Scheduling a Zoom Meeting
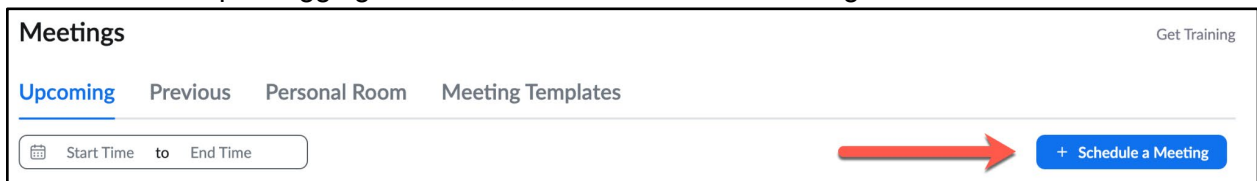
This document includes two methods to schedule a Zoom meeting.
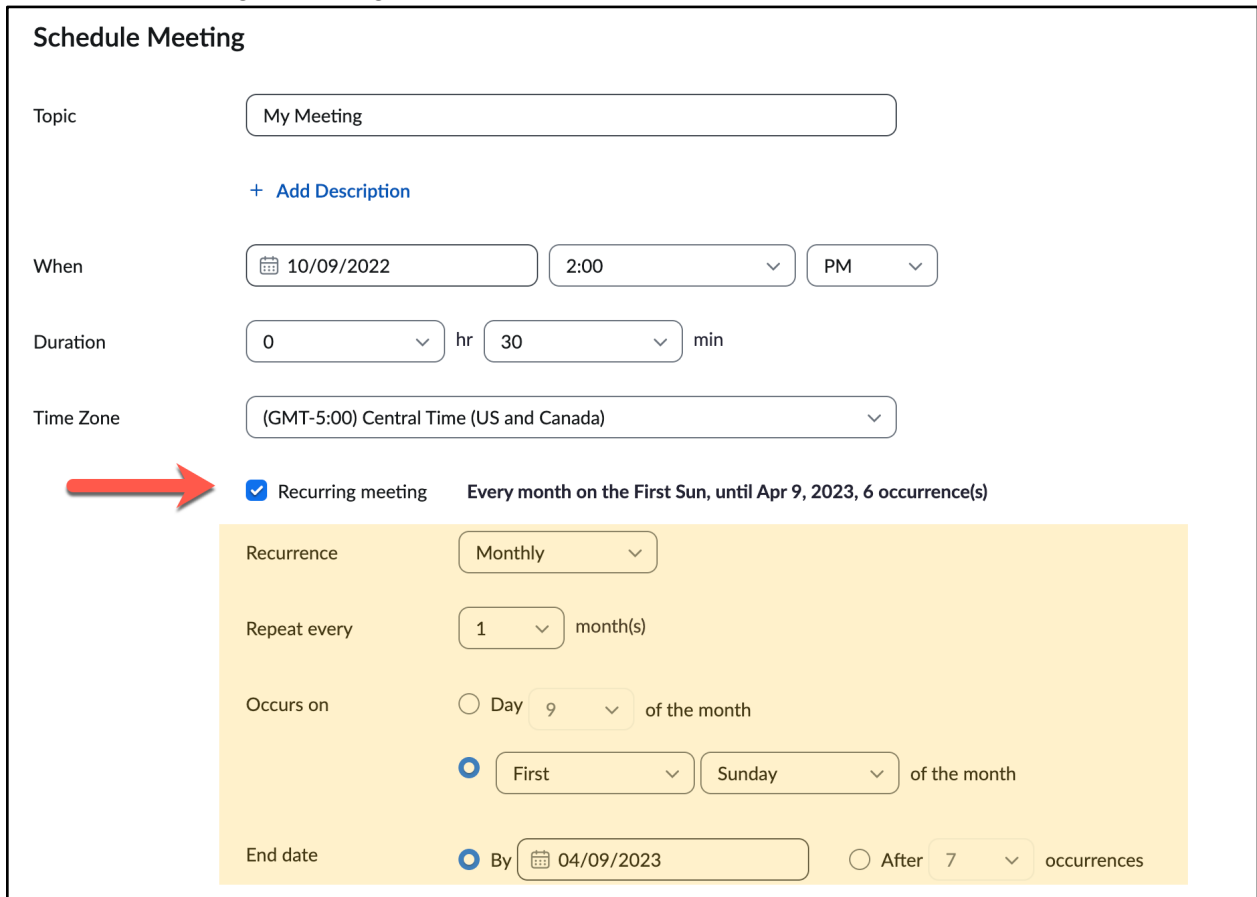 *(1)* *Schedule from the Zoom portal*
  (2) *Schedule from your Google calendar. To integrate Zoom with your Google Calendar, reference this document: Adding Zoom to GMAIL. This document includes*

Schedule from the Zoom portal

1. Please note this is a BASIC zoom account, which limits meeting time to 40 minutes.

2. Follow the below steps to schedule a call/zoom:
   a. Upon logging into Zoom, click "Schedule a Meeting"

   b. If setting up as a recurring meeting, check the box. This is not required for a single meeting instance.

