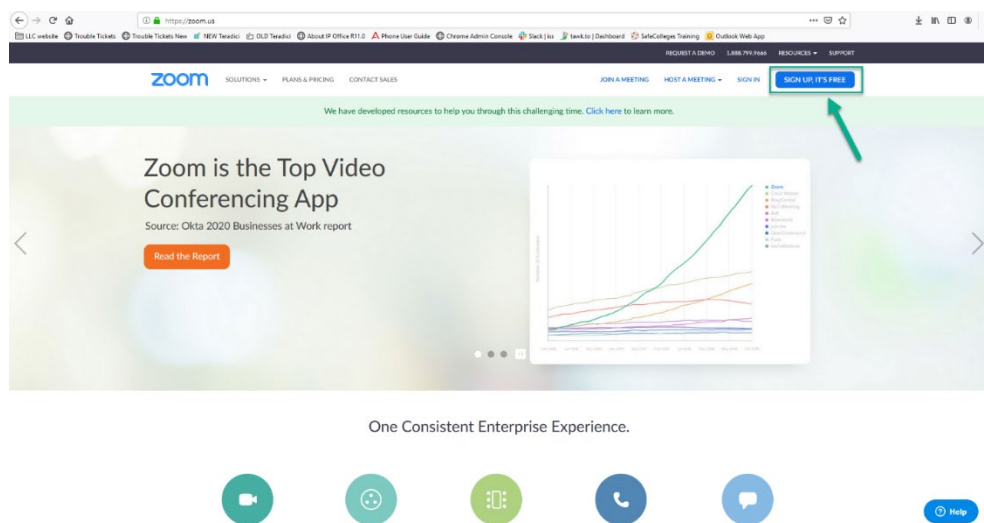


## HOSTING A MEETING (NOT IN VM)

If your internet connection is slow, it is **not** recommended to use Zoom in your VM. Instead, you will have much better performance using the internet browser (Firefox and Chrome work best) on your personal laptop or a laptop checked out from ISS. You will not need to connect to your VM to do this.

The first thing you will want to do if you have not created an account is to sign up using your staff email by going to the [website](https://zoom.us). Accept the request to make it an LLC account. Finally, you will receive an email from Zoom – click the button in the body text to activate your account. If you also have a personal Zoom account, you will need to sign out and sign in with your LLC account.

Once you are logged in, you will see your profile page. On the top right, you will see three buttons.



## SCHEDULE A MEETING

Click the **Schedule a Meeting** button. This will display all the options you can set. Change Meeting ID to use your personal meeting ID. Basic accounts have a 40 minute time limit for hosting meetings.

Zoom

SOLUTIONS PLANS & PRICING CONTACT SALES

SCHEDULE A MEETING JOIN A MEETING HOST A MEETING

My Meetings > Schedule a Meeting

Schedule a Meeting

Outlook Plugin for Zoom  
Schedule your Zoom meetings directly from Outlook with the Outlook plugin. [Click here to download.](#)

Topic: My Meeting

Description (Optional): Enter your meeting description

When: 04/02/2020 7:00 PM

Duration: 1 hr 0 min

Your Zoom Basic plan has a 40-minute time limit on meetings with 3 or more participants. Upgrade now to enjoy unlimited group meetings. [Contact US Support](#)

Time Zone: (GMT-5:00) Central Time (US and Canada)

Recurring meeting: ☐

Meeting ID: ☐ Generate Automatically ☒ Personal Meeting ID 493-110-2318

Help

Scroll down and turn on the Host and Participant Video settings. You can also set a password to join the meeting. Click save so these will stay as your default settings.

