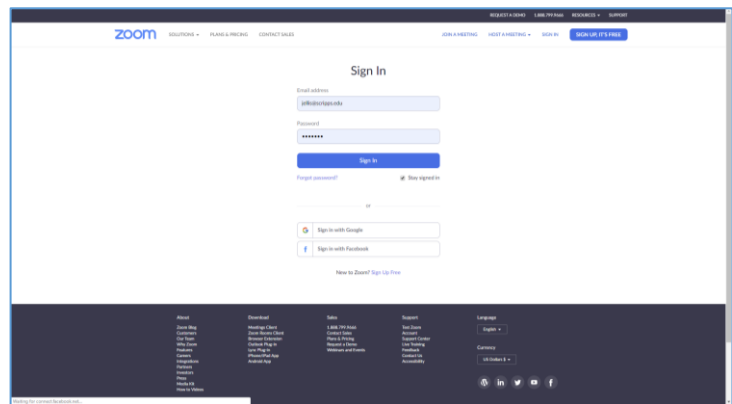
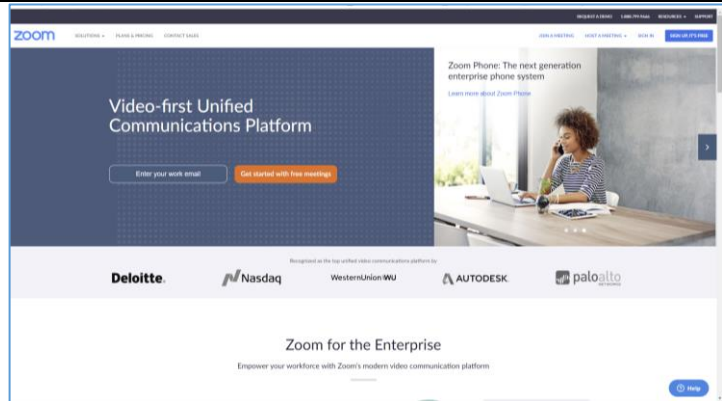


Zoom | Scheduling a Meeting

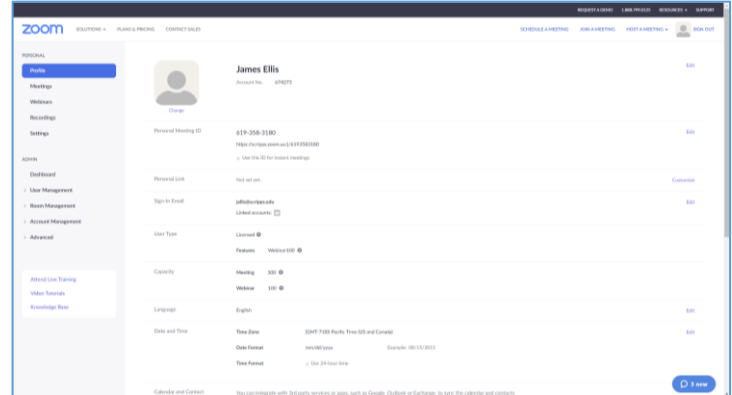
This is a short guide to setting up your Zoom Meeting.

Step 1: Sign In

- Sign in, either by going to zoom.us in a browser or through the app (if you have downloaded it)

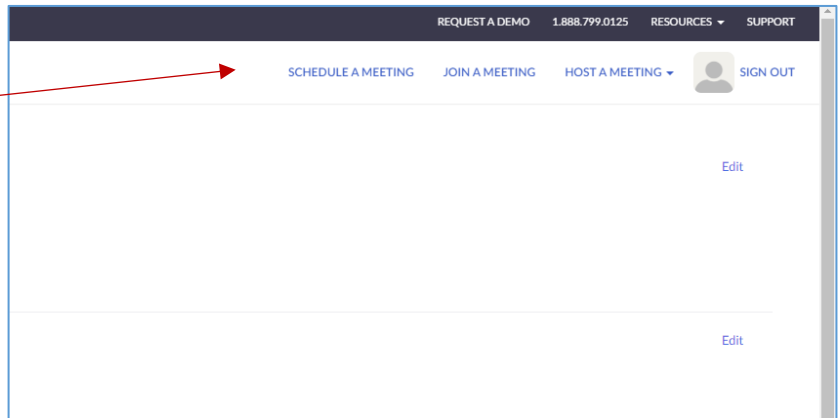
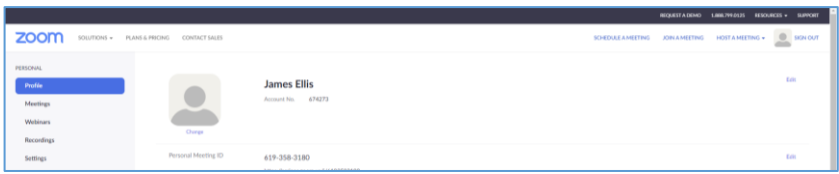


