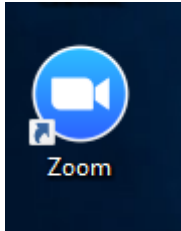


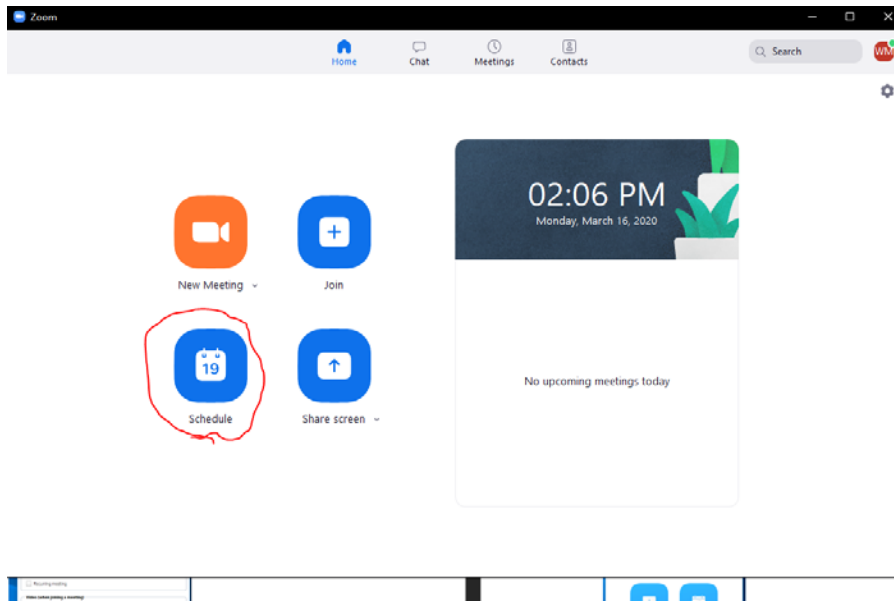
Zoom Meeting Guide.

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.

Schedule Meeting

Topic

Meeting Topic

Start: Mon March 16, 2020 03:00 PM

Duration: 1 hour 0 minute

Recurring meeting Time Zone: Eastern Time (US and Canada) ▾

Meeting ID

Generate Automatically Personal Meeting ID 690-386-9236

Password

Require meeting password

Video

Host: On Off Participants: On Off

Audio

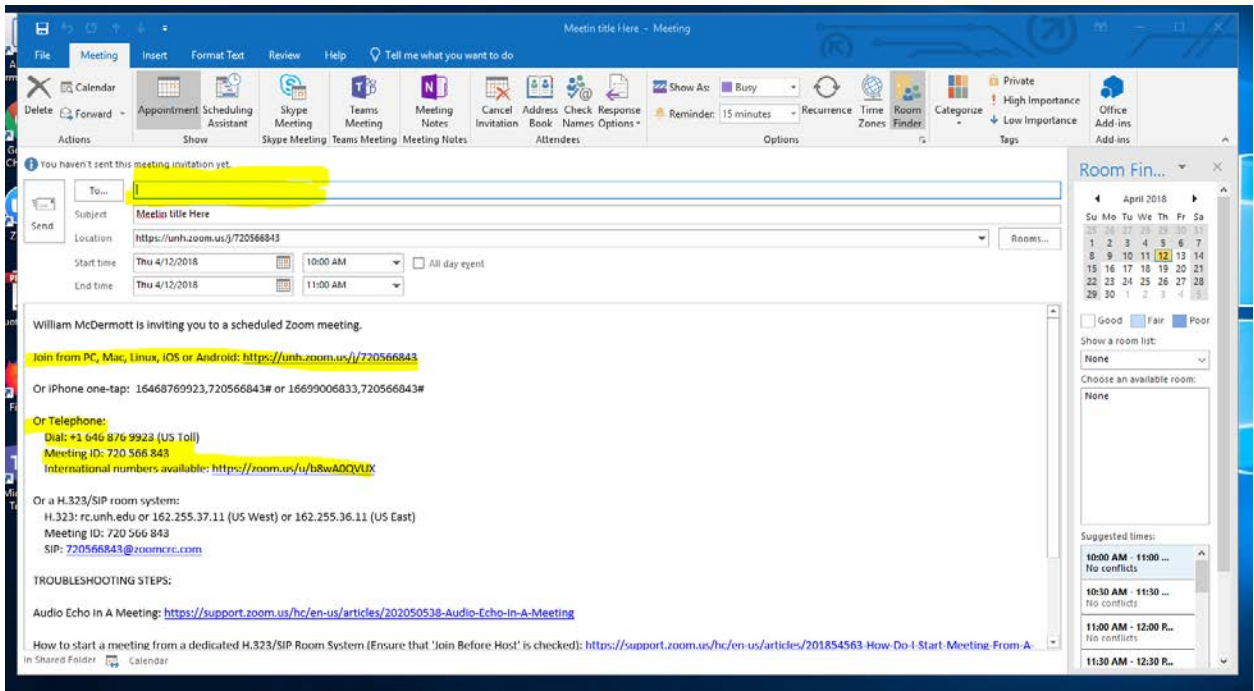
Telephone Computer Audio Telephone and Computer Audio

