

# Setting Up Zoom Meetings

Lita Carbone - Congregation Beth Emeth



# How to Create a Zoom Meeting

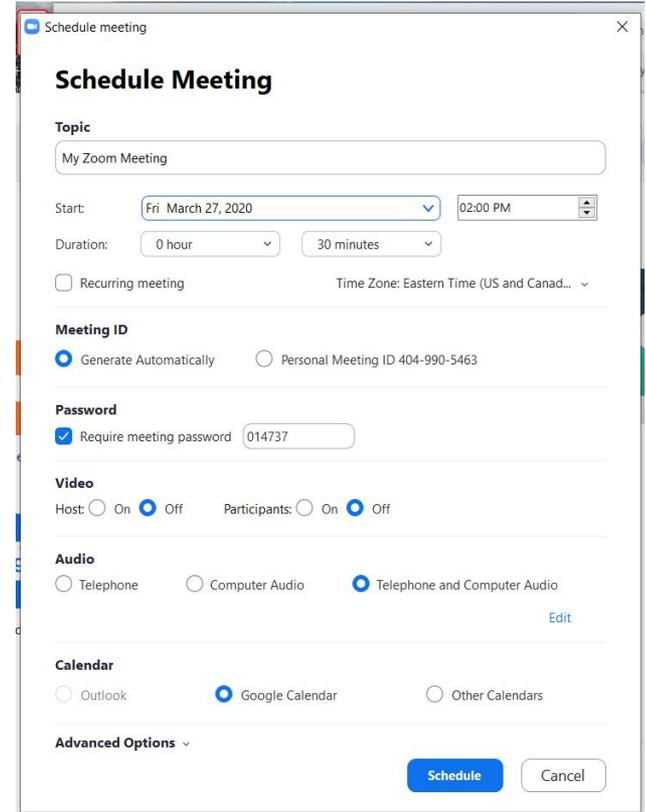
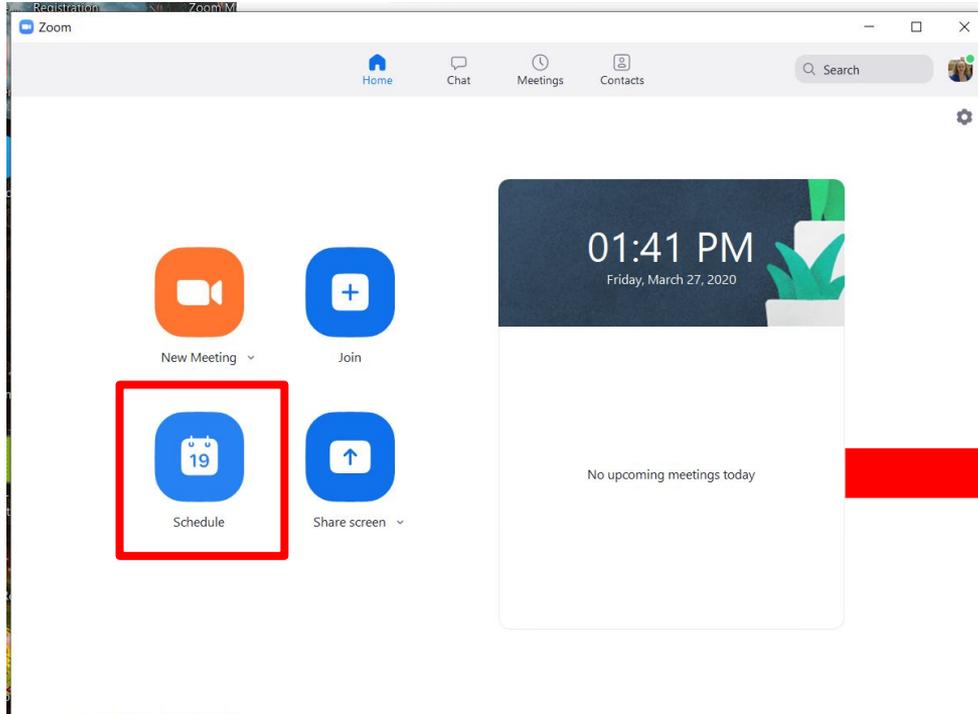
Having a virtual Seder? Want to see your family that is across the country?

There are multiple ways to invite others to your Zoom meeting! Let's get started with setting up a meeting in the program.



#1

- Click on the “Schedule” button when you log into your Zoom account.
- You will get a pop-up that says “Schedule Meeting”.