Zoom

SOLUTIONS PLANS & PRICING CONTACT SALES

SCHEDULE A MEETING JOIN A MEETING HOST A MEETING

Meeting Password: ☒ Require meeting password

Video: Host ☒ on ☐ off Participant ☒ on ☐ off

After scheduling this meeting, the settings you change here will apply to all scheduled meetings with the Personal Meeting ID. [Revert Settings](#)

Audio: ☐ Telephone ☐ Computer Audio ☒ Both  
Dial from United States of America [Edit](#)

Meeting Options: ☐ Enable join before host ☐ Mute participants upon entry ☐ Enable waiting room ☐ Only authenticated users can join ☐ Record the meeting automatically on the local computer

Save Cancel

Help

Next it will show you a summary of the meeting settings. Click **Copy the Invitation**.

Meeting Information - Zoom

Outlook Web App

https://zoom.us/join/999075212

LLC website | Trouble Tickets | Trouble Tickets New | NEW Terafile | OLD Terafile | About IP Office R11.0 | Phone User Guide | Chrome Admin Console | Hack | itx | hawk.to | Dashboard | SafeCollagen Training | Outlook Web App

REQUEST A DEMO | 1.888.799.0123 | RESOURCES | SUPPORT

zoom

SOLUTIONS | PLANS & PRICING | CONTACT SALES

SCHEDULE A MEETING | JOIN A MEETING | HOST A MEETING

Profile

Meetings

Webinars

Recordings

Settings

Account Profile

Reports

Attend Live Training

Video Tutorials

Knowledge Base

My Meetings | Manage "My Meeting"

Start this Meeting

Topic

My Meeting

Time

Apr 2, 2020 07:00 PM Central Time (US and Canada)

Add to

Google Calendar

Outlook Calendar (Lcs)

Yahoo Calendar

Meeting ID

493-110-2318

Meeting Password

Require meeting password

Join URL:

