Zoom: Scheduling a Meeting
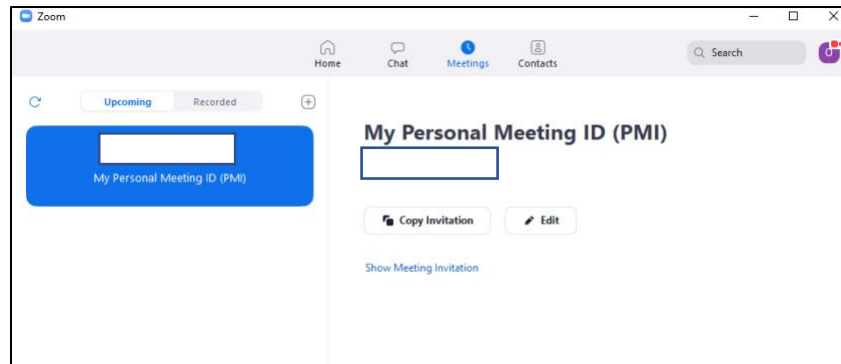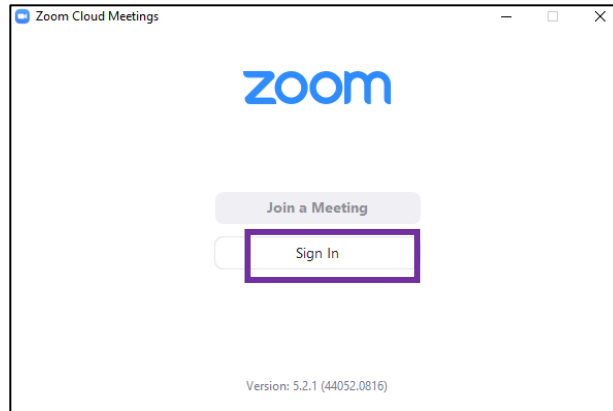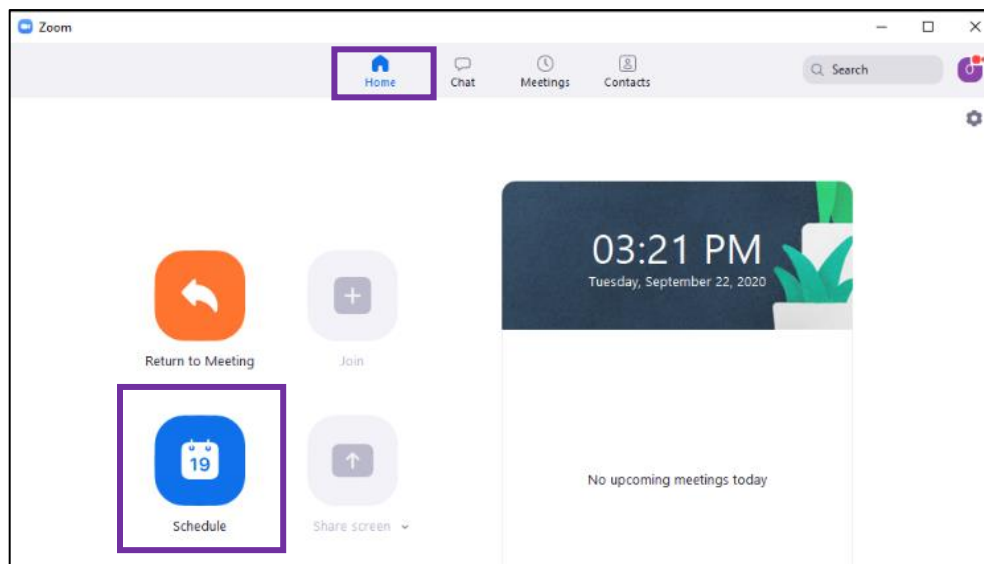
Download and install the Zoom Client for Meetings

> Open your Zoom Client > Click Sign In

> Click Home > Click Schedule

> Add the following information:

Topic: Provide a title for the meeting

Start: Add the date and time

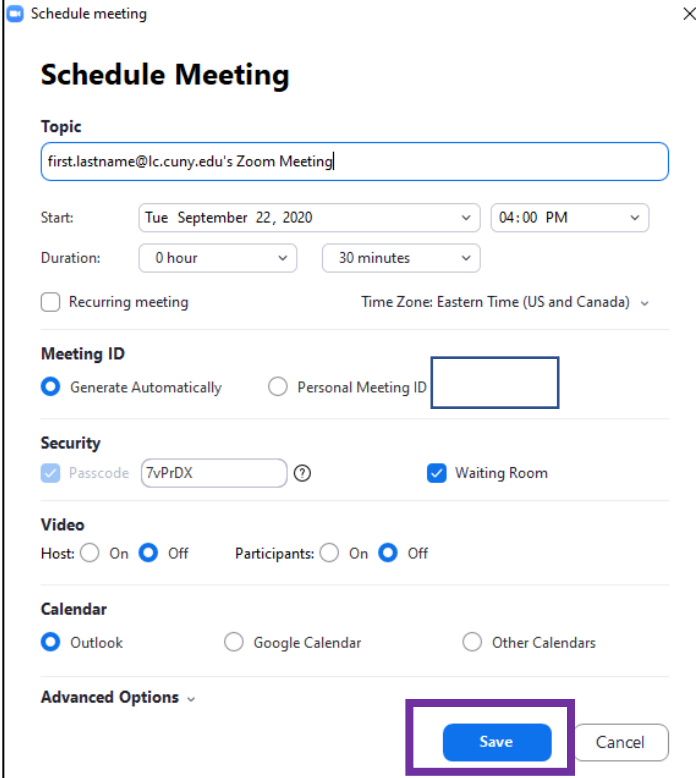**Duration:** Length of the meeting

Recurring Meeting: If this is a meeting you will have more than once, check the box and input the options

Meeting ID: Highly recommend using Generate Automatically. Do not use Personal Meeting ID

Security: Passcode is automatically selected

Video: Decide if you want to have video as soon as the meeting starts
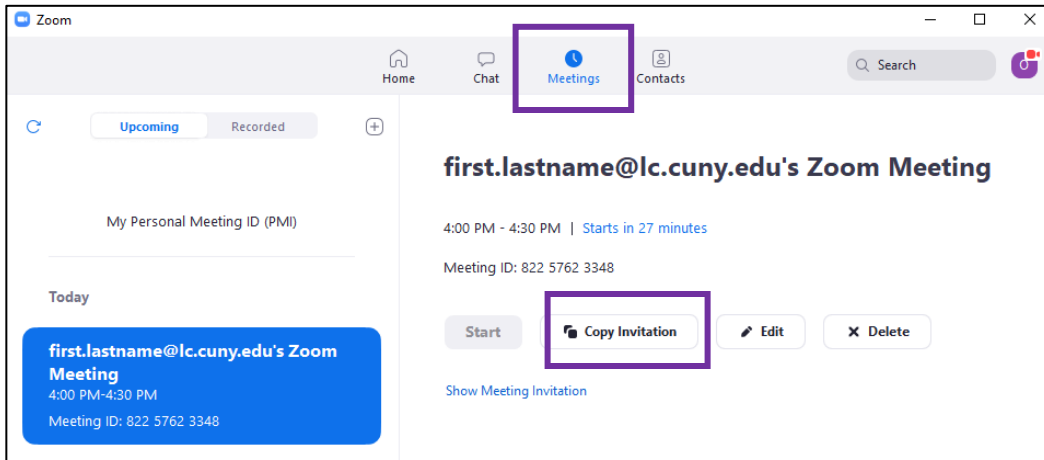
> Click Save

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Share link to meeting: Click Meetings > Copy Invitation > Paste the invitation into an email, calendar invite, course announcements, etc.

Start a Meeting: Sign in to Zoom Client > Meetings > Start