- Select the time & date. You can also change the name of your meeting for example “Lita’s Seder or “Carbone Family Meeting”.
- You can also select how long you want your Zoom meeting to be. See the next slide for more information on that.
- You can require guests to sign in using a password but it is not required to have a Zoom meeting. Since things get lost in email, it might be best to uncheck the box for “Required meeting password”.
- Guests can choose whether they want to join using Video and Audio so don’t worry about having those options on or off.

The image shows a screenshot of the Zoom 'Schedule Meeting' dialog box. The window title is 'Schedule meeting'. The main heading is 'Schedule Meeting'. The 'Topic' field contains 'My Zoom Meeting'. The 'Start' field is set to 'Fri March 27, 2020' and the time is '02:00 PM'. The 'Duration' is set to '0 hour' and '30 minutes'. There is an unchecked checkbox for 'Recurring meeting' and a 'Time Zone' dropdown set to 'Eastern Time (US and Canad...'. Under 'Meeting ID', 'Generate Automatically' is selected. Under 'Password', 'Require meeting password' is checked with the password '014737'. Under 'Video', 'Host' is set to 'Off' and 'Participants' is set to 'Off'. Under 'Audio', 'Telephone and Computer Audio' is selected. Under 'Calendar', 'Google Calendar' is selected. At the bottom, there are 'Schedule' and 'Cancel' buttons.

- You can also select how long you want your Zoom meeting to be. If you have a free account, the meeting does max out to 40 minutes. You select a session that is longer than that time you may get a pop-up that looks like the one below. Guests can reuse the link though so you can meet multiple times.

Shhhh! That's our secret ;) **Schedule Meeting**

**Topic**

My Zoom Meeting

Start:

Fri March 27, 2020

02:00 PM

Duration:

0 hour

45 minutes

Recurring meeting

Time Zone: Eastern Time (US and Canad... ▾

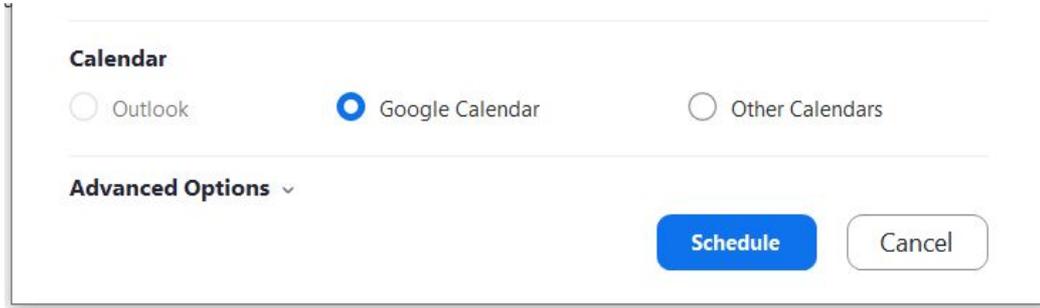
Your Zoom Basic plan has a 40-minute time limit on meetings with 3 or more participants.

[Upgrade now](#) to enjoy unlimited group meetings.

Do not show this message again

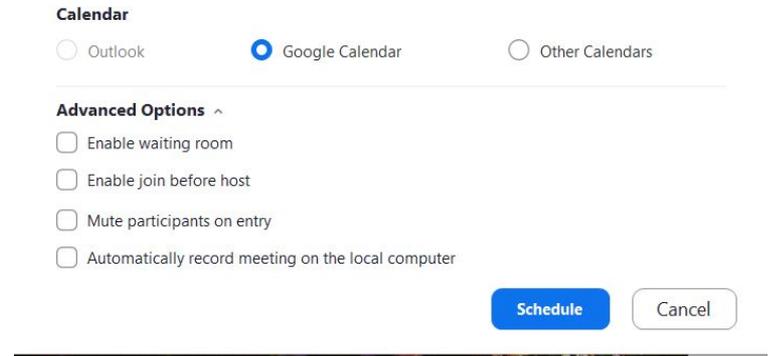
**Meeting ID**

- Choose which calendar you would like to add your Zoom meeting to. This helps send you a reminder that you have a meeting on Zoom on the given day.



