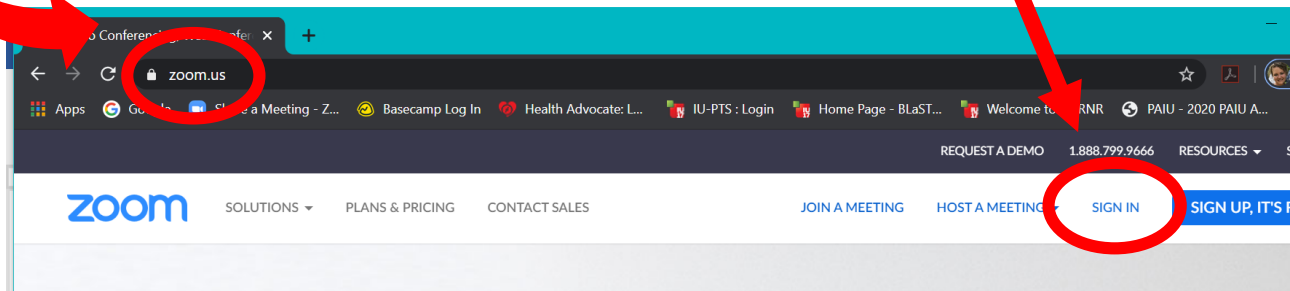


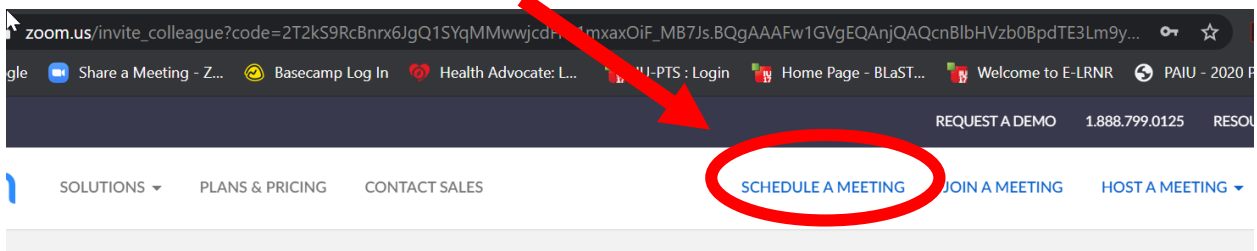
Creating a Zoom Meeting Instructions

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**

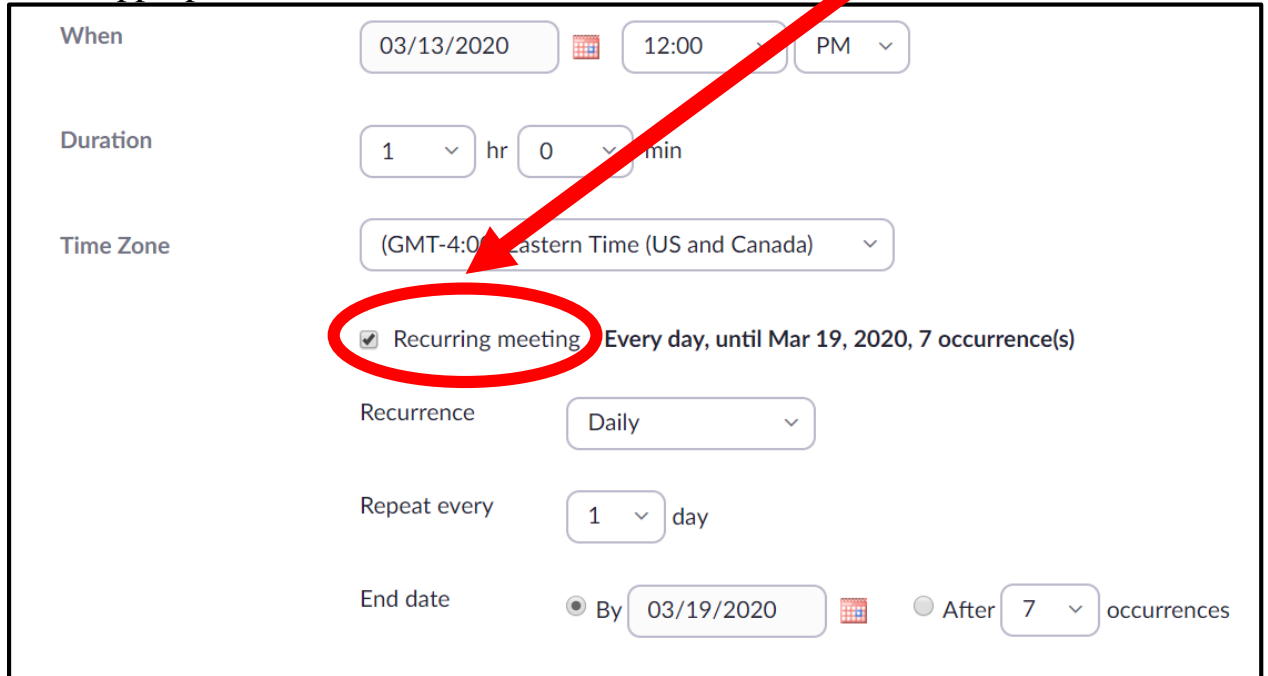


- **Fill in the following:**

- Topic
- When

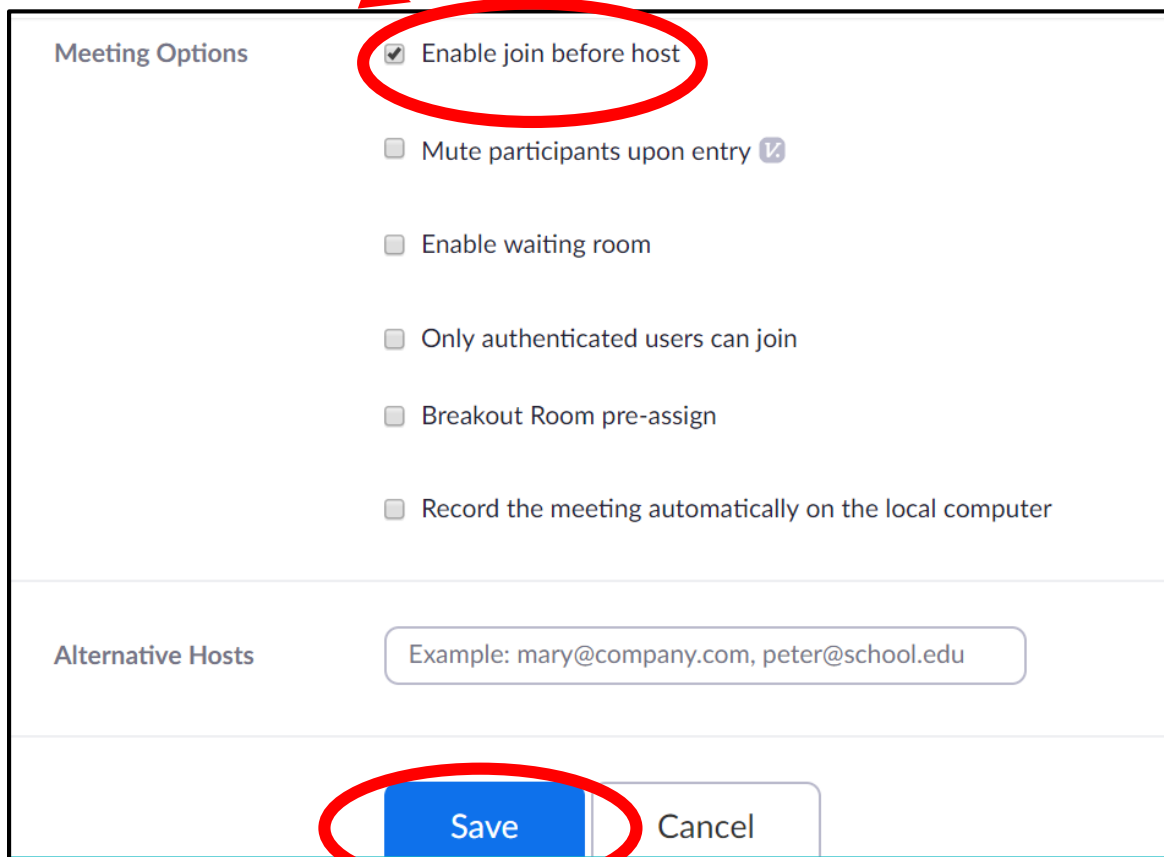
A screenshot of the Zoom 'Schedule a Meeting' form. The 'Topic' field, which contains 'Meeting Example', is circled in red. The 'When' section, which includes a date picker set to '03/13/2020', a time dropdown set to '12:00', and a PM/AM dropdown, is circled in red. The 'Duration' section, which includes a dropdown set to '1' hour and a dropdown set to '0' minutes, is also circled in red.

