# How to Schedule a Zoom Meeting and Send an Email Invitation to Others

Once you set up a Zoom account, it's easy to send a meeting invite for colleagues or classmates to join your conference call.  Zoom allows you to send invites via email, contact, or phone number – email is easiest to use to start.

The process looks a bit different whether you choose to do so on the mobile app or your desktop.

## How to Schedule a Zoom  meeting and send an invite on your computer

1. **Open Zoom from your menu**
2. **Click and select Sign In** and sign in with your email and password – If you forget your password, follow the prompts and create a new one
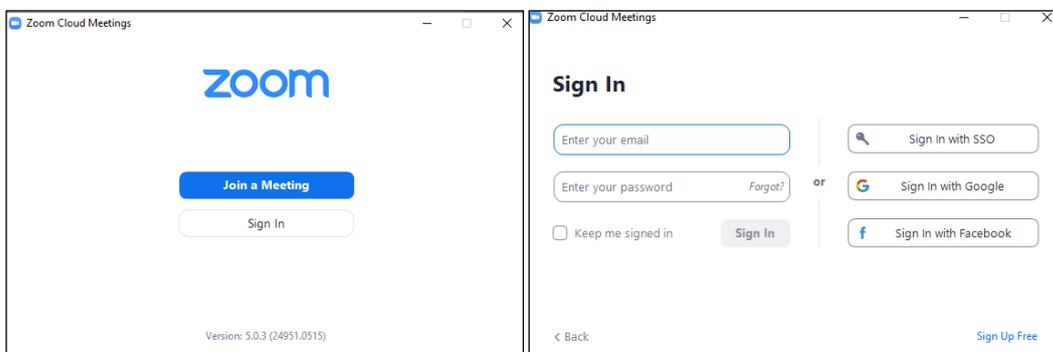


3. On the desktop app, click the "Schedule" option on the homepage.
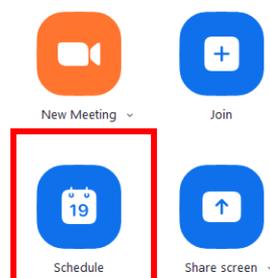
4. Then you can change and edit the information in the text box to make it clear what your meeting is, and the correct time and date.
5. Type in the topic so it is clear what the meeting is for and who is organising it.
6. Adjust the date and time to when you will be holding the meeting. Remember that free Zoom calls only last 40 minutes, so select 45 minutes maximum.
7. It is best to leave the default "Generate Automatically.
8. You can change the passcode to a simpler or more relevant one if you wish.
9. For personal "meetings" with friends and family untick waiting room so people are automatically admitted to the meeting – they may even "join" the meeting before you are there. It is better to have waiting room ticked if it is a professional meeting with an agenda and a group you wish to manage.
10. Leave the other options on the defaults.
11. Hit Save
12. A meeting is now scheduled and the information for it comes up in a box

**Schedule Meeting**

Topic
Book Group Zoom Meeting Organised by Maureen

Start: Mon August 31, 2020    04:00 PM
Duration: 0 hour   30 minutes
☐ Recurring meeting    Time Zone: Canberra, Melbourne, Sydney

**Meeting ID**
● Generate Automatically    ○ Personal Meeting ID 357 021 4659

**Security**
☑ Passcode 7ntUwS ⑦    ☑ Waiting Room

**Video**
Host: ○ On ● Off    Participants: ○ On ● Off

**Calendar**
○ Outlook    ○ Google Calendar    ● Other Calendars

Advanced Options ⌄

Save    Cancel

Zoom - Schedule Meeting

**Your meeting has been scheduled.**
Click the button below to copy the invitation to clipboard.

Maureen Joyce is inviting you to a scheduled Zoom meeting.

Topic: Book Group Zoom Meeting Organised by Maureen
Time: Aug 31, 2020 04:00 PM Canberra, Melbourne, Sydney

Join Zoom Meeting
https://us04web.zoom.us/j/79121715447?
pwd=UjFod3gvWkhKK2JwQndNRHE1VWVrZz09

Meeting ID: 791 2171 5447
Passcode: 7ntUwS

Open with default calendar (.ics)    Copy to Clipboard

13. Select Copy to Clipboard – this "copies" all that text into memory so that you can then open your email to send this information to someone just by "pasting" into your email.