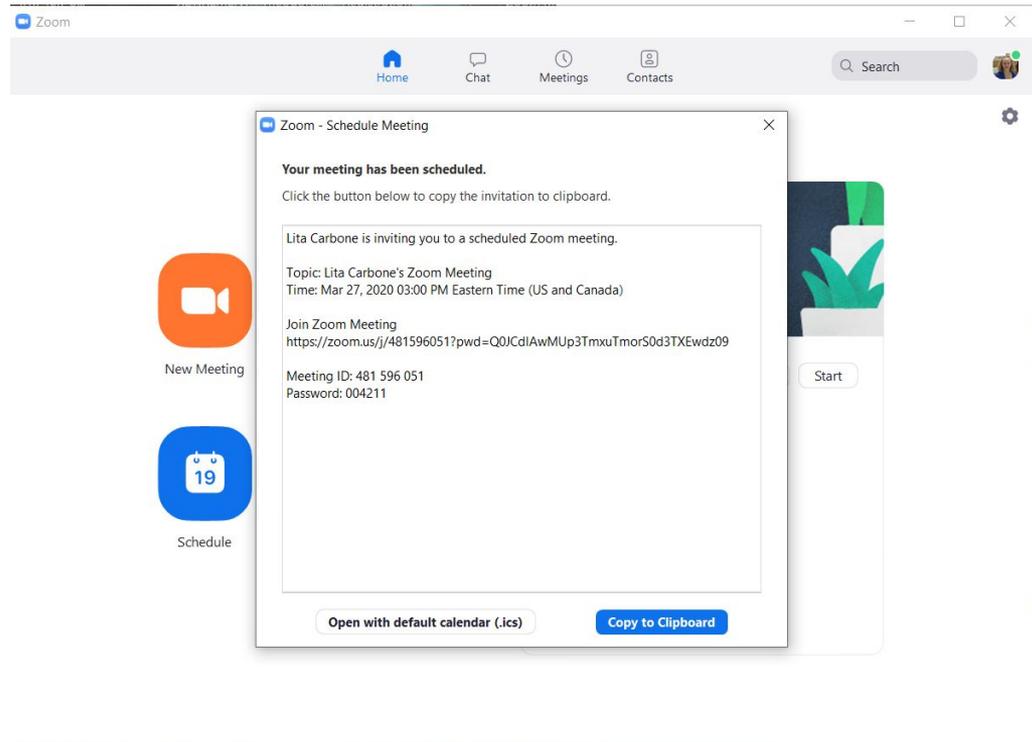
A screenshot of the Zoom meeting creation interface. Under the heading "Calendar", there are three radio button options: "Outlook", "Google Calendar" (which is selected with a blue dot), and "Other Calendars". Below this is a section titled "Advanced Options" with a downward-pointing chevron. At the bottom right of the form are two buttons: a blue "Schedule" button and a white "Cancel" button with a grey border.

- The “Advanced Options” allows you the host to have more control over the meeting. If this is a family gathering, these options might not be necessary.



