

## Zoom - A beginner's Guide to setting up a Meeting -Windows

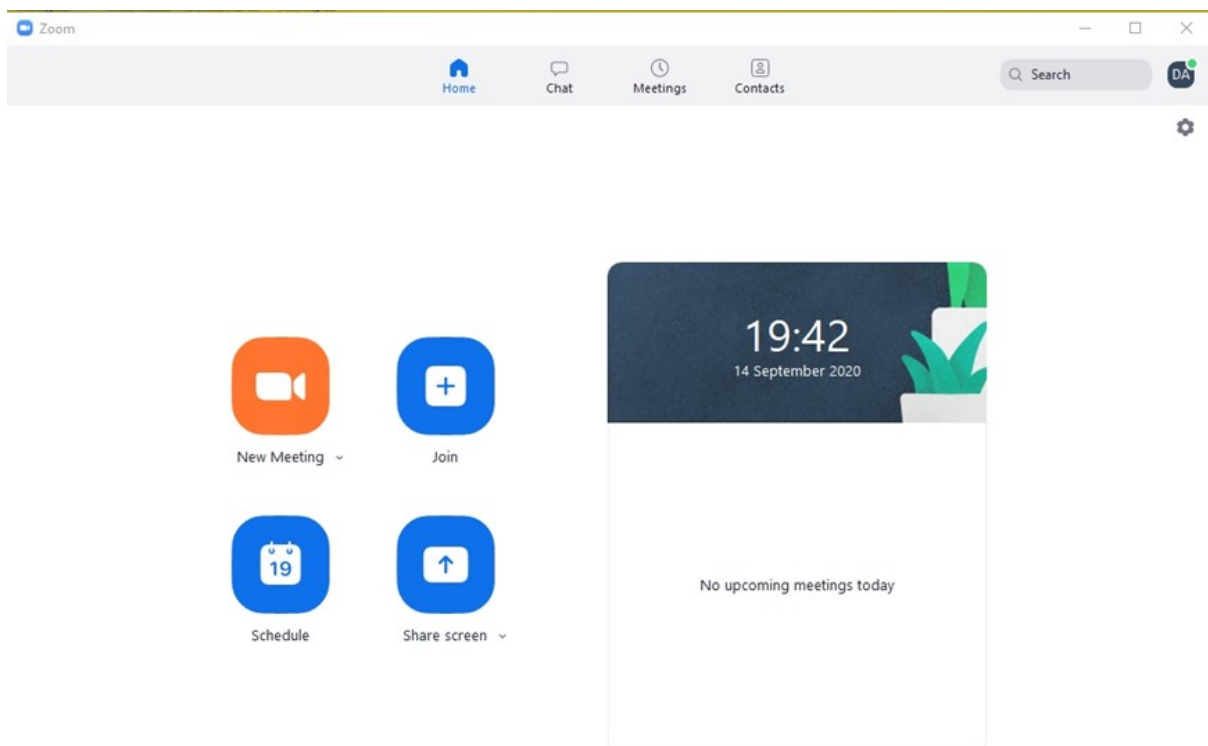
To set up a meeting you must first [download the Zoom app](#) and install it  
When you launch the app

To host a meeting you need to have signed up for a free account and accept the terms and conditions. You will then receive a verification email and you will need to 'Activate Account'

When you sign in to your account there will a large number of options, you can leave most of them at the default but one you might find useful to change is under 'Profile' – Personal Meeting ID. Click on 'Show' and then on the far right of the screen 'Edit'. Select 'Use this ID for instant meetings'. This will mean that whenever you set up a meeting the link will remain the same and if members have to re-join after the 40 mins it will be the same ID and password.

You might want to alter the date and time format to dd/mm/yyyy whilst you are editing your profile

**If you already have an account set up you can go to <https://zoom.us/> and sign in to make these changes**



**You can either use 'New Meeting' just before the time that you start your meeting if you are using your Personal Meeting ID because you will have sent out an email in advance with the details**

**OR**

**you can schedule a meeting in advance – again make sure you select the option to use your Personal Meeting ID**

Enter the date/time details – if you are using the Free version of Zoom you must leave the duration at **30mins** although you will get a minimum of 40mins and can then re-join the meeting.

### [Advanced Options](#)

Recommend that you enable waiting room

At the bottom choose **'Other Calendars'** and then **'Save'**

If you 'Copy to Clipboard' you can paste all the relevant information into an email e.g. group email in Beacon and send it to your members

The screenshot shows the 'Schedule Meeting' dialog box in Zoom. The title bar reads 'Schedule meeting' with a close button. The main heading is 'Schedule Meeting'. Under 'Topic', there is a text input field containing 'Derek Ayshford's Zoom Meeting'. The 'Start' section has a date dropdown set to 'Mon September 14, 2020' and a time dropdown set to '21:00'. The 'Duration' section has a dropdown for '0 hour' and another for '30 minutes'. There is an unchecked checkbox for 'Recurring meeting' and a 'Time Zone: London' dropdown. The 'Meeting ID' section has two radio buttons: 'Generate Automatically' (selected) and 'Personal Meeting ID 346 318 9291'. The 'Security' section has a checked checkbox for 'Passcode' with the value '1xYPmn' and a help icon, and a checked checkbox for 'Waiting Room'. The 'Video' section has 'Host: On' (selected) and 'Off', and 'Participants: On' and 'Off' (selected). The 'Calendar' section has three radio buttons: 'Outlook' (selected), 'Google Calendar', and 'Other Calendars'. At the bottom, there is an 'Advanced Options' dropdown and two buttons: 'Save' and 'Cancel'.

The screenshot shows the 'Zoom - Schedule Meeting' confirmation dialog box. The title bar reads 'Zoom - Schedule Meeting' with a close button. The main heading is 'Your meeting has been scheduled.' Below this is the instruction 'Click the button below to copy the invitation to clipboard.' A large text area contains the following information: 'Derek Ayshford is inviting you to a scheduled Zoom meeting.', 'Topic: Derek Ayshford's Zoom Meeting', 'Time: Sep 14, 2020 09:00 PM London', 'Join Zoom Meeting', 'https://us04web.zoom.us/j/76397131797?pwd=MnliZ1pkczVVL2ZiZ3drRjRLb0Mrdz09', 'Meeting ID: 763 9713 1797', and 'Passcode: 4UVRcB'. At the bottom, there are two buttons: 'Open with default calendar (.ics)' and 'Copy to Clipboard'.