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.
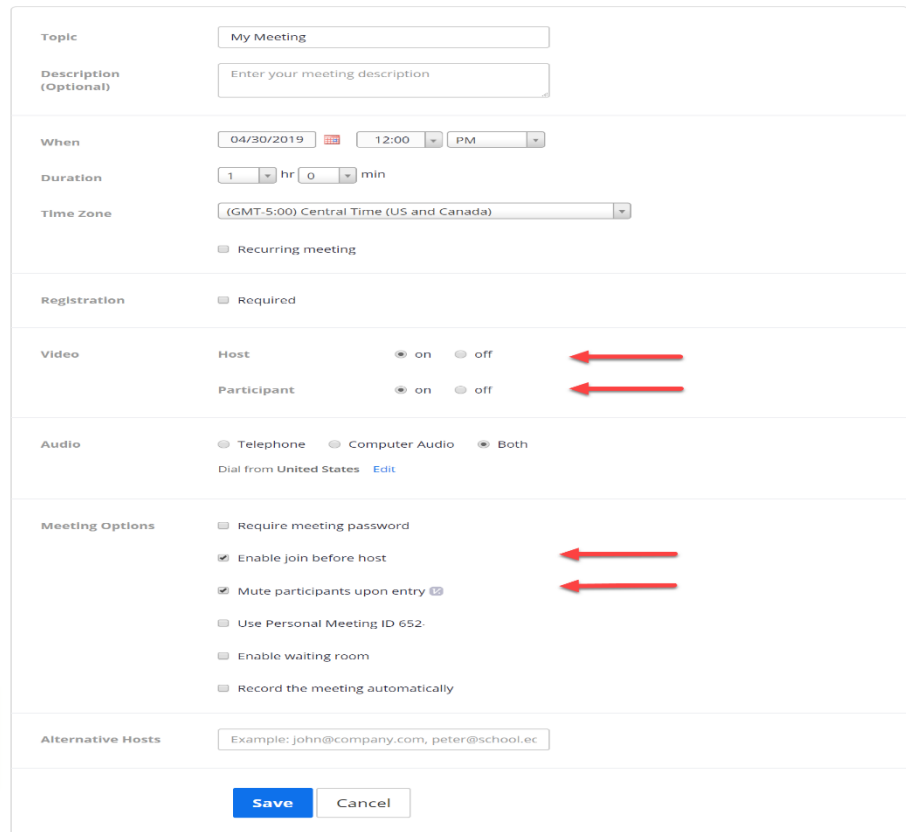
SCHEDULE A MEETING   JOIN A MEETING   HOST A MEETING ▾   👤 SIGN OUT

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.

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.

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

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
- If you have trouble, please email ets@una.edu.