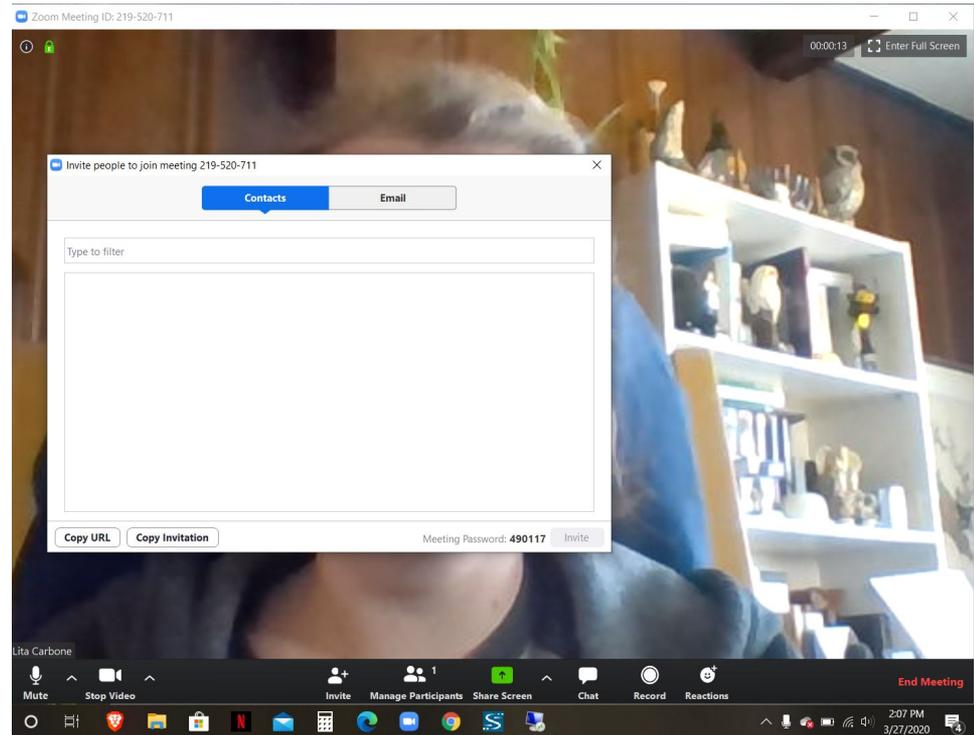
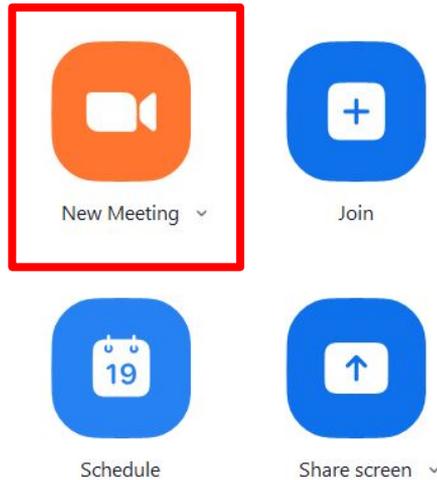
A screenshot of the Zoom meeting creation interface showing the "Advanced Options" section. Under the heading "Calendar", there are three radio button options: "Outlook", "Google Calendar" (selected), and "Other Calendars". Below this is the "Advanced Options" section with an upward-pointing chevron, containing four unchecked checkboxes: "Enable waiting room", "Enable join before host", "Mute participants on entry", and "Automatically record meeting on the local computer". At the bottom right are two buttons: a blue "Schedule" button and a white "Cancel" button with a grey border.

- When you select the “Schedule” button, it will automatically redirect to your internet browser for your online calendar.
- If you chose “Other Calendars”, you will get a pop-up that has the Time, Date, and the Zoom meeting link that you can copy and paste into your calendar, as well as emails.