Registration	☐ Required	← **This should not be checked.**

Template — Select a template ⌄

Security — ☑ Passcode `403974`
Only users who have the invite link or passcode can join the meeting

☐ Waiting Room ← **This should not be checked.**
Only users admitted by the host can join the meeting

☐ Require authentication to join

Video
Host ⦿ on ○ off
Participant ⦿ on ○ off

Audio — ⦿ Telephone ○ Computer Audio ○ Both
Dial from United States ✏

Options — Show
- Indicate telephone if audio only
- Select "BOTH" if you want Zoom meeting and an
option for joining by telephone

Options — Hide
☑ Allow participants to join anytime
☑ Mute participants upon entry
☐ Breakout Room pre-assign
☑ Automatically record meeting in the cloud
☐ Enable additional data center regions for this meeting
☐ Approve or block entry to users from specific regions/countries

Alternative Hosts
[Enter user name or email addresses]
☐ Allow alternative hosts to add or edit polls ✓

[Save] [Cancel]

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3. Provide the meeting details to the participants and include it in the meeting invite.
    a. For Zoom video meetings, include the meeting link
    b. For conference calls, include the dial-in info. See the image below to identify how to obtain the dial-in number.

| Security | ✓ Passcode | ******** Show | ✕ Waiting Room |
| | ✕ Require authentication to join | | |

| Invite Link | https://us06web.zoom.us/j/88410025785?pwd=TmJmemdrTkZyOEhZbDV6aVBDWVZZQT09 | ⎘ Copy Invitation |

| Video | Host | Off |
| | Participant | Off |

| Audio | Telephone | |
| | Dial from United States | |

| Meeting Options | ✕ Allow participants to join anytime | |
| | ✓ Mute participants upon entry ⓥ | |

Copy Meeting Invitation ✕

Meeting Invitation

pwd=TmJmemdrTkZyOEhZbDV6aVBDWVZZQT09

Meeting ID: 884 1002 5785
Passcode: 600998
One tap mobile
+16469313860,,88410025785#,,,,*600998# US
+16468769923,,88410025785#,,,,*600998# US (New York)

Dial by your location
    +1 646 931 3860 US
**You can copy the phone number line and provide it as an option to click and
have the phone input the meeting ID and passcode.**

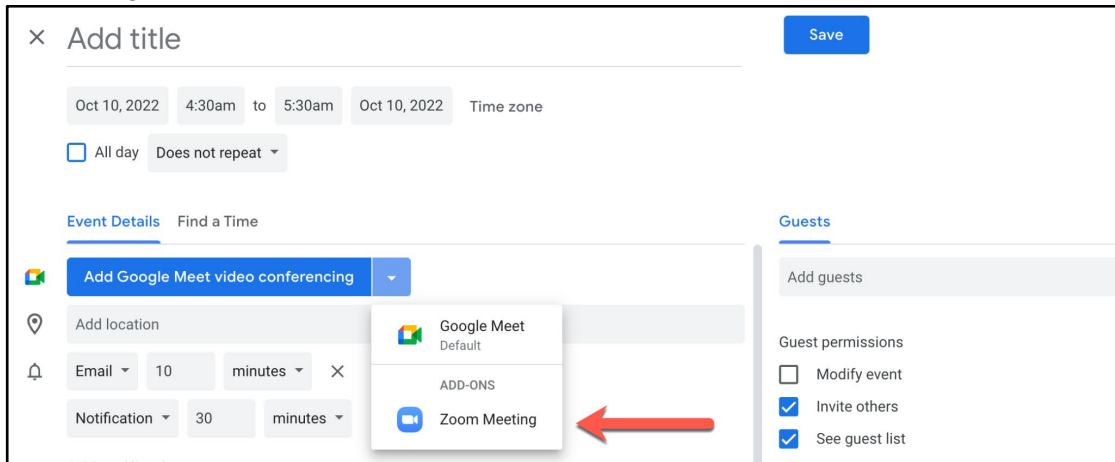**Alternatively, you can provide the dial in info. For this meeting, it would be:**

