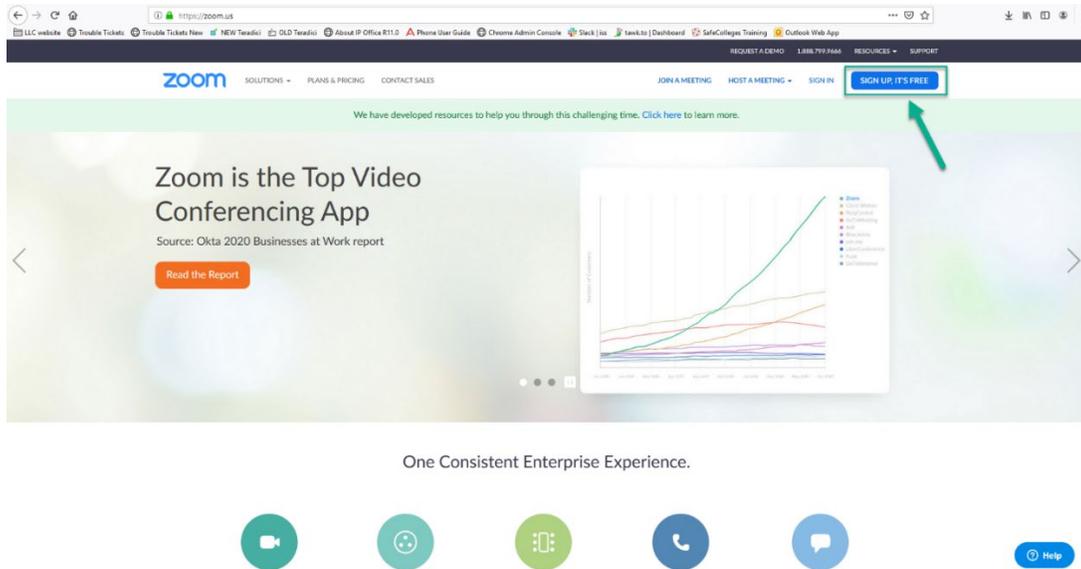


## HOSTING A MEETING (IN VM)

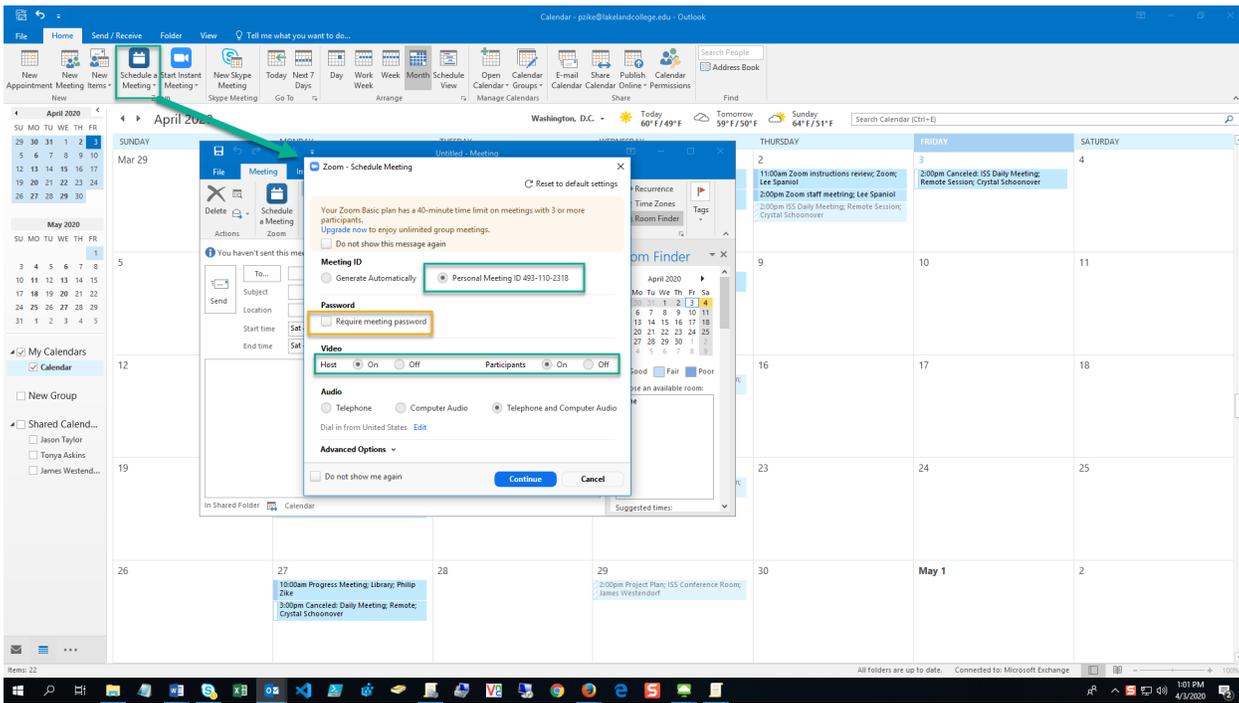
The first thing you will want to do if you have not created an account is to sign up using your staff email by going to the [website](#). Accept the request to make it an LLC account. Finally, you will receive an email from Zoom – click the button in the body text to activate your account. If you also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