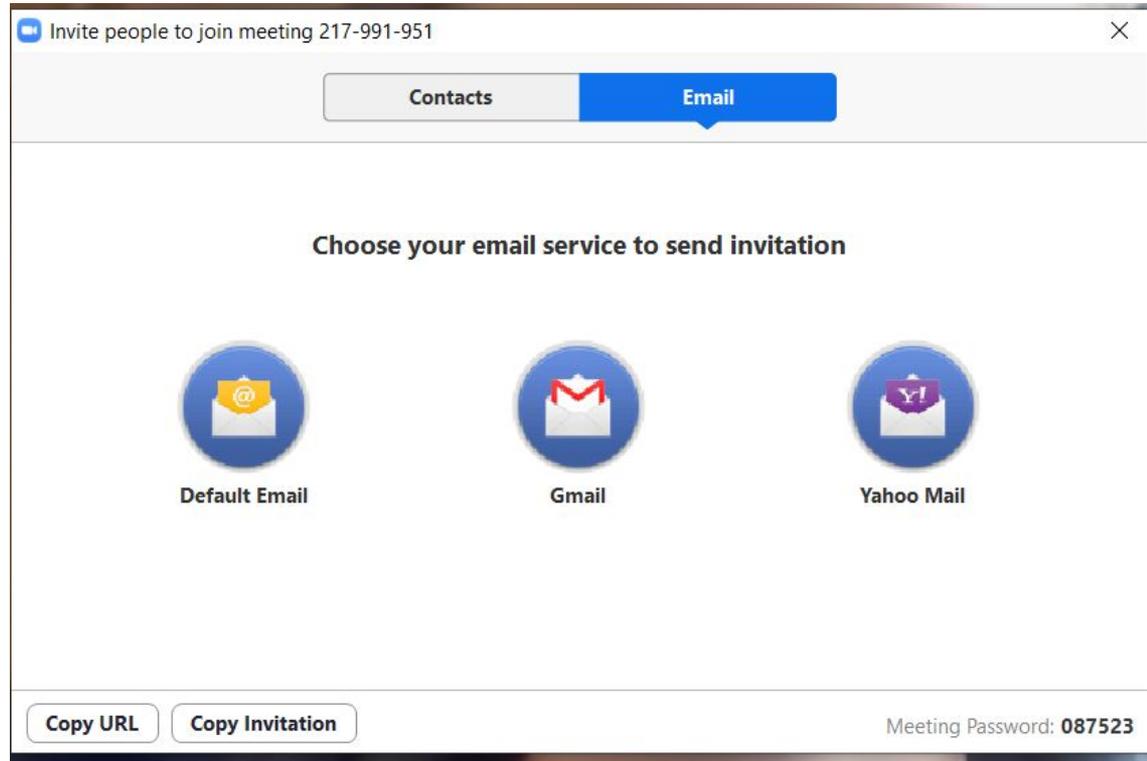


## #2

- Start a “New Meeting” in your Zoom program.
- Then click the “Invite Participants” at the bottom.

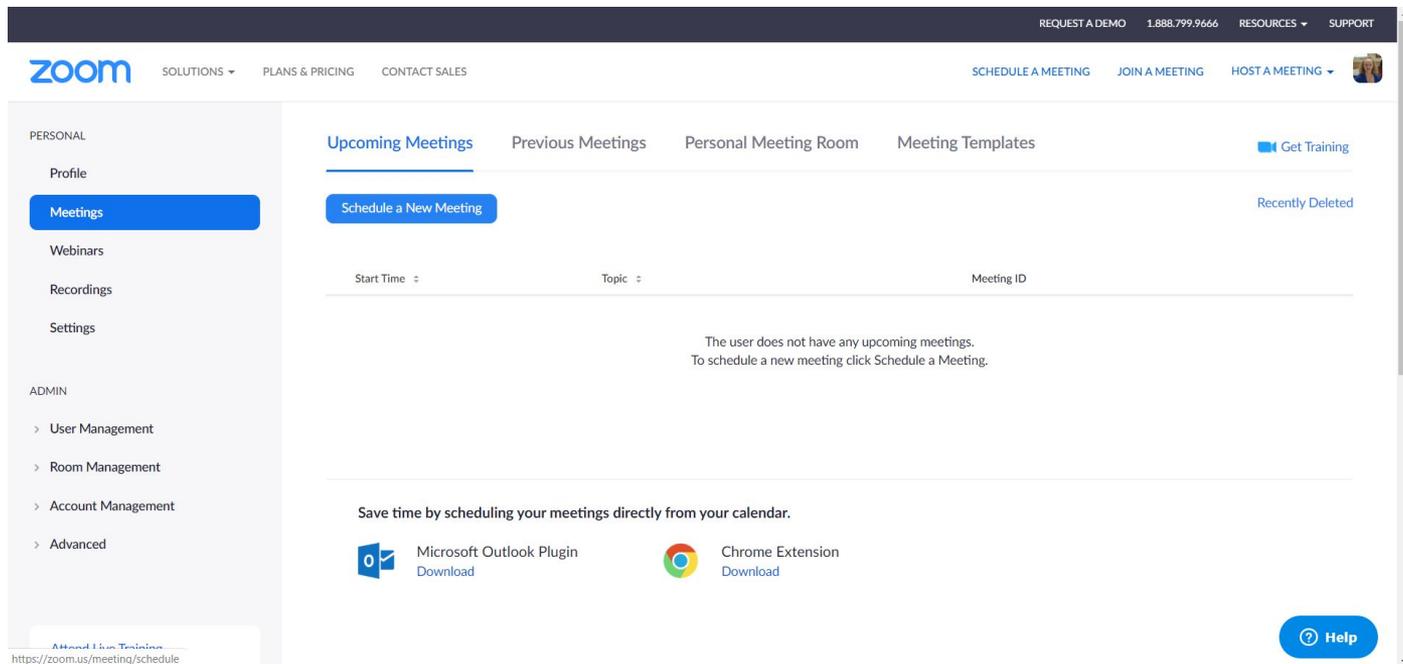


- If you are using a phone, you will be able to send the invitation to people on your Contacts list.
- If you are using a computer, you can email the link by clicking on the Email tab in the pop-up.



### #3: Let's look at the website option!

- Sign in on [www.zoom.us/](https://www.zoom.us/)
- This will redirect you to the “Meeting” page.
- Select the “Schedule a New Meeting” button.



