

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 <u>https://virginiatech.zoom.us/</u> Click **Sign in** and log in with your PID and password.



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**.

| Profile | My Meetings > Schedule a Meeting Schedule a Meeting | | | | | | |
|---------------------------|--|--------------------------------|--|--|--|--|--|
| Meetings | | | | | | | |
| Webinars | Topic My Meeting | | | | | | |
| Personal Audio Conference | | Enter your meeting description | | | | | |
| Recordings | Description (Optional) Enter your meeting description | | | | | | |
| Settings | | | | | | | |
| Account Profile | Whei | | | | | | |
| Reports | Purpose (select from dropdown) | • | | | | | |
| | Time Alternative Hosts Example: mary@company.c | om, peter@school.edu | | | | | |
| | Regis Can | cel | | | | | |

JoinConnect to a meetingHostStart a meetingSign inConfigure your account

2. Schedule a New Meetings

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

Meeting ID: Generate AutomaticallyCreates a unique meeting ID for participants to joinVideo/Audio: On/Off/BothAllows participants to use video and soundEnable Join Before HostAllow participants to join the meeting before theHost officially starts the meetingMute Participants on EntryHelps prevent sound issues; each participant mustunmute themself to speak (if dialed in by phone, *6will unmuteEnable Waiting RoomHost will approve participant's entry into meeting.Recommended for better control over meetings ofconfidential nature



4. Copy the Invitation

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

| Copy Meeting Invitation × | My Meetings > Manage "I | My Mexting" | | | | |
|---|-------------------------|---|--|--|--|--|
| Meeting Invitation | Topic | My Meeting | | | | |
| is inviting you to a scheduled Zoom meeting. | | | | | | |
| Topic: My Meeting Time: May 5, 2020-00-00, AM Example Time (US and Canada) | Description | Hello | | | | |
| The way 5, 2020 07.00 Am Eastern Third (03 and Canada) | | | | | | |
| Join Zoom Meeting https://virginiatech.zoom.us | Time | Apr 23, 2020 03:00 PM Eastern Time (US and Canada) | | | | |
| Meeting ID: | | Add to 🛛 🛐 Google Calendar) 🔯 Outlook Calendar (Jcs) | | | | |
| One tap mobile +19294362866,94664175811# US (New York) | | | | | | |
| +13017158592,94664175811# US (Germantown) | | | | | | |
| Dial by your location +1 929 436 2866 US (New York) | Meeting ID | | | | | |
| +1 301 715 8592 US (Germantown) +1 312 626 6799 US (Chicaso) | | | | | | |
| +1.669 900 6833 US (San Jose) +1.253 215 8782 US (Tacoma) | Meeting Password | × Require meeting password | | | | |
| +1 346 348 7790115 (Houston) | | | | | | |
| | Invite Attendeer | lais LIPL: https://winisistech.zoom.ur/i/9 | | | | |
| Copy Meeting Invitation Cancel | mane Attendees | Som OKL, mepsil virginiarecitizoonitasy / Copy the invitation | | | | |
| | | | | | | |

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| | Message | | Options | Format Text | Review | Acrobat | 💡 Tell me what you war | nt to do | | |
| ۹۹ Send | To Cc Subject | Zoon Meet | edu; san@u ing link | rt.edu; 🗌 megant | wt.edu | | | | | |
| Торі | c: Test Mee | ting | | | | | | | | - |
| Time | e: May 5, 20 | 20 01:00 | PM Easte | rn Time (US | and Cana | da) | | | | |
| Join http | Zoom Mee s://virginiat | ting tech.zoor | n.us/j/ | | | | | | | |
| Mee | ting ID: | | | | | | | | | |
| One | tap mobile | | | | | | | | | |
| Dial | by your loc | ation | | | | | | | | |
| | +1 312 626 | 6799 US | (Chicago) | | | | | | | |
| | +1 929 436 | 2866 US | (New Yor | k) | | | | | | |
| | +1 301 715 | 8592 US | (Germant | own) | | | | | | |
| | +1 346 248 | 7799 US | (Houston) |) | | | | | | |
| | +1 669 900 | 6833 US | (San Jose | | | | | | | |
| | | | | | | | | | | |

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**.