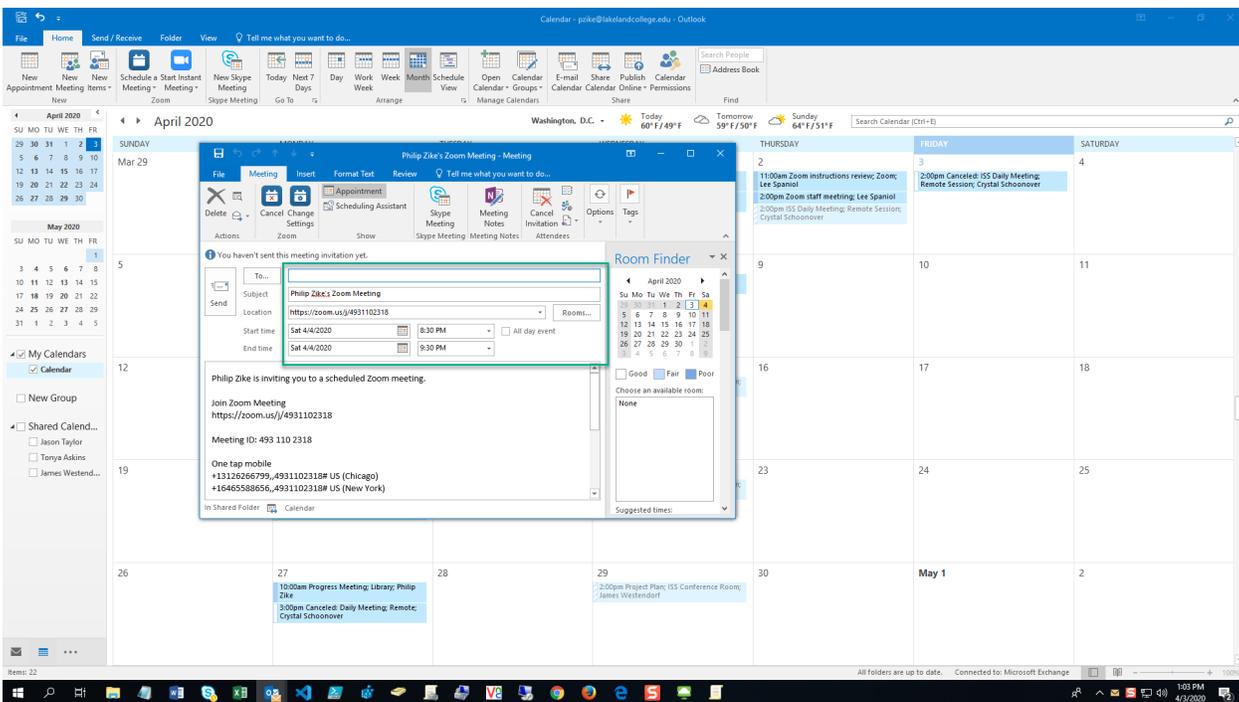
## SCHEDULE A MEETING

In Outlook, you should have two buttons on the Home tab. Click the **Schedule a Meeting** button. This will open another window to change settings for the meeting.