14. So, open your email, type in the recipients and a subject then Paste into body of your email. ***You can Paste be either right click of your mouse and select Paste, or use the keystroke combination of <Ctrl> + V***
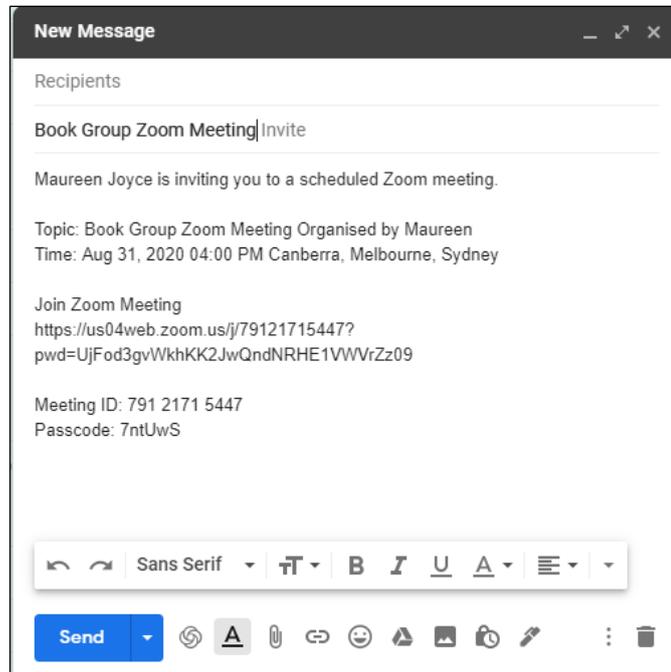


When it is time for the meeting, open Zoom and you will see that your meeting is scheduled on the right of the menu. Select Start
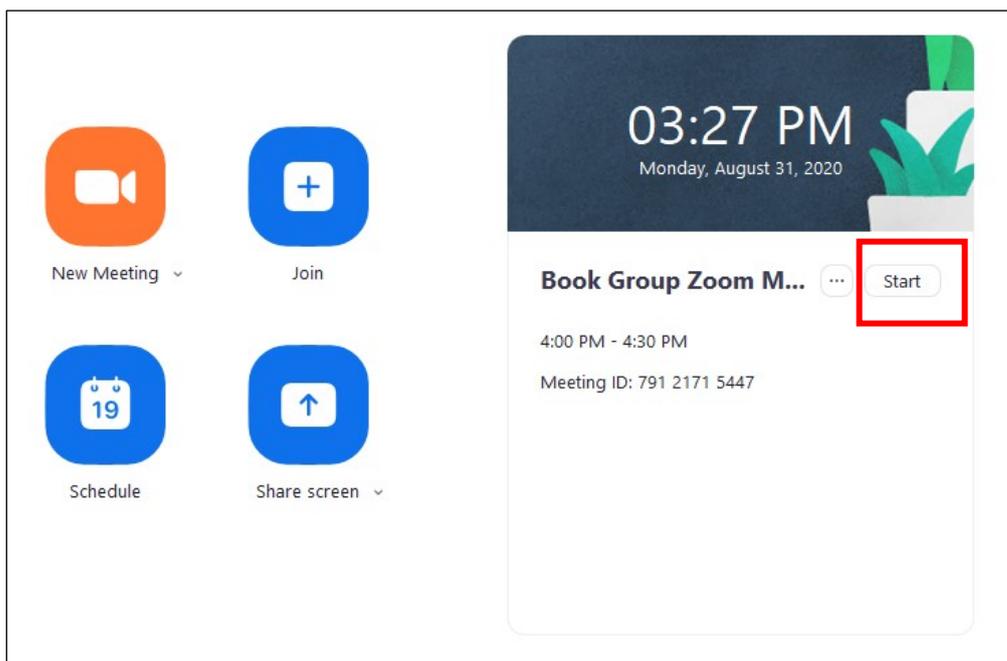
Make sure you join with audio and video – when the screen opens, bring up the menu items, usually at the foot of the screen and make sure video does not have a cross through it, so that your image is now live on the screen for others to see.
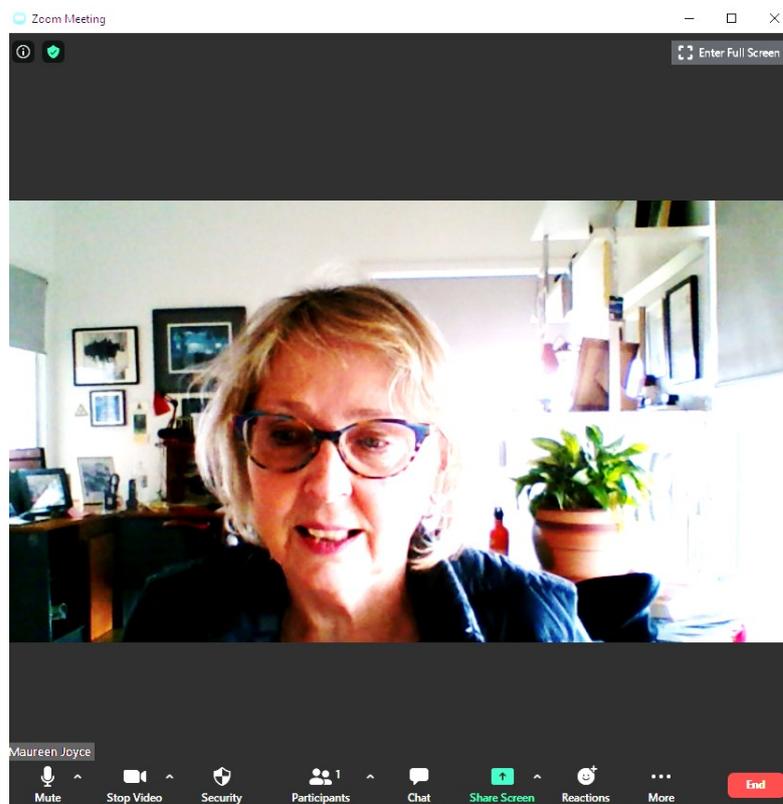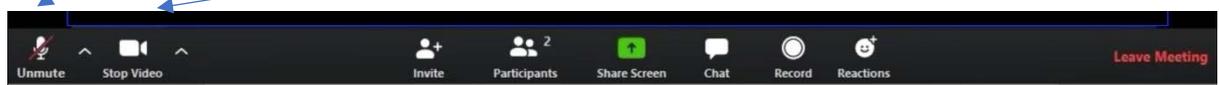


