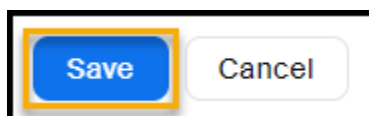


The screenshot shows a dropdown menu for "Primary Purpose of Meeting (Choose Only One Below)". The menu is open, showing the following options:

- Select
- 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)

Buttons for "Save" and "Cancel" are visible below the dropdown.

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

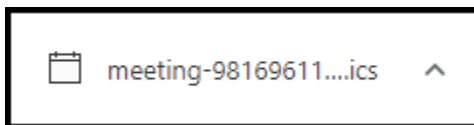


The screenshot shows two buttons: "Save" and "Cancel". The "Save" button is highlighted with a yellow border.

14. A new window will appear that will summarize the details of your meeting. If you would like to add this meeting to your Outlook Calendar, click on the “Outlook Calendar” link.

Topic	Meeting		
Time	Jan 31, 2023 10:00 AM Mountain Time (US and Canada)		
Meeting ID	981 6961 1150		
Security	✓	Passcode *****	Show
	✓	Waiting Room	
Invite Link	https://zoom.us/j/98169611150?pwd=VUtNQVhjTOFTSzRnbjdZYUNvV2NpUT09		
Add to	Google Calendar	Outlook Calendar (.ics)	Yahoo Calendar

15. Click on the tab that generates on the bottom corner of your screen.



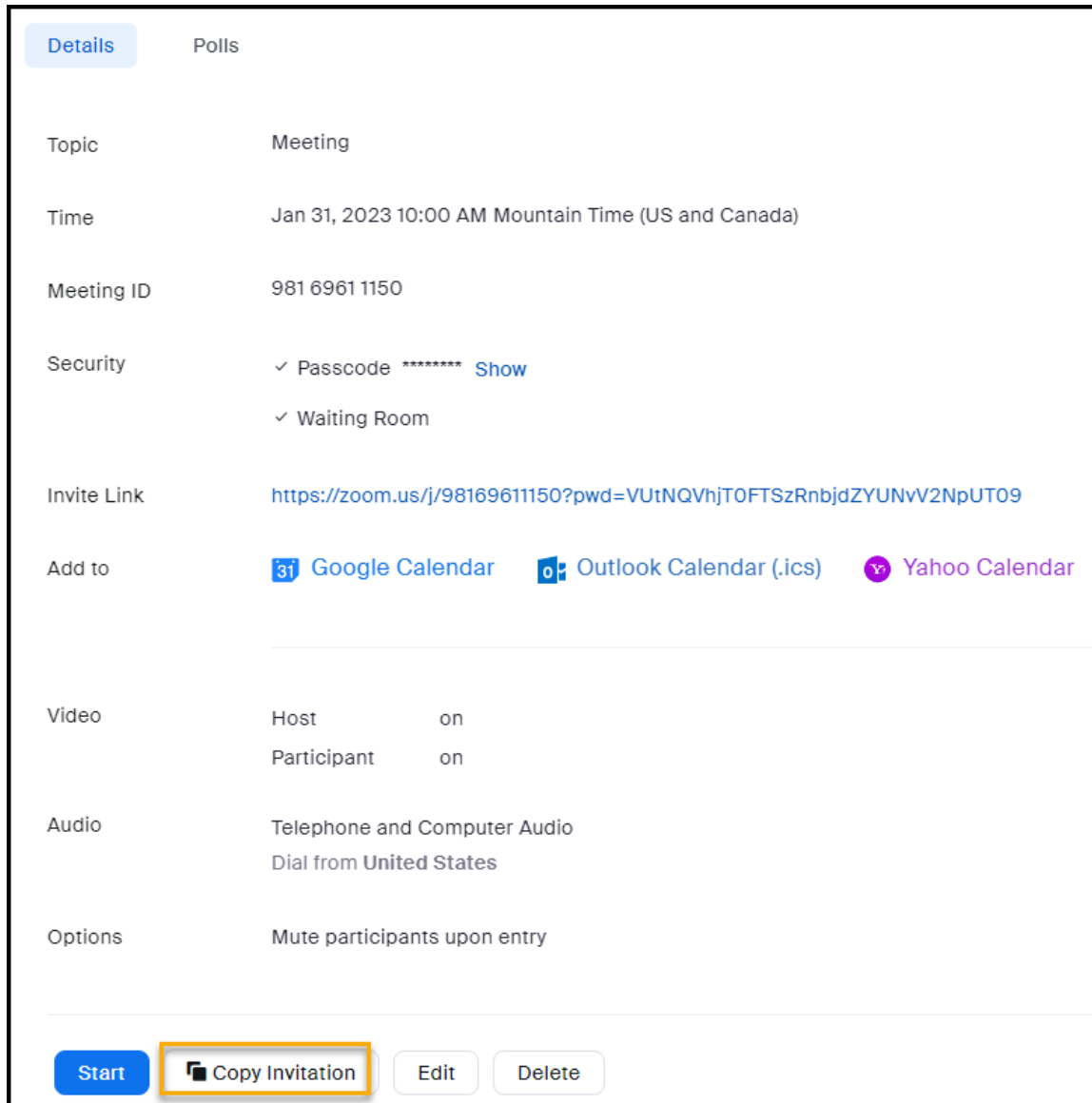
16. This will open a new window where you can save the meeting and Zoom link to your Outlook calendar. Click on the “Save & Close” button.

