Zoom Meeting Guide.

Scheduling a Zoom meeting from the Desktop Application.

1. Click on the Zoom Desktop Icon

2. Click on “Schedule”

3. Enter a Meeting Title in the “Topic” field.
4. Set a Start Date, Time, and Duration for the meeting.
5. Under Meeting ID Select “Generate Automatically”
6. For Audio Options select “Both”
7. For Calendar select “Outlook”
8. Click “Schedule”
9. Outlook Meeting Calendar will open with the invitation already created. Just fill in who you want to send the invite to and click send.
Starting Your Meeting

1. In the Zoom App. Click on “Meetings”.

[Image of Zoom interface showing meeting invitation details and call information]

[Text explaining how to join a scheduled Zoom meeting, including dial-in information and troubleshooting steps]
2. Find the meeting you want to start and click “Start”

3. To use a telephone, select “Phone Call” and dial in the first number in the list.
   a. Note: If you are the only person in the meeting room you can just Select “Computer Audio”

4. Follow instructions from the phone entering the Meeting ID followed by # and then the Participant ID followed by #
Share Screen in Zoom Meeting

1. Click on the “Share Screen” icon.

2. Click “Desktop” (selected item is highlighted in green) and click “Share Screen”