https://zoom.us/j/4931102318

Copy the invitation

Video

Host

On

Participant

On

Audio

Telephone and Computer Audio

Dial from United States of America

Meeting Options

Enable join before host

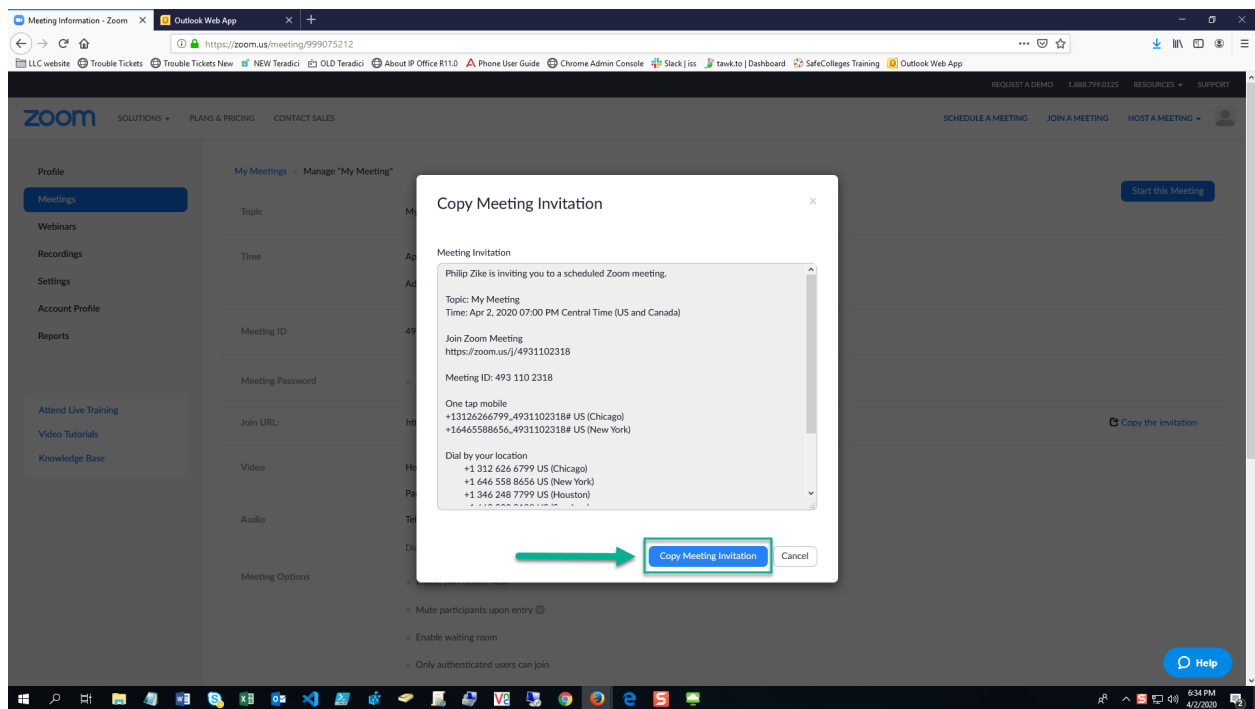
Mute participants upon entry

Enable waiting room

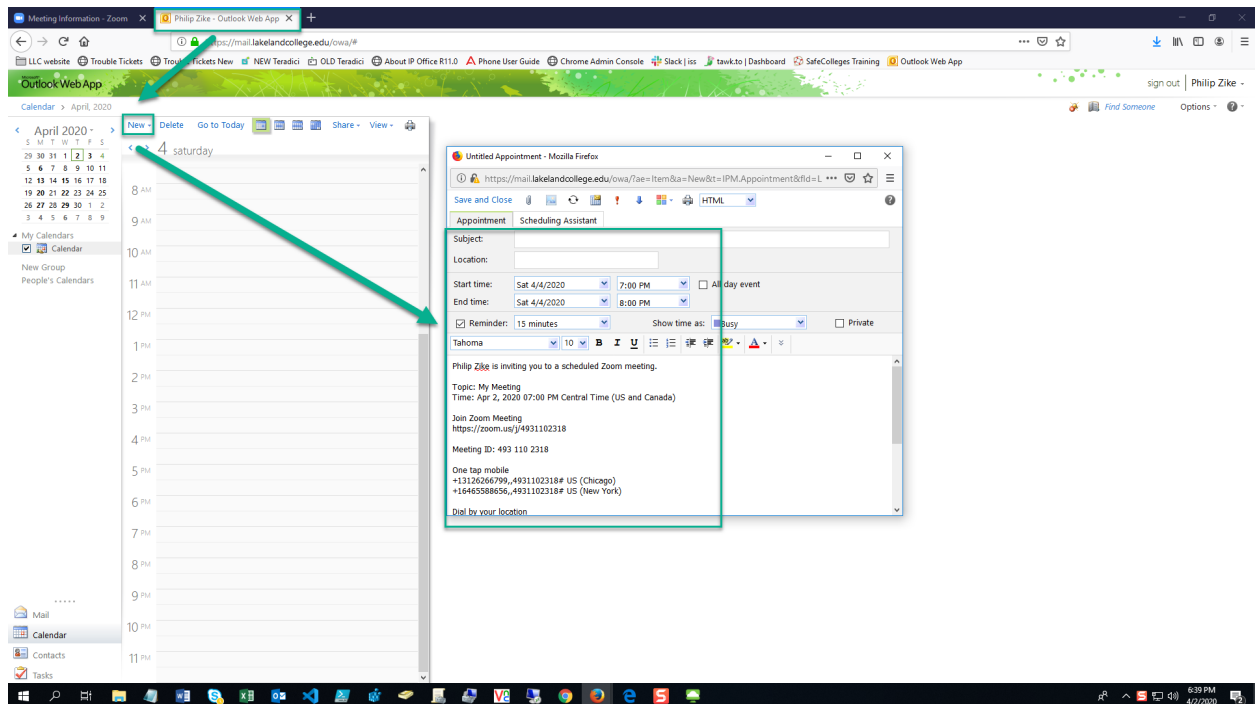
