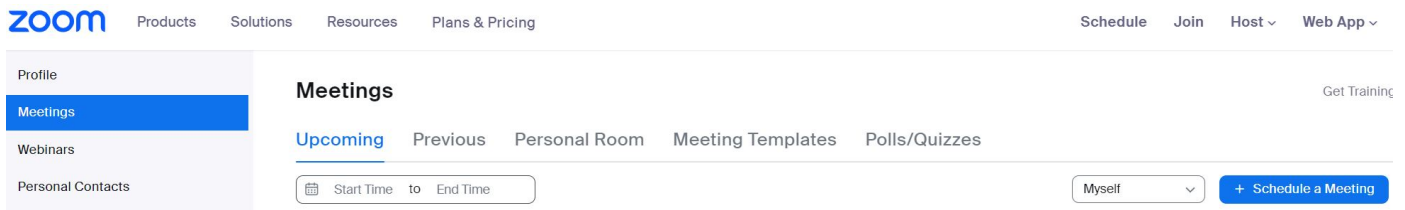


TO SCHEDULE ZOOM MEETINGS

STEP ONE: Open Zoom, Click **MEETINGS**, and Click: **+Schedule A Meeting**



STEP TWO: From the dropdown, choose name of person you're scheduling meeting for:

Schedule Meeting

Schedule For

Topic

STEP THREE: Fill in the title of the meeting (and you can also add a description if you wish)

STEP FOUR: Choose your desired date/time and the duration of the meeting

Schedule Meeting

Schedule For

Topic

[+ Add Description](#)


When

Duration hr min

STEP FIVE: Scroll down and change TIME ZONE to Eastern Time

STEP SIX: Scroll further and click "ON" for Video

Video Host on off
Participant on off

Audio Telephone Computer Audio Both
Dial from **United States** 

Options [Show](#)

STEP SEVEN: Click SHOW next to Options. Enter name of anyone you'd like to add as a Host so they can start the meeting.

Options [Hide](#)

- Allow participants to join anytime
- Q&A
- Mute participants upon entry
- Breakout Room pre-assign
- Approve or block entry to users from specific regions/countries
Block users from: China, Korea, Republic of, Russia [Edit](#)

Alternative Hosts

Enter user name or email addresses

Then click SAVE

STEP EIGHT: Add the appointment to Google Calendar and you can also send anyone the invite which will give them the Zoom link

Add to

 **Google Calendar**

 Outlook Calendar (.ics)

 Yahoo Calendar