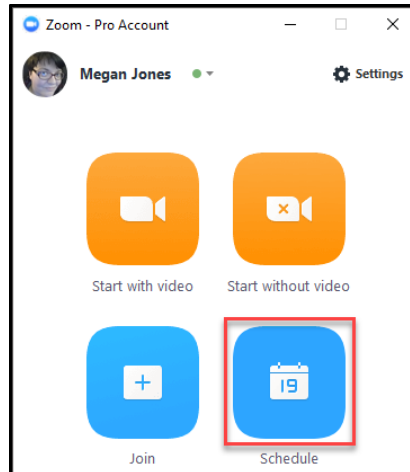




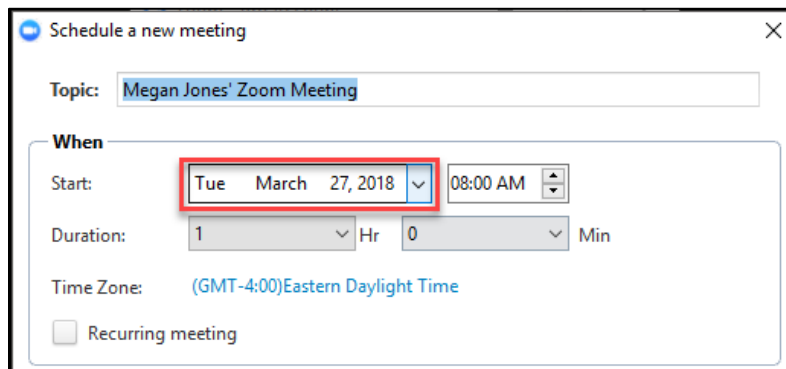
College of Medicine Tutorial Series

Schedule a Meeting

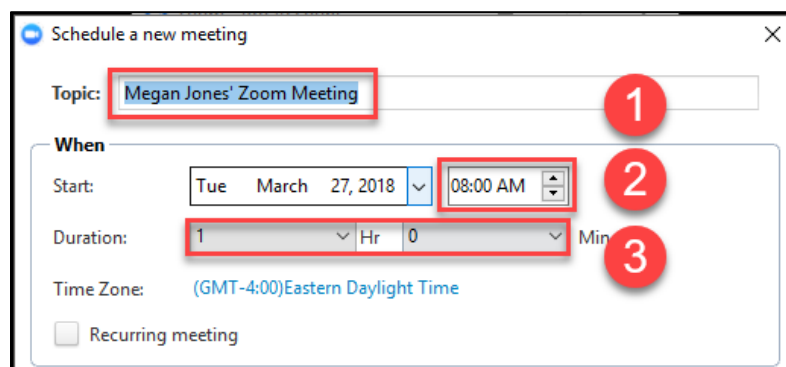
1. On any computer with Zoom installed, you can log in to the Zoom Client to schedule a meeting.
2. Click the Schedule button after opening and logging in to the Zoom client



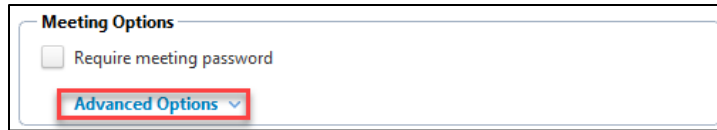
3. The Schedule a new meeting window opens
4. Click the drop down menu to set the date of the meeting



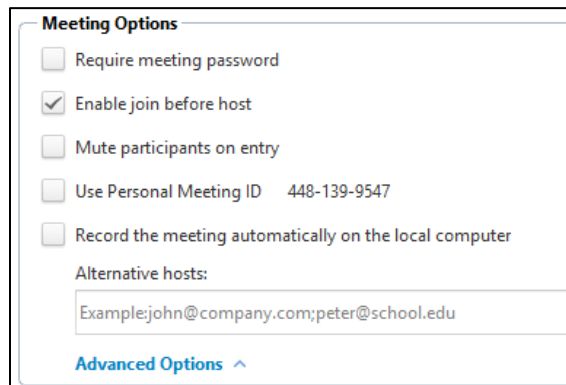
5. Set the time of the meeting
6. Set the duration of the meeting
7. Set a title for the meeting



8. Set additional options by dropping down the Advanced Options menu



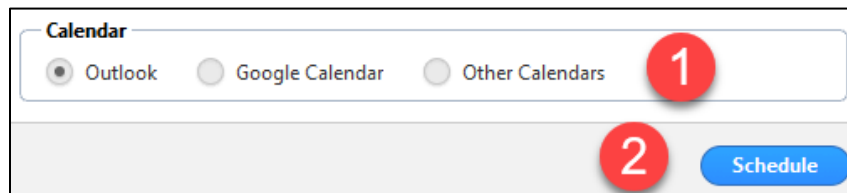
9. You can mute participants as they join the meeting



10. Collapse the advanced options by clicking Advanced Options again

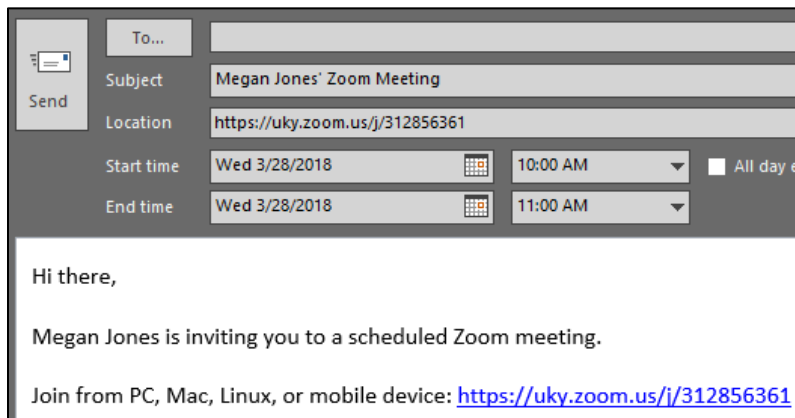
11. Choose a calendar

12. Click the Schedule button to confirm the meeting



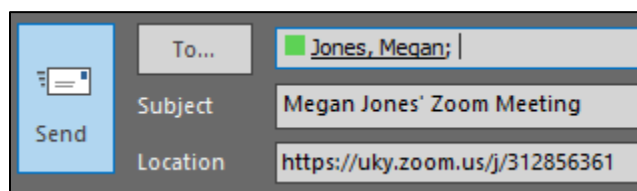
13. Zoom will open the email program of your choice from the previous window

14. Outlook was chosen in the meeting options, so Outlook opens to the meeting scheduler

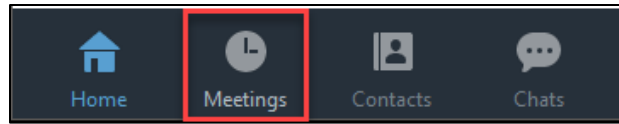


15. Enter all attendees of the meeting

16. Click the Send button to email a meeting invite to chosen invitees



17. Click the Meetings option in the Zoom client to see all meetings you have scheduled



18. Our meeting appears in the list