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



The screenshot shows a meeting creation form. At the top, there are fields for 'When' (date: 03/13/2020, time: 12:00 PM), 'Duration' (1 hr, 0 min), and 'Time Zone' (GMT-4:00 Eastern Time (US and Canada)). Below these, the 'Recurring meeting' checkbox is checked and circled in red. A red arrow points from the top right towards this checkbox. The text next to the checkbox reads 'Every day, until Mar 19, 2020, 7 occurrence(s)'. Below the checkbox, there are fields for 'Recurrence' (Daily), 'Repeat every' (1 day), and 'End date' (By 03/19/2020, 7 occurrences).

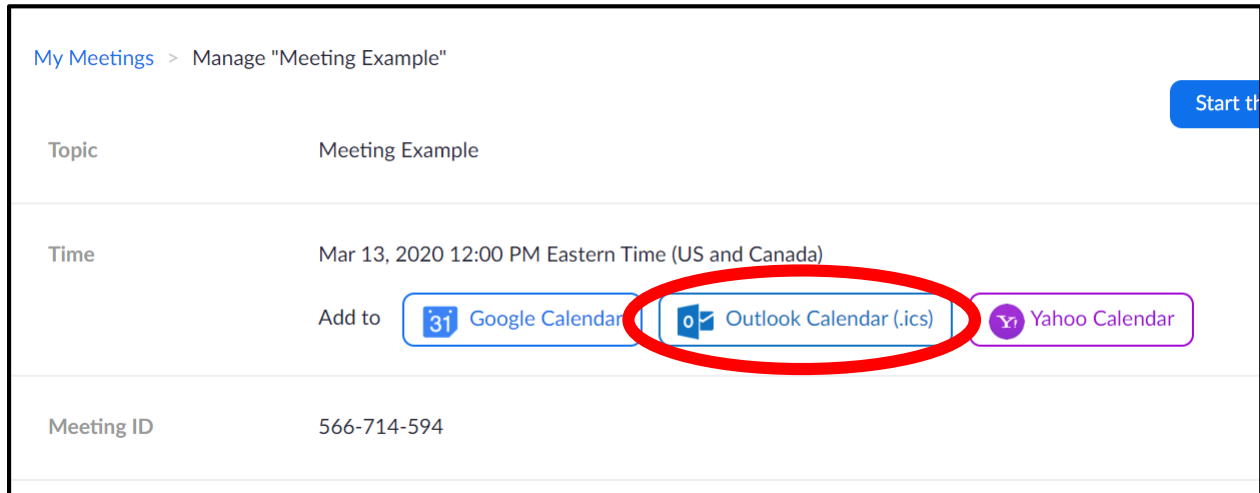
- Clicking this allows others to show up early to the meeting (optional)
- Click **Save**



The screenshot shows the 'Meeting Options' dialog box. The 'Enable join before host' checkbox is checked and circled in red. A red arrow points from the 'Click Save' instruction in the previous block towards this checkbox. Below this checkbox are several other options: 'Mute participants upon entry' (checked), 'Enable waiting room', 'Only authenticated users can join', 'Breakout Room pre-assign', and 'Record the meeting automatically on the local computer'. At the bottom of the dialog, there is a 'Save' button circled in red and a 'Cancel' button. Above the buttons is a field for 'Alternative Hosts' with the example text 'Example: mary@company.com, peter@school.edu'.

Add meeting to your calendar/send email invitation:

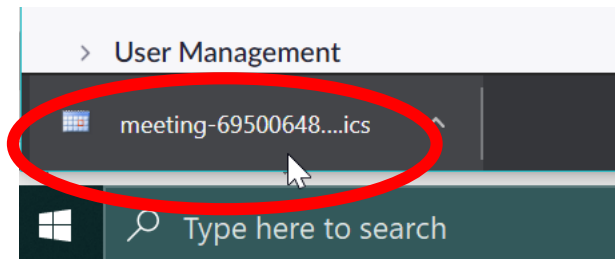
- Select Outlook Calendar



The screenshot shows a web interface for managing a meeting. At the top, it says 'My Meetings > Manage "Meeting Example"'. On the right, there is a blue button labeled 'Start the meeting'. Below this, the 'Topic' is 'Meeting Example'. The 'Time' is 'Mar 13, 2020 12:00 PM Eastern Time (US and Canada)'. In the 'Add to' section, there are three buttons: 'Google Calendar', 'Outlook Calendar (.ics)' (which is circled in red), and 'Yahoo Calendar'. At the bottom, the 'Meeting ID' is '566-714-594'.