- Once you are signed in, your Zoom Profile Page will be displayed



Step 2: Schedule a Meeting

- From the Profile Page, select [Schedule a Meeting]



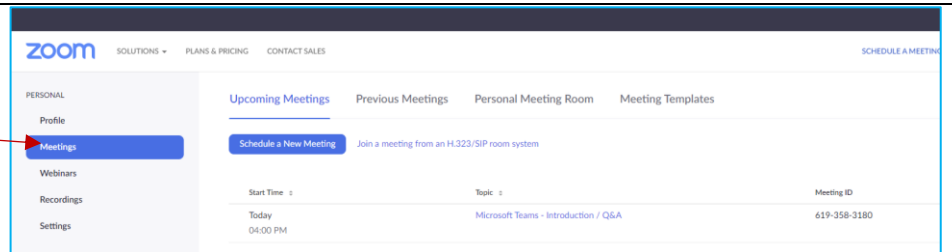
- You will be taken to the Meeting Scheduling form within Zoom
- Type in a Topic. The description is optional and does not show on the invite
- Input the date and start time, as well as the duration*
- Check / amend the other settings as required (such as creating a password or waiting room – highly recommended - setting the meeting up to be recurring, turning participant video off, muting on entry and recording the meeting)
- When ready, select [Save]

*Note on Duration:

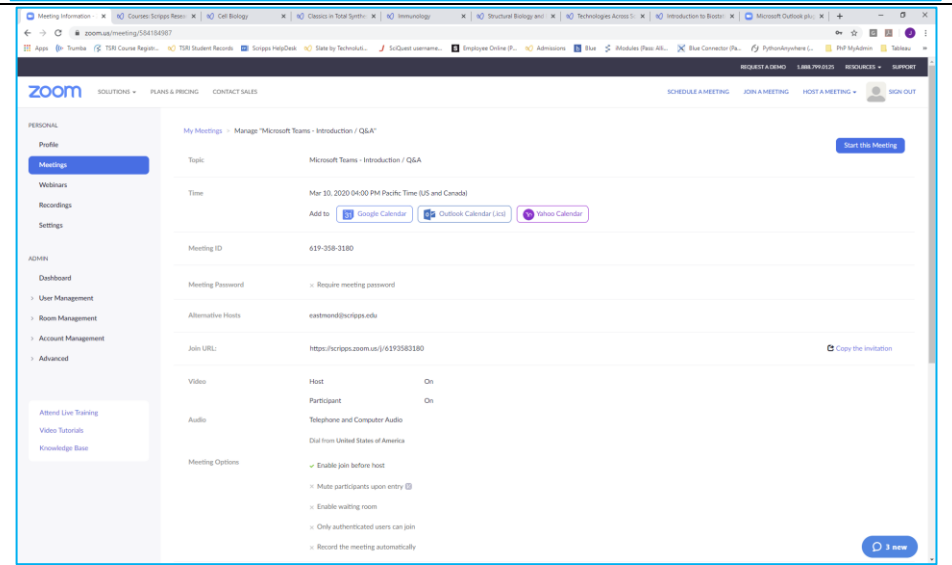
If you set the meeting duration to 1 hour, Zoom will automatically stop the meeting at the 1 hour mark. It is recommended that you set the duration to at least half an hour more than is required for this reason.

Step 3: Accessing your Meeting(s) from the Zoom Interface

- You can access your upcoming (and previous) meetings by using the 'Meetings' Tab
- Meetings can also be scheduled from this page



- Meeting settings can be amended by clicking on the meeting topic, scrolling down, and then selecting [Edit this Meeting]



Ways to Access Zoom:

There are multiple ways to access Zoom or schedule meetings:

- Using a browser and navigating to zoom.us
- Downloading the app and using your desktop, laptop or mobile device
- Using the Outlook plug-in (which can be downloaded here: <https://support.zoom.us/hc/en-us/articles/200881399-Microsoft-Outlook-plugin-desktop->)