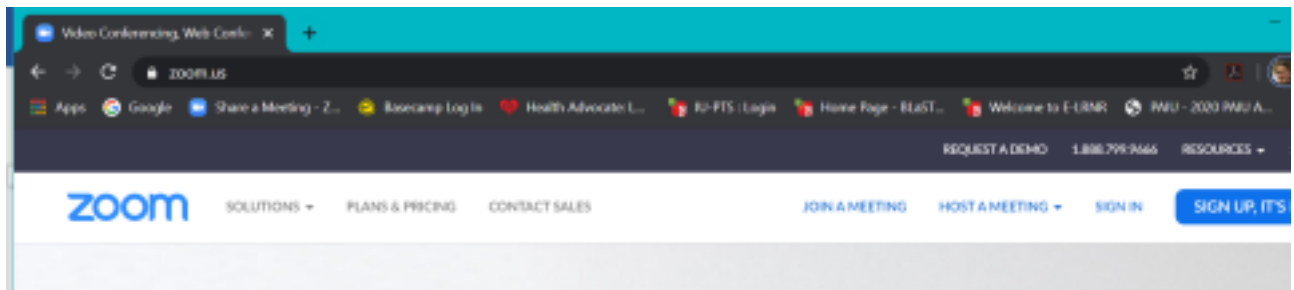


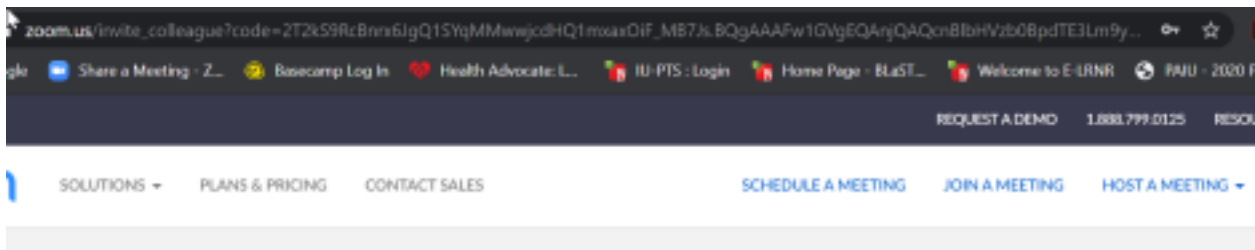
Creating a Zoom Meeting Instructions

Scheduling A Meeting

- Go to the website: Zoom.us
- Sign in:
 - **Username:** *enter your IU17.org email address*
 - **Password:** *enter the password for your account*



- Select **Schedule A Meeting**




- **Fill in the following:**
 - Topic
 - When

A screenshot of the Zoom 'Schedule a Meeting' form. The form is titled 'Schedule a Meeting' and includes fields for 'Topic' (with 'Meeting Example' entered), 'Description (Optional)' (with 'Enter your meeting description' entered), and 'Use a template' (with a dropdown menu showing 'Select a template'). Below these fields, there are sections for 'When' (with a date picker set to '05/13/2020' and a time picker set to '12:00 PM') and 'Duration' (with a dropdown menu set to '1 hr' and a time picker set to '0 min').

pg. 1

- **OPTIONAL** – To create a **Recurring Meeting**, click the check box and fill in the appropriate fields below

When 


Duration hr min

Time Zone

☒ Recurring meeting Every day, until Mar 19, 2020, 7 occurrence(s)

Recurrence


Repeat every day

End date ☒ By  ☐ After occurrences

- Clicking this allows others to show up early to the meeting (optional) •
- Click **Save**

Meeting Options

☒ Enable join before host

☐ Mute participants upon entry 

☐ Enable waiting room

☐ Only authenticated users can join

☐ Breakout Room pre-assign

☐ Record the meeting automatically on the local computer

Alternative Hosts

Add meeting to your calendar/send email invitation:

- Select Outlook Calendar

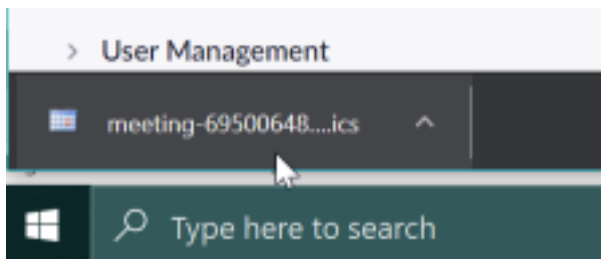
My Meetings > Manage "Meeting Example"