The screenshot displays the Zoom website interface. At the top, there is a dark navigation bar with links for 'REQUEST A DEMO', '1.888.799.9666', 'RESOURCES', and 'SUPPORT'. Below this is a white header with the Zoom logo and navigation links for 'SOLUTIONS', 'PLANS & PRICING', 'CONTACT SALES', 'SCHEDULE A MEETING', 'JOIN A MEETING', and 'HOST A MEETING'. A user profile picture is visible in the top right corner.

The main content area is divided into two sections: 'PERSONAL' and 'ADMIN'. The 'PERSONAL' section includes links for 'Profile', 'Meetings' (highlighted in blue), 'Webinars', 'Recordings', and 'Settings'. The 'ADMIN' section includes links for 'User Management', 'Room Management', 'Account Management', and 'Advanced'.

The 'Upcoming Meetings' section is active, showing a 'Schedule a New Meeting' button. Below this, there is a table with columns for 'Start Time', 'Topic', and 'Meeting ID'. The table is currently empty, with a message stating: 'The user does not have any upcoming meetings. To schedule a new meeting click Schedule a Meeting.'

At the bottom, there is a section titled 'Save time by scheduling your meetings directly from your calendar.' which includes links for 'Microsoft Outlook Plugin Download' and 'Chrome Extension Download'. A 'Help' button is located in the bottom right corner.

- Just like in the first option to create a Zoom meeting, select the time, date, and other options that you wish to use.
- When you get to the bottom of the page, click “Save”.

The screenshot displays the Zoom 'Schedule a Meeting' interface. The top navigation bar includes links for 'REQUEST A DEMO', '1.888.799.9666', 'RESOURCES', and 'SUPPORT'. The main header features the Zoom logo and navigation links for 'SOLUTIONS', 'PLANS & PRICING', and 'CONTACT SALES'. The left sidebar contains a 'PERSONAL' section with 'Meetings' highlighted, and an 'ADMIN' section with links for 'User Management', 'Room Management', 'Account Management', and 'Advanced'. The main content area is titled 'My Meetings > Schedule a Meeting' and contains the following fields:

- Topic:** My Meeting
- Description (Optional):** Enter your meeting description
- When:** [Date field] 3:00 PM
- Duration:** 1 hr 0 min
- Time Zone:** (GMT-4:00) Eastern Time (US and Canada)
- Recurring meeting:**
- Meeting ID:**  Generate Automatically  Personal Meeting ID 404-990-5463

The right section, outlined in red, shows the 'Audio' settings with radio buttons for 'Telephone', 'Computer Audio', and 'Both' (selected). Below this is a 'Dial from' field with an 'Edit' link. The 'Meeting Options' section includes checkboxes for 'Enable join before host', 'Mute participants upon entry' (checked), 'Enable waiting room', and 'Record the meeting automatically on the local computer'. At the bottom of this section are 'Save' and 'Cancel' buttons.

- Now you are on the sharing page. Much like the downloaded Zoom program, you can add the meeting to your calendar, as well as copy the invitation to share via email or however you'd like!

The screenshot shows the Zoom web interface for managing a meeting. The browser address bar displays 'zoom.us/meeting/113367889'. The page header includes the Zoom logo and navigation links like 'SOLUTIONS', 'PLANS & PRICING', and 'CONTACT SALES'. The main content area is titled 'My Meetings > Manage "My Meeting"'. A sidebar on the left contains navigation options for 'PERSONAL' (Profile, Meetings, Webinars, Recordings, Settings) and 'ADMIN' (User Management, Room Management, Account Management, Advanced). The meeting details are as follows:

Topic	My Meeting	<a href="#">Start this Meeting</a>
Time	Mar 27, 2020 03:00 PM Eastern Time (US and Canada)	
Add to	<a href="#">Google Calendar</a> <a href="#">Outlook Calendar (.ics)</a> <a href="#">Yahoo Calendar</a>	
Meeting ID	113-367-889	
Meeting Password	× Require meeting password	
Join URL:	<a href="https://zoom.us/j/113367889">https://zoom.us/j/113367889</a>	<a href="#">Copy the invitation</a>
Video	Host: Off	
	Participant: Off	
Audio	Telephone and Computer Audio	

The 'Join URL' field is highlighted with a red box, indicating the link to share or copy. A 'Help' button is visible in the bottom right corner of the page.

# Need a video?

- Zoom has dozens of How-To videos on their website! Go to [www.zoom.us/](https://www.zoom.us/) and select “Resources” in the upper right hand corner. Click on “Video Tutorials” to learn more ways to use this great program.

