

How to Schedule and Host a Meeting in Zoom

Your UNA Zoom account has been created. Go to <https://una.zoom.us> to access/download. Use your UNA username and password.

You will have the choice to **Schedule a Meeting**, **Join a Meeting**, or **Host a Meeting** in the top right of your screen.



Schedule a Meeting will allow you to schedule a set date, time and meeting ID for your meeting. **Join a Meeting** will allow you to join a Zoom meeting to which you have an invite or meeting ID. **Host a Meeting** allows you to start a meeting on the fly with or without video or screen share only. **Host a Meeting** utilizes your Zoom account's personal meeting ID. The personal meeting ID can be edited under the Profile section in your account. **Host a Meeting** is best utilized for meetings that are not planned in advance.

Schedule a Meeting

Schedule a Meeting allows you set a date, time and duration for your meeting and also allows you to invite participants ahead of time.

After entering your meeting's topic, description, date and time, it is recommended that you check "On" for Video for Host and Participant. This will ensure everyone's video will be enabled when they join the meeting. Under Meeting Options also check "Enable join before host", and "Mute participants upon entry". This will allow participants to join the meeting even if the host has not yet joined and ensure their audio is muted upon entry. Once you have entered your information click Save. You will then be presented with a summary of your meeting's details and invite information.

Schedule a Meeting

Topic	<input type="text" value="My Meeting"/>		
Description (Optional)	<input type="text" value="Enter your meeting description"/>		
When	<input type="text" value="04/30/2019"/>	<input type="text" value="12:00"/>	<input type="text" value="PM"/>
Duration	<input type="text" value="1"/> hr	<input type="text" value="0"/> min	
Time Zone	<input type="text" value="(GMT-5:00) Central Time (US and Canada)"/>		
	<input type="checkbox"/> Recurring meeting		
Registration	<input checked="" type="checkbox"/> Required		
Video	Host	<input checked="" type="radio"/> on <input type="radio"/> off	←
	Participant	<input checked="" type="radio"/> on <input type="radio"/> off	←
Audio	<input type="radio"/> Telephone <input type="radio"/> Computer Audio <input checked="" type="radio"/> Both		
	Dial from United States Edit		
Meeting Options	<input type="checkbox"/> Require meeting password		
	<input checked="" type="checkbox"/> Enable join before host ←		
	<input checked="" type="checkbox"/> Mute participants upon entry ←		
	<input type="checkbox"/> Use Personal Meeting ID 652		
	<input type="checkbox"/> Enable waiting room		
	<input type="checkbox"/> Record the meeting automatically		
Alternative Hosts	<input type="text" value="Example: john@company.com, peter@school.ec"/>		
<input type="button" value="Save"/> <input type="button" value="Cancel"/>			

To invite participants you can send them the link under the Invite Attendees section. Participants will not need a Zoom account to connect to the meeting. After clicking the invite link, participants will need to only follow the prompts to connect to the meeting.

My Meetings > Manage "Test Meeting" Start this Meeting

Topic	Test Meeting	
Description	Test Meeting	
Time	May 3, 2019 1:00 PM Central Time (US and Canada)	
Add to	31 Google Calendar Outlook Calendar (.ics) Yahoo Calendar	
Meeting ID	160-430-430	
Invite Attendees	Join URL: https://una.zoom.us/j/160430430 Copy the invitation	
Video	Host	On
	Participant	On
Audio	Telephone and Computer Audio	
	Dial from United States	
Meeting Options	<input type="checkbox"/> Require meeting password	
	<input checked="" type="checkbox"/> Enable join before host	
	<input checked="" type="checkbox"/> Mute participants upon entry	
	<input type="checkbox"/> Use Personal Meeting ID 652-	
	<input type="checkbox"/> Enable waiting room	
	<input type="checkbox"/> Record the meeting automatically	
Delete this Meeting Edit this Meeting Start this Meeting		

Want a webinar instead of a meeting? [Convert this Meeting to a Webinar](#)

To start your scheduled meeting you can go the Meetings located in the left sidebar.

My Profile
My Meeting Settings
My Meetings
My Recordings
My Webinars

You will be presented with a list of your scheduled meetings. Click start on the right hand side of the meeting you wish to begin.

Additional Zoom Resources

- [Getting Started On PC and Mac](#)
- Schedule meetings with the [Zoom Outlook Plug-in](#)
- [Top Questions](#)
- [Zoom Video Tutorials](#)
- [Join a Test Meeting - Zoom](#)
- Zoom in Canvas--we don't have a guide for this yet, but [Georgetown does](#).
- If you have trouble, please email ets@una.edu.

"scheduling and hosting a zoom meeting" adapted from <https://www.sas.upenn.edu/computing/zoomhostmeeting>. Retrieved on April 30, 2019