This appointment is next to another one on your calendar.

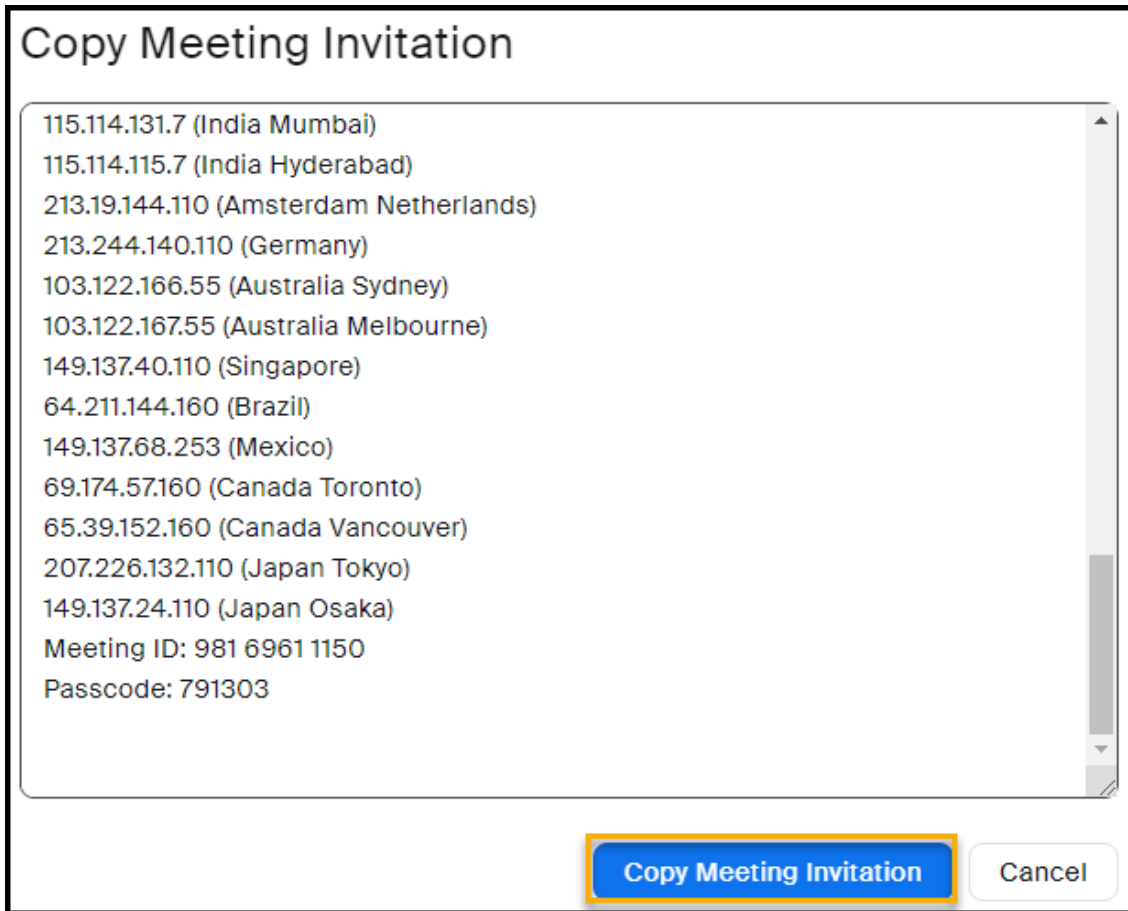
	Title	Meeting		
	Start time	Tue 1/31/2023	10:00 AM	<input type="checkbox"/> All day <input type="checkbox"/> Time zones
	End time	Tue 1/31/2023	11:00 AM	Make Recurring
Location	https://zoom.us/j/98169611150?pwd=VUtNQVhjTOFTSzRnbjdZYUNvV2NpUT09			

If you would like to add your meeting to your Google Calendar or Yahoo Calendar, simply click on the “Google Calendar” or “Yahoo Calendar” links and follow the same steps.

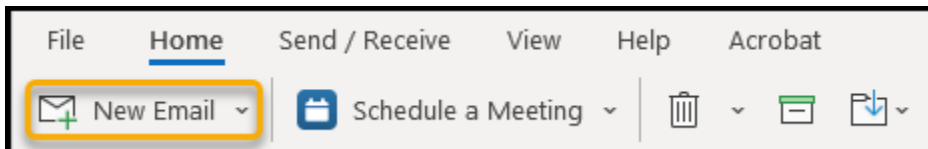
17. Lastly, if you would like to share your Zoom meeting link you can click on the “Copy Invitation” button located on the bottom of your meeting details window.