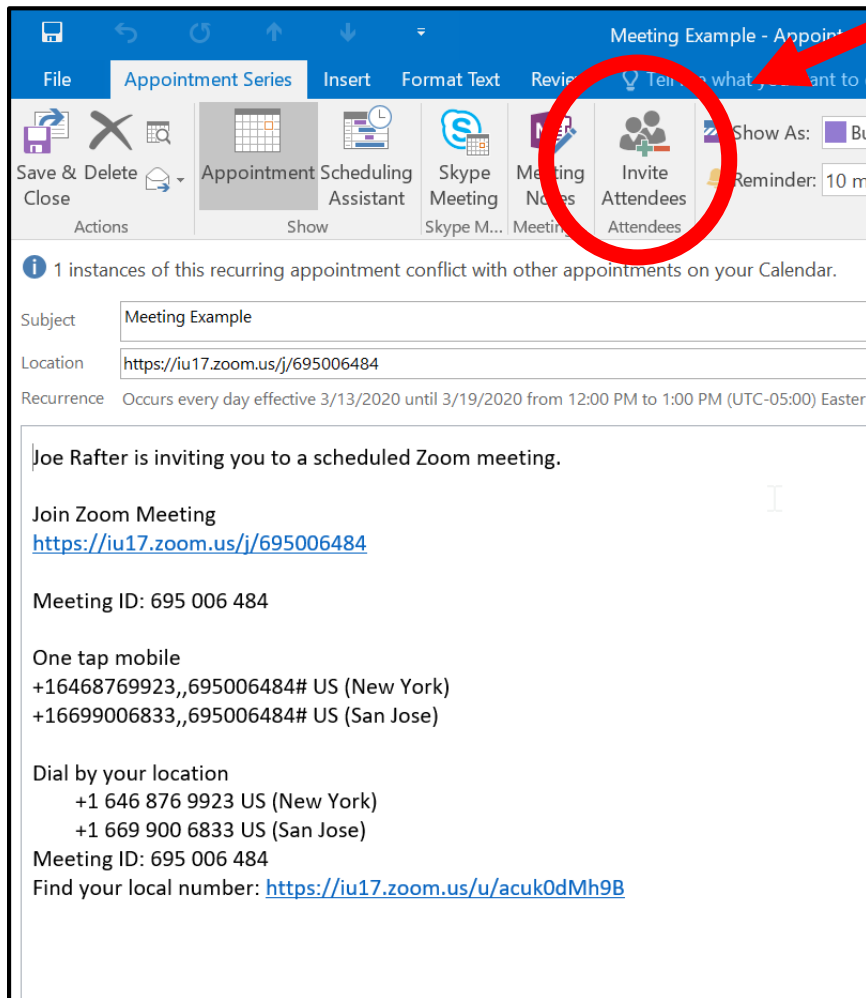
If the email invitation doesn't automatically pop up:

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

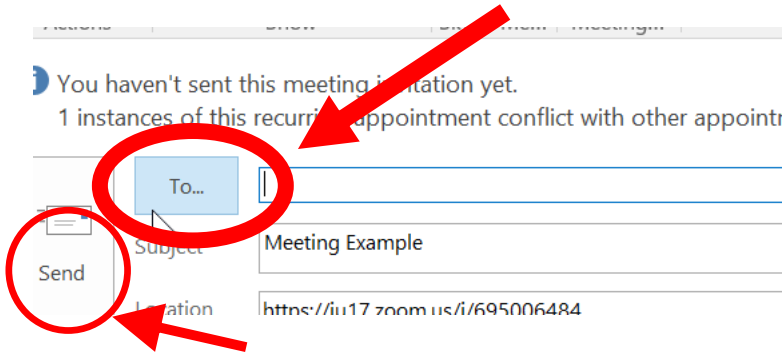


Emailing invitations with zoom link

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



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



- 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.