Only authenticated users can join

Help

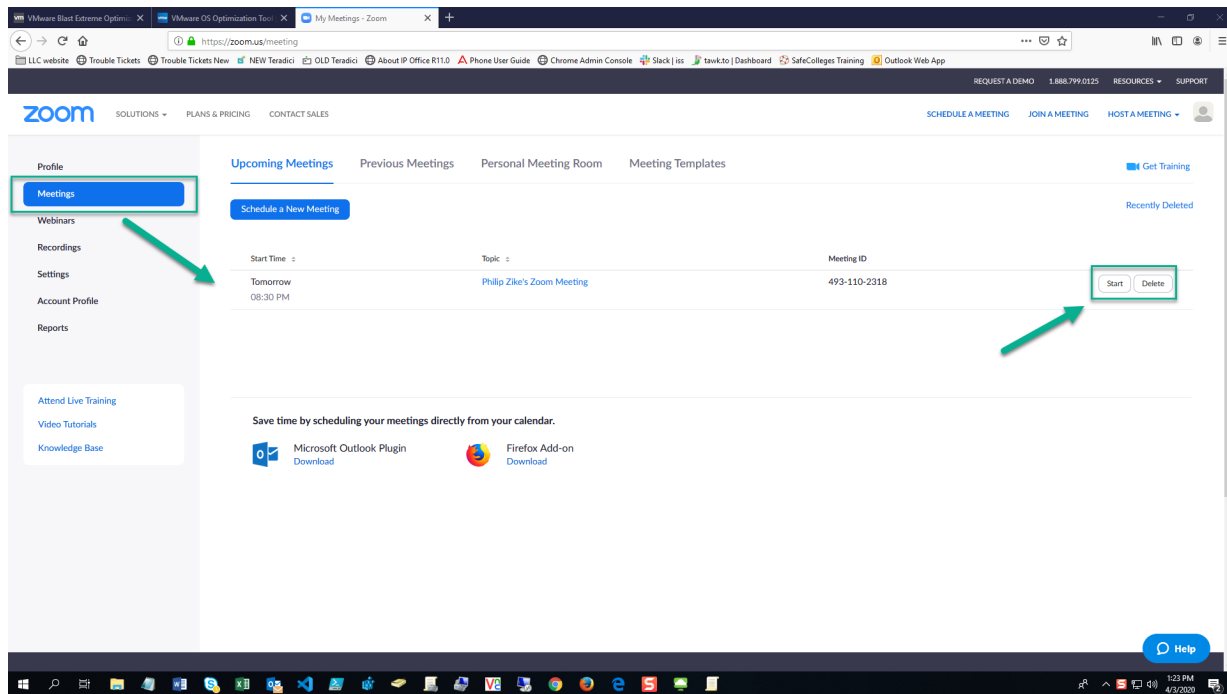
This will open another window. Click Copy Meeting Invitation.



Login to the Hub to access your email with the Outlook web app. Go to the calendar and create a new event. Paste the copied invitation into the body and set the time, date, invite attendees, etc.

