

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

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

|  |  |  |
| --- | --- | --- |
| 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!*** |  |