Dial-in: (646) 931-3860
Meeting ID: 884 1002 5785
Participant ID or passcode: *600998
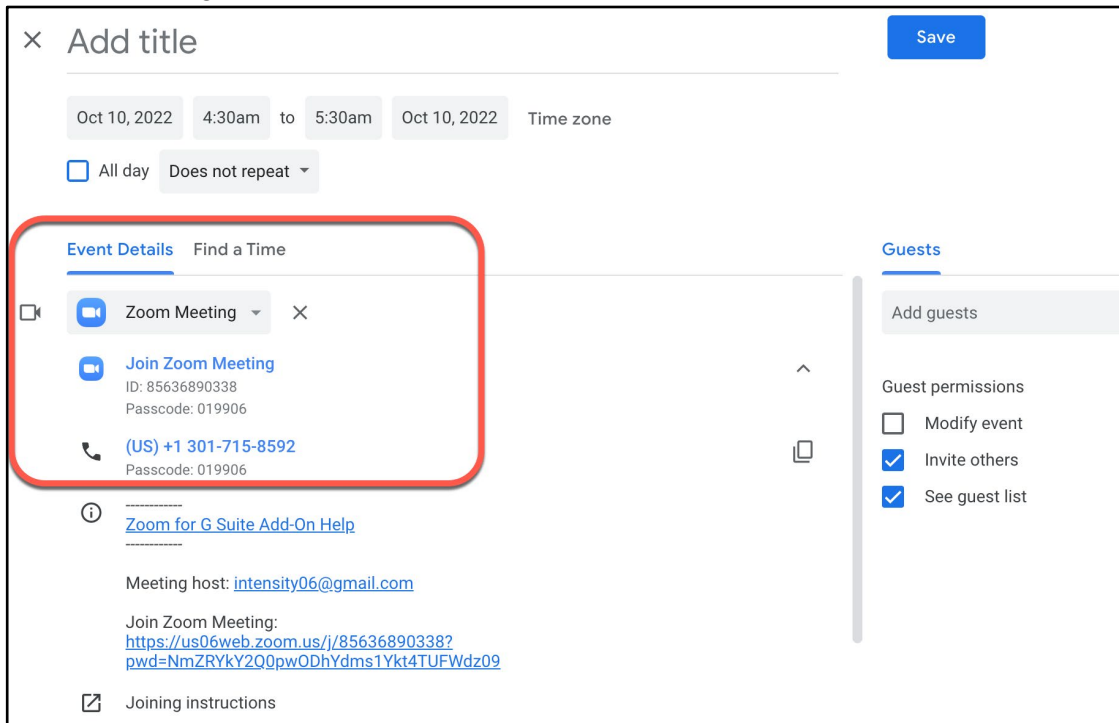
Copy Meeting Invitation   Cancel

Schedule from Google calendar

Prerequisit: You must add Zoom to Google calendar to enable this feature. Reference this document: [Adding Zoom to Google](#)

1. Access the Google calendar to schedule a meeting.

2. If you have successfully installed Zoom, you will have an option to include Zoom for the meeting invite.

3. Your meeting details will appear as below.

4. Proceed with adding the email addresses for the participants. They will receive the Zoom link and dial-in in the calendar invite. Joining instructions can be viewed when clicking

the link from your calendar. See below what appears in the invite. Links and phone numbers can be copied from here as well.

ZOOM

NCTA Committee is inviting you to a scheduled Zoom meeting.

Topic: Google Calendar Meeting (not synced)
Time: Dec 31, 1979 06:00 PM Central Time (US and Canada)

Join Zoom Meeting
https://us06web.zoom.us/j/85636890338?
pwd=NmZRYkY2Q0pwODhYdms1Ykt4TUFWdz09

Meeting ID: 856 3689 0338
Passcode: 019906
One tap mobile
+13017158592,,85636890338#,,,,*019906# US (Washington DC)
+13092053325,,85636890338#,,,,*019906# US

Dial by your location
+1 301 715 8592 US (Washington DC)
+1 309 205 3325 US
+1 312 626 6799 US (Chicago)
+1 346 248 7799 US (Houston)
+1 386 347 5053 US
+1 408 638 0968 US (San Jose)
+1 564 217 2000 US
+1 646 876 9923 US (New York)
+1 646 931 3860 US
+1 669 444 9171 US
+1 669 900 6833 US (San Jose)
+1 719 359 4580 US
+1 253 215 8782 US (Tacoma)
Meeting ID: 856 3689 0338
Passcode: 019906
Find your local number: https://us06web.zoom.us/u/kdEb8SxgfK

5. You can also view this meeting from your Zoom portal.