- Change Meeting ID to use your personal meeting ID.
- Turn on the Host and Participants Video settings.
- You can also set a password for joining the meeting.
- Base accounts have a 40 minute time limit for hosting meetings.



Click **Continue** to insert this information into a calendar event, then set the time and date, invite attendees, etc. to complete the scheduling process.



Once this is done and the time of the meeting comes, open the calendar event and click the **Join Zoom Meeting** link (it will ask you to sign in if you haven't already) to start the meeting.

Calendar - pzike@lakeandcollege.edu - Outlook

File Home Send / Receive Folder View Tell me what you want to do...

Search People Address Book

Appointment Meeting Items New Meeting Zoom

Washington, D.C. Today 60°F/49°F Tomorrow 59°F/50°F Sunday 64°F/51°F

April 2020

Philip Zike's Zoom Meeting - Meeting

File Meeting Insert Format Text Review Tell me what you want to do...

Cancel Meeting Cancel Change Settings Zoom

Appointment Scheduling Assistant Tracking Show

Skype Meeting Skype Meeting Meeting Notes Meeting Notes Attendees

Options Tags

No responses have been received for this meeting.

To: Philip Zike, Aaron Tardy

Subject: Philip Zike's Zoom Meeting

Location: https://zoom.us/j/4931102318 Rooms...

Start time: Fri 4/3/2020 1:40 PM All day event

End time: Fri 4/3/2020 2:10 PM

Philip Zike is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting <https://zoom.us/j/4931102318>

Meeting ID: 493 110 2318

One tap mobile  
+13126267959,4931102318@US (Chicago)  
+18465588656,4931102318@US (New York)

In Shared Folder Calendar Last modified by pzike@lakeandcollege.edu at 1:38 PM

Room Finder

April 2020

Su Mo Tu We Th Fr Sa

5 6 7 8 9 10 11

12 13 14 15 16 17 18

19 20 21 22 23 24 25

26 27 28 29 30 1 2

Good Fair Poor

Choose an available room: None

1:40pm Philip Zike's Zoom Meeting - https://zoom.us/j/4931102318, Philip Zike

2:00pm Canceled Daily Meeting - Remote Session, Crystal Schoonover

1:40pm Philip Zike's Zoom Meeting - https://zoom.us/j/4931102318, Philip Zike

2:00pm Canceled Daily Meeting - Remote Session, Crystal Schoonover

10:00am Progress Meeting, Library, Philip Zike

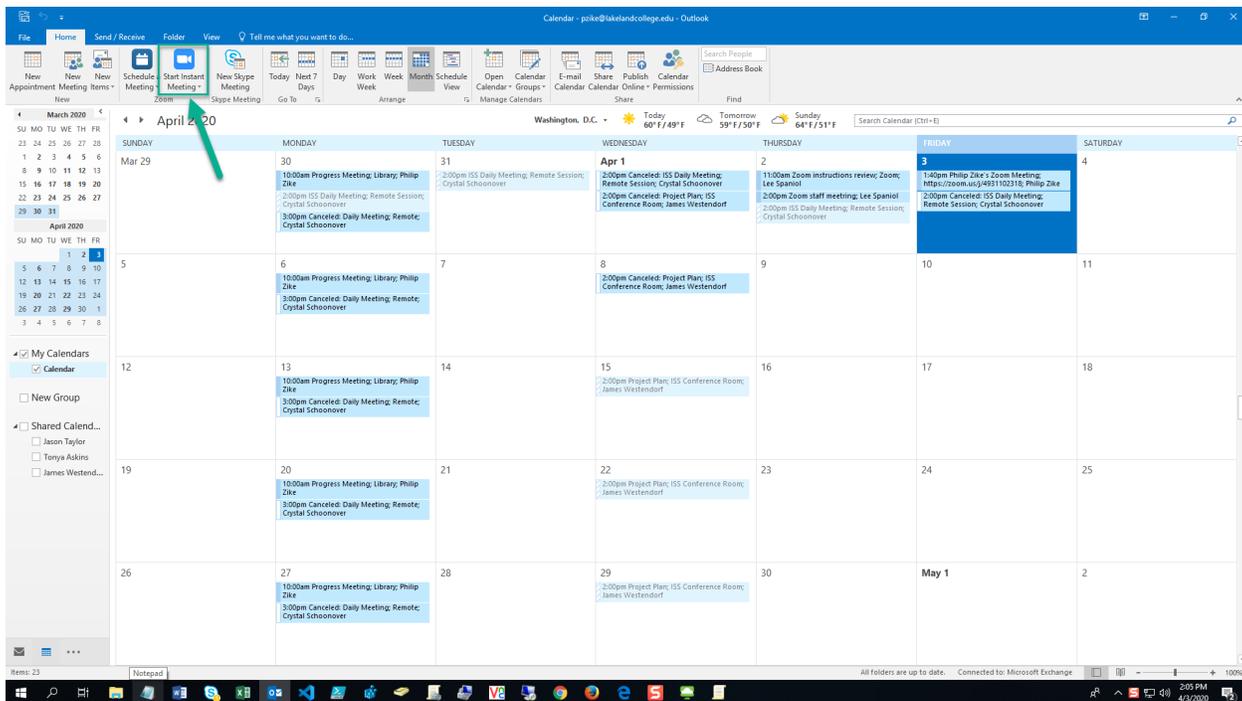
3:00pm Canceled Daily Meeting - Remote, Crystal Schoonover