[Start the meeting](#)

Topic	Meeting Example
Time	Mar 13, 2020 12:00 PM Eastern Time (US and Canada)
Add to	31 Google Calendar Outlook Calendar (.ics) Yahoo Calendar
Meeting ID	566-714-594

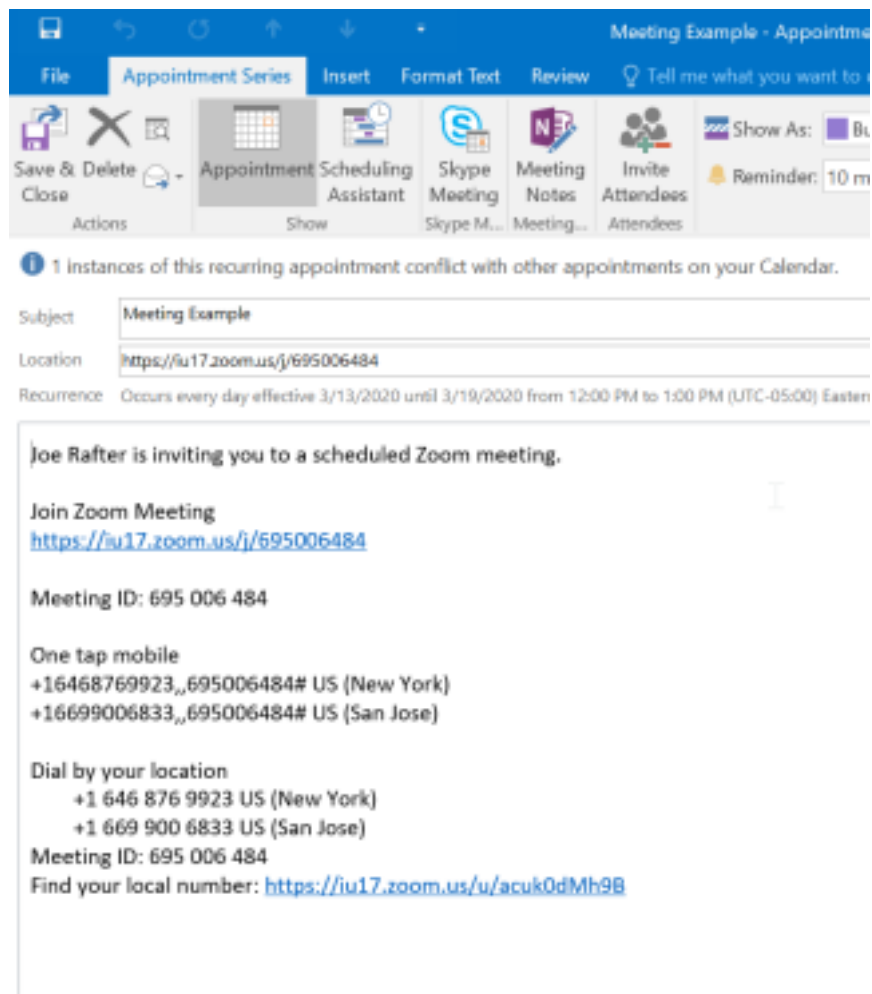
If the email invitation doesn't automatically pop up:

- Click on the meeting attachment above your start menu (bottom left area of your screen)



Emailing invitations with zoom link

- Invite others to the meeting by **clicking Invite Attendees**



pg. 4

- The **To:** field will appear
- Select **To:** so that you may add participants from the Outlook Global Address, etc.

You haven't sent this meeting invitation yet.
1 instances of this recurring appointment conflict with other appointments

Send

To...

Subject Meeting Example

Location <https://iu17.zoom.us/j/695006484>

- Click **Send**

This zoom meeting will automatically appear on your **outlook calendar where you can access meeting information, start the meeting, reschedule or cancel a zoom meeting.

If you have any questions, please email GROUPBLASTTECHNOLOGY@IU17.ORG or contact the Technology Department (570) 323-8561 x6400. Thank you.