

**How to schedule (set up) a Zoom meeting**

**Note:** You will need to tailor this to the individual’s needs at the highlighted points.

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| 1. | Go to the Zoom sign in:  <https://zoom.us/signin> |  |
| 2. | Put in your email:  [Add email address here] | [Add a screen shot of the sign in box on Zoom here] |
| 3. | Put in this password:  [Add your password here] |  |
| 4. | Click on  **Sign In** |  |
| 5. | Click on  **SCHEDULE A MEETING** |  |
|  | There are lots of choices. Here are the basic ones you must do . . . |  |
| 6. | **Set a date**  Click on the calendar.  Choose a date. |  |
| 7. | **Set a time**  Click on the time.  Choose a time.  Choose morning (AM) or afternoon (PM) |  |
| 8. | **Password**  It is easier for other people if you turn the passcode OFF.  Click on the tick to turn it off. |  |
| 9. | **Video**  Turn the video buttons ON so you can see other people!  Click where is says ON. |  |
| 10. | Click where it says **Save** |  |
|  | You now go to a new page which shows your meeting. |  |
| 11. | **Invite other people to your meeting.**  Click on **Copy Invitation** |  |
| 12. | You now go to a screen which shows your invite.  Click on **Copy Meeting Invitation**.  This copies your invite on to your clipboard. |  |
|  | You can now send the details to other people in an email. |  |
| 13. | Start an email.  Choose who you want to send it to.  Choose a subject (like Zoom Meeting). |  |
| 14. | **Paste** the meeting details into your email. |  |
| 15. | Send the email.  ***Job done!*** |  |