Dial in from United States [Edit](#)

Calendar

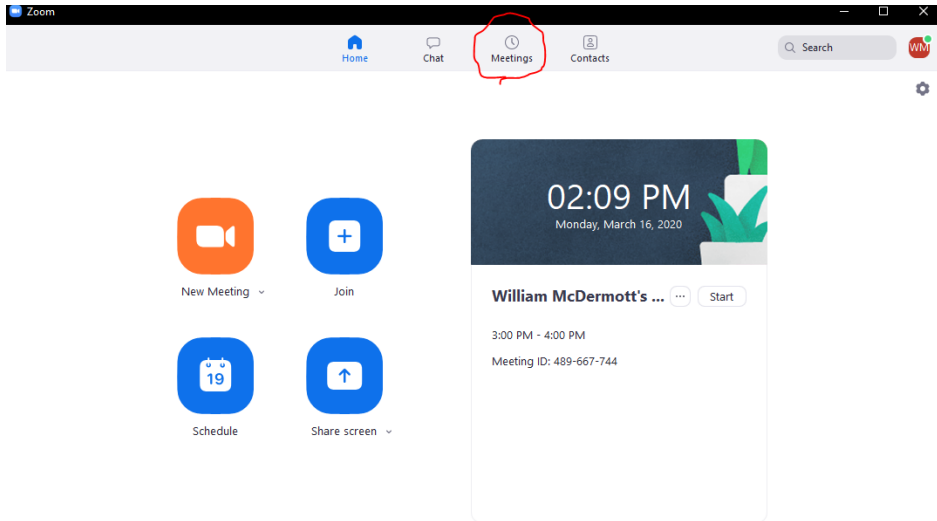
Outlook Other Calendars

Advanced Options ▾

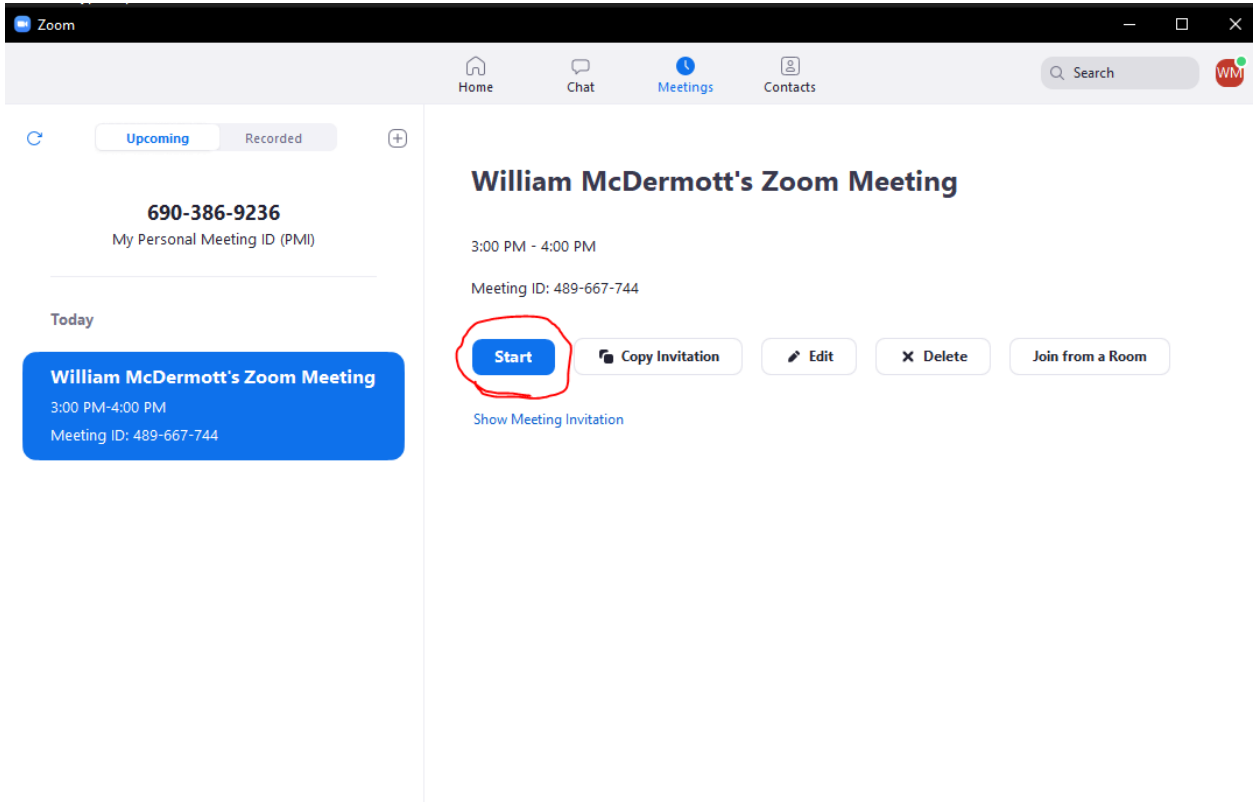


Starting Your Meeting

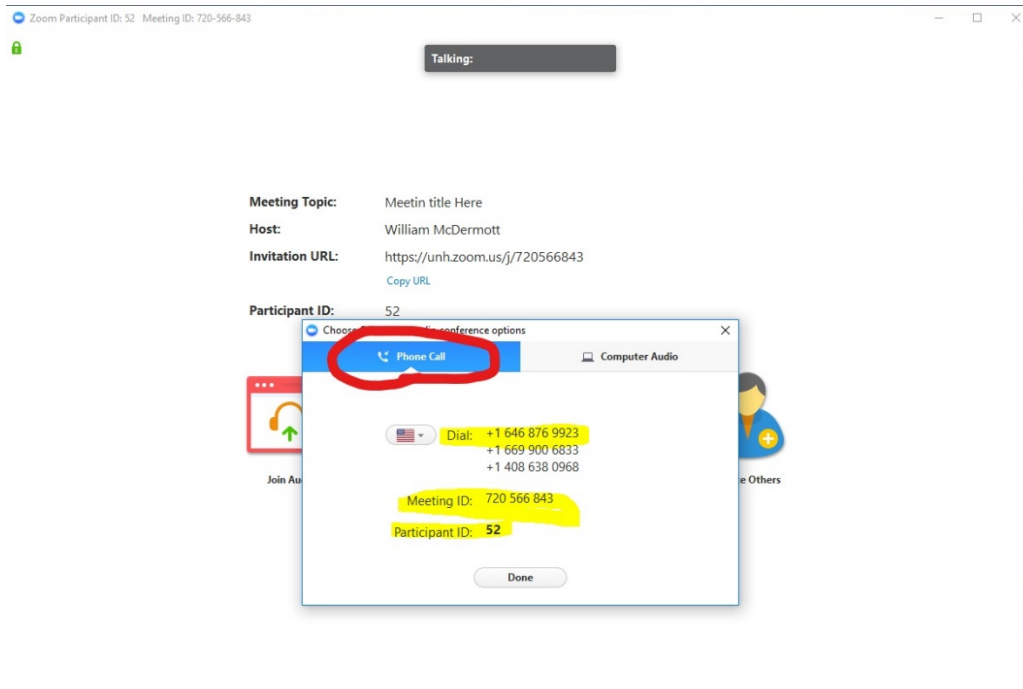
1. In the Zoom App. Click on "Meetings".



2. Find the meeting you want to start and click “Start”

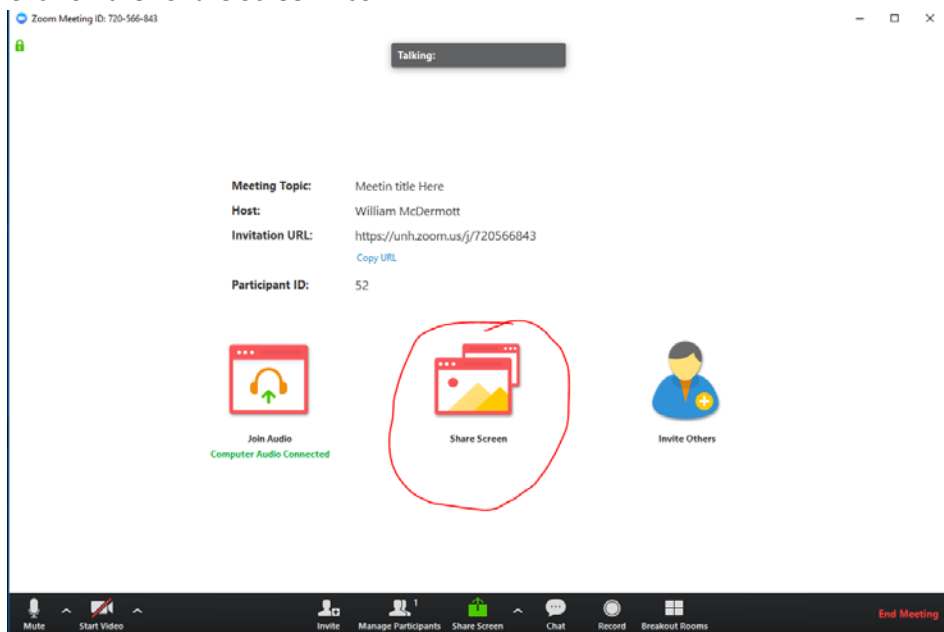


3. To use a telephone, select “Phone Call” and dial in the first number in the list.
 - a. Note: If you are the only person in the meeting room you can just Select “Computer Audio”
4. Follow instructions from the phone entering the Meeting ID followed by # and then the Participant ID followed by #



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"



Talking:

Meeting Topic: Meetin title Here
Host: William McDermott
Invitation URL: <https://unh.zoom.us/j/720566843>

Select a window or an application that you want to share

Desktop 1 Desktop 2 Whiteboard iPhone/iPad

Zoom - Pro Account Snipping Tool

Share computer sound Optimize for full screen video clip **Share Screen**