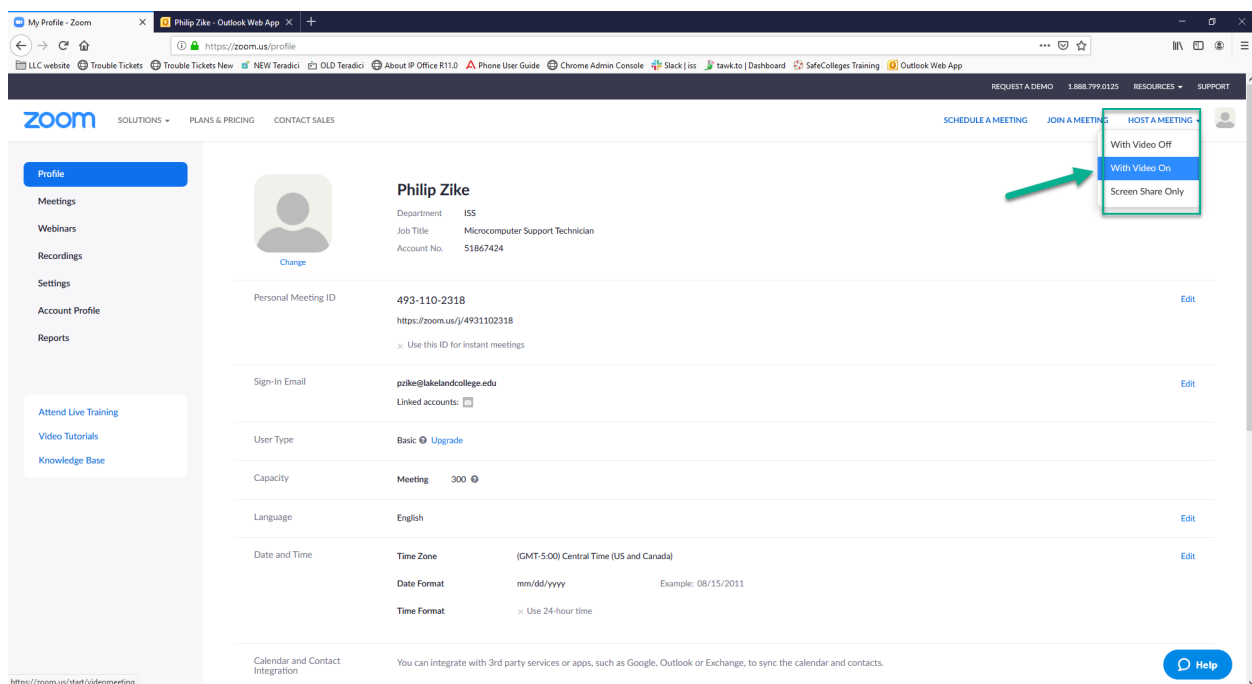


Once this is done and the time of the meeting comes, sign into the Zoom website and go to the Meetings tab. This page will display all meetings you have scheduled. To begin a meeting, click the Start button to the right (requires the Zoom app – if you don't have it installed, it will start a download).

