

# Scheduling a Meeting with Zoom Web Portal

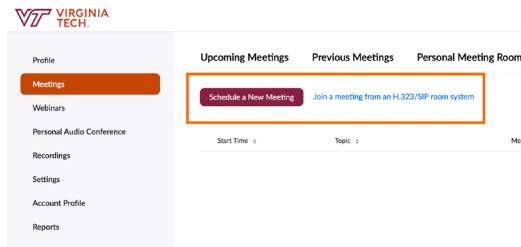
Get started with Zoom by scheduling a meeting, and sharing your meeting invite with others.

## 1. Sign In

Navigate to <https://virginiatech.zoom.us/>

Click **Sign in** and log in with your PID and password.

- Join** Connect to a meeting
- Host** Start a meeting
- Sign in** Configure your account



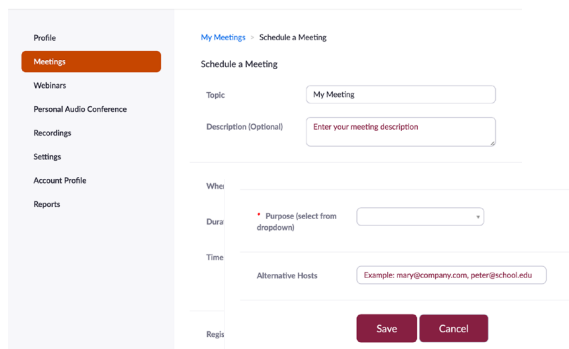
## 2. Schedule a New Meetings

Once logged in, click **Meetings** on the left hand menu and then click **Schedule a New Meeting**.

## 3. Add Meeting Information

Set up your meeting details by entering the topic, description, date, time, etc.

Select **Purpose**, assign alternative hosts (optional) Click **Save**.



### Meeting ID: Generate Automatically

Creates a unique meeting ID for participants to join

### Video/Audio: On/Off/Both

Allows participants to use video and sound

### Enable Join Before Host

Allow participants to join the meeting before the Host officially starts the meeting

### Mute Participants on Entry

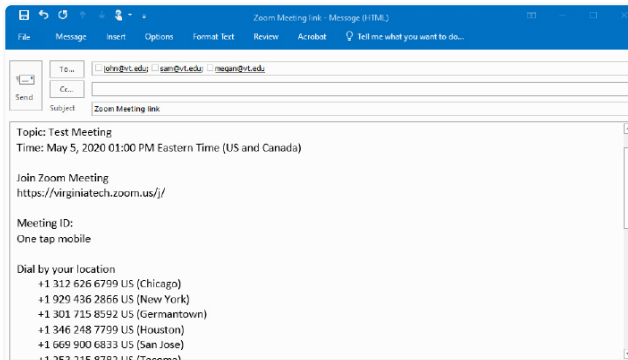
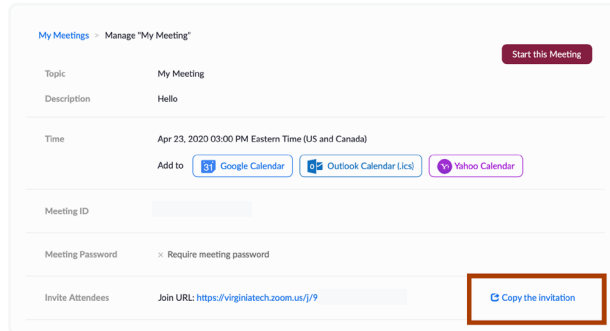
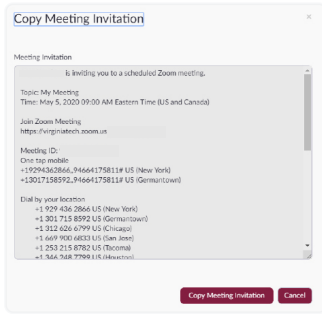
Helps prevent sound issues; each participant must unmute themselves to speak (if dialed in by phone, \*6 will unmute)

### Enable Waiting Room

Host will approve participant's entry into meeting. Recommended for better control over meetings of confidential nature

## 4. Copy the Invitation

Click **Copy the Invitation** under Invite attendees. On the pop up, click **Copy Meeting Invitation**.



## 3. Email your Invitation

Open your email, add your meeting attendees on a new message. In the body of the email, right click and select **Paste** to add the full meeting invitation. **Send**.