2:00pm Project Plan; ISS Conference Room; James Westendorf

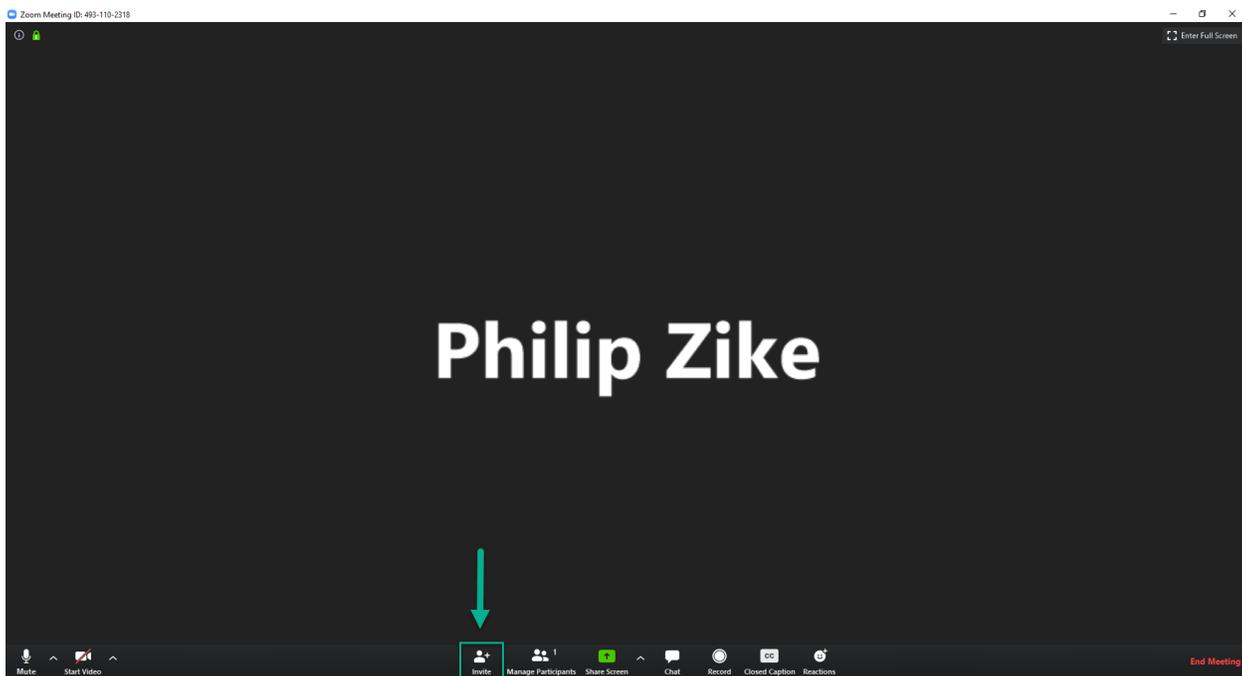
157 PM 4/3/2020

# START AN INSTANT MEETING

Click the **Start Instant Meeting** button to immediately start a 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.