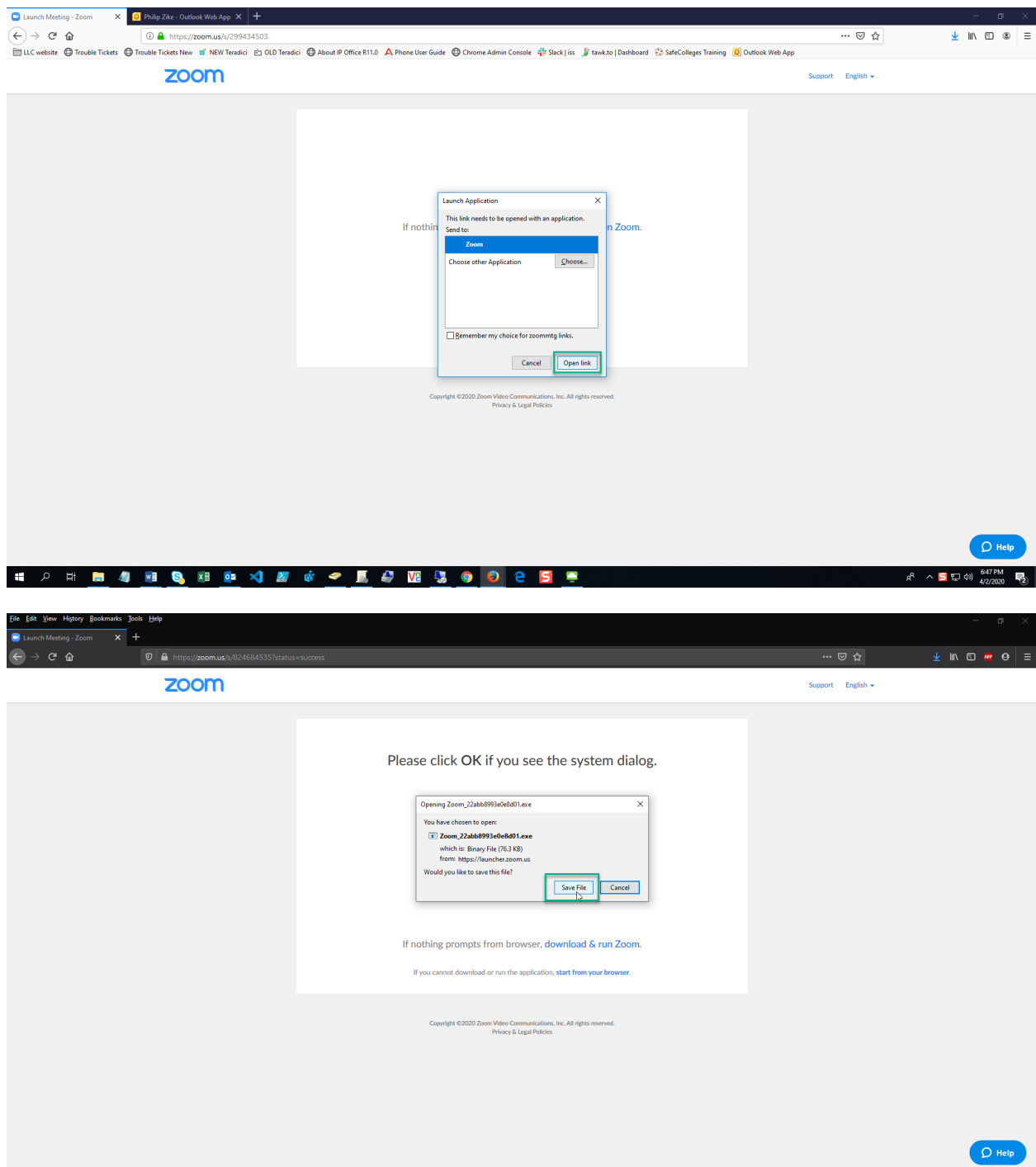


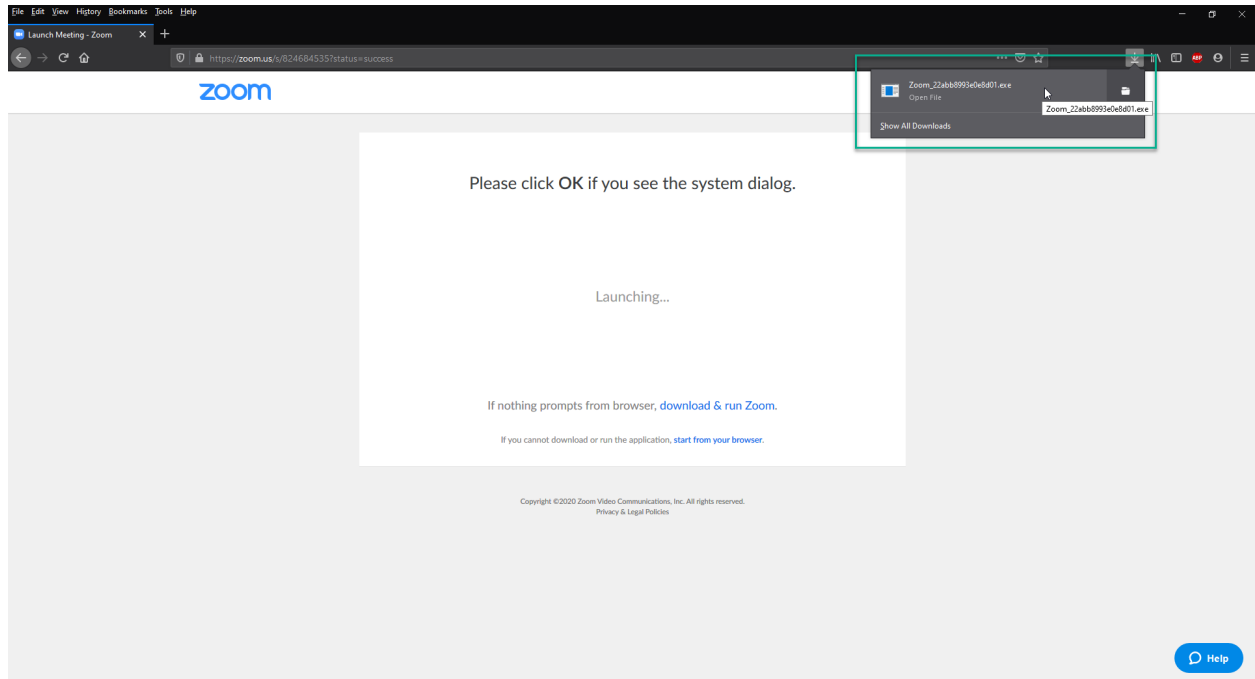
## START AN INSTANT MEETING

Click the **Host a Meeting** button and select one of the video options. If you already have Zoom installed, it will immediately start a meeting.

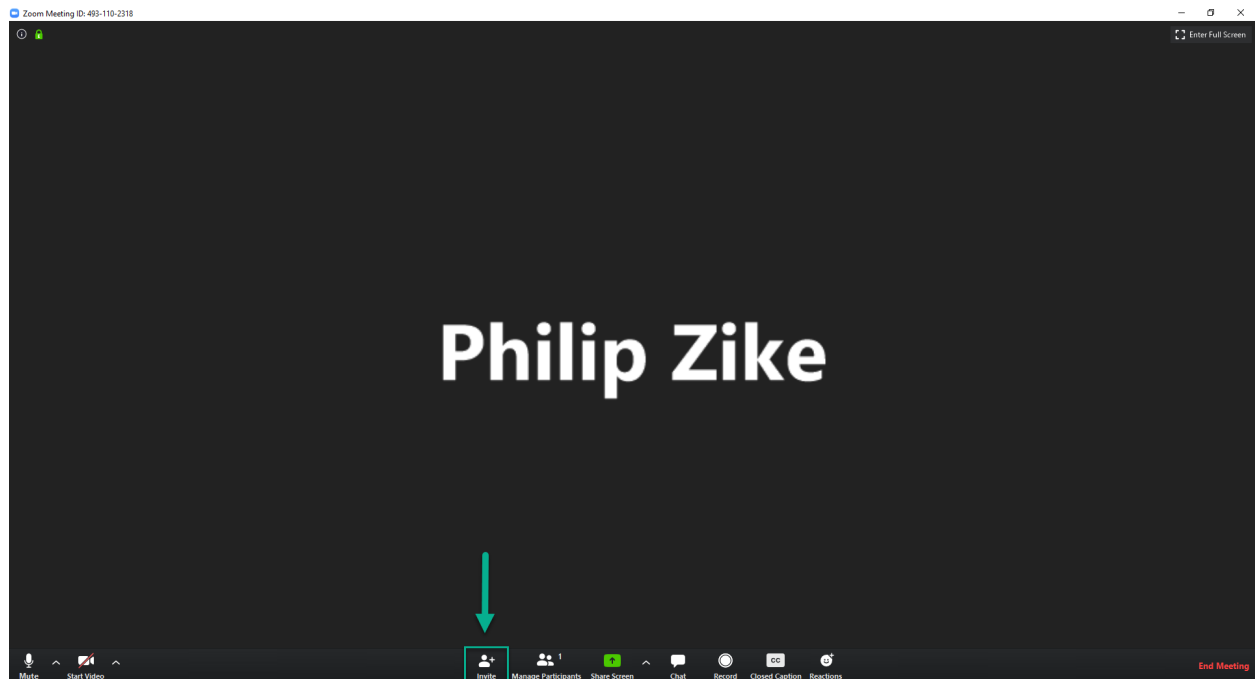


If Zoom isn't installed on your computer, this will download the Zoom installer. Save the file and run it.





When it's done, it will launch the meeting using your saved settings. Invite attendees to the meeting by clicking the **Invite** button.



This will bring up the LLC Zoom contacts. You can send invites this way or by clicking the **Copy URL** or **Copy Invitation** buttons and pasting them into an email to attendees.