18. A new window will appear. Click on the “Copy Meeting Invitation” button.

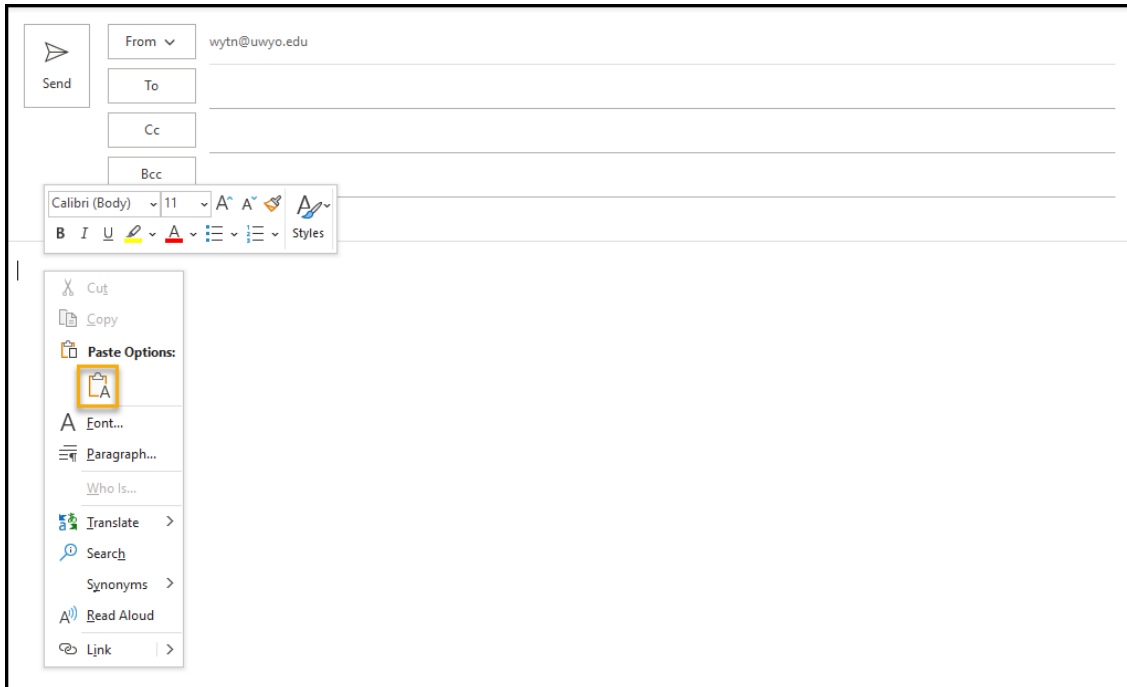


19. Open up your email account (in this example a Microsoft Outlook account is used) and select the “New Email” option.

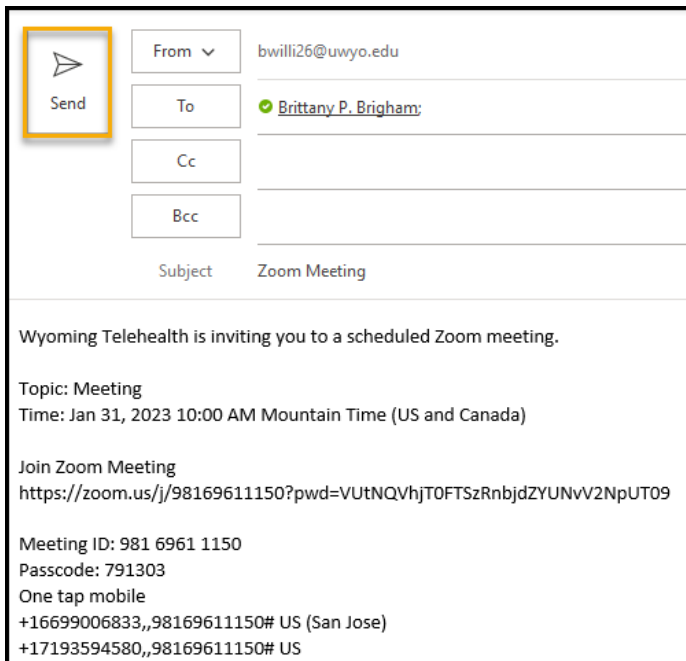


A new window will appear where you can paste the details of your Zoom meeting.

20. Right-click on the body of your email window using your mouse, and then select the clipboard icon.



21. This will copy your Zoom meeting information over into your email message. Click on the “Send” button once you have entered the email addresses of who you would like to receive your message.



- 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@uwo.edu. We are here to support you and your telehealth Zoom experience!