Hit End Meeting when you have finished.

At the bottom of the screen you have the option to:

Turn your microphone on or off          ˉTurn your video on or off



Always check that these are operating – if others cannot see or hear you.

This bar also lets you leave the meeting.    **On a phone or tablet these options will be in ferent places** – touch your screen to see where they are on your screen. Touching your screen I bring up these options – they may be at top, bottom or side of your screen.

There are 2 views for your screen: **Gallery View** (which shows 25 participants on the screen in small boxes, with the speaker's box highlighted in yellow) or **Speaker view**, which will show the speaker taking up the full screen, along with smaller screen for yourself and other participants – you can scroll through.  You can switch views by touching the screen top right corner (may be elsewhere on tablet or phone) .**Gallery View is recommended**.

# Guide to Zoom Meeting Protocols

Here are a few tips to help your meetings run smoothly.

## Before you enter the meeting

1. Set your device up in a quiet space to minimise noise and distractions

2. Think about what is behind you when you are at your computer.  When people see you, they will also see what is behind you.

3. Do not have a fan whirling, bright light or a TV on in the background.  The sound and sight can be distracting

4. Lighting should come from the front of you, or from the side, in order to best light your face

5. Adjust your camera if it is too low or high.  This avoids having people look up your nose or at the top of your head!  Make sure you are not too close or too far away.

6. Dress for your video conference in the same way you would for an in person class or meeting.  If you put on a nice shirt, but still have on your pyjama bottoms, think about how that might look if you need to get up for some reason.

7. Practice speaking to the camera - especially if you are a presenter

   You can practice with the camera on - and only you are in the meeting:
   Open Zoom and click on New Meeting
   If you are not inviting anyone, then it is just you looking at yourself!
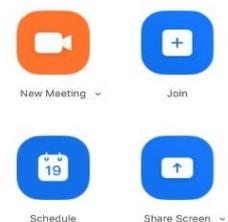


## During the meeting

1. Enter the Zoom class 10 to 15 minutes before the scheduled start time as late arrivals can disrupt the class

   • If you try to join less than five minutes before the scheduled start time, you might not be given access for this reason

2. Keep your microphone on mute when you are not talking.



   • If you keep your microphone on, Zoom will hear any coughs, scratches, typing or wriggles and will shift the video focus to the source of the sound, away from the speaker

3. Be aware that you are on camera and try to avoid doing other tasks such as checking emails and looking at your phone and so on

4. Avoid side conversations. Others will hear your conversation and the camera will focus on you

5. Make eye contact when you are speaking by looking into the camera rather than at the screen

6. Start the meeting with some communication ground-rules to avoid participants talking over the top of each other or interrupting the tutor's presentation. These might include:

   - Use the raise hand signal if you want to ask a question and wait for the tutor to state your name. Some apps have a hand symbol to raise or lower your hand
   - Type your question into the chat area and wait for the tutor to answer questions when it is convenient. Other participants can also answer the question or make comments in the chat area – be polite and respectful
   - Direct questions or comments to a particular person by stating their name to gain their attention
   - Use the thumbs up or clapping symbols to show your agreement with what is being said without disrupting the class



Chat        Thumbs-up / clap

7. **Do not record the meeting without permission.** If for some reason the host wishes to record the meeting, they must inform all participants and receive permissions.

8. Early departures can be distracting so avoid this if at all possible and wait for the tutor to end the meeting