HOW DO I SCHEDULE A ZOOM MEETING?

You can schedule a meeting for **up to 50 participants** using either the installed Zoom application, **or** using the Zoom Website (the website is handy even when you are away from the office and need to schedule a meeting).

**Step 1** Log on via **either** the application **or** website.

**Application:** Open your zoom application and log in to Zoom, then click on the "Schedule" icon (See appendix for help with signing in)

**or**

**via the Zoom Website:** Log into the web page: https://monash.zoom.us Select: **My Meetings** from your profile page, and then select the **Schedule a Meeting** tab as seen below.
Step 2

Once you have opened the zoom scheduler, you can then start to set-up your future zoom meeting. See the Appendix for an explanation of all the options.

**Note: Enable join before host** Allows participants to join your meeting before you. This in most cases should be selected unless you wish to control the start of the meeting.

**Note:** Choosing "Other Calendars" will allow you to copy and paste the scheduled meeting information such as date, time, and meeting URL into an email that you may send to invitees.
Step 3

Add to calendar

After you are done setting up your Scheduled meeting, (assuming you have selected Google Calendar), click on the Schedule icon at the lower right-hand side of the window. You will then have information similar to the following populating your Monash Google Calendar invitation:

Example Zoom Booking:
Joe Bloggs is inviting you to a scheduled Zoom meeting.
Time: May 7, 2015 3:00 PM (GMT+10:00) Canberra, Melbourne, Sydney

Join from a PC, Mac, iPad, iPhone or Android device:
Please click this URL to start or join. https://monash.zoom.us/j/651xx1114
Or, go to https://monash.zoom.us/join and enter meeting ID: 651 xx1 114

Join from a dial-in phone: <- Audio conferences
Dial: +61 3 9905 ZOOM (+61 3 99059666) or +61 2 8015 2088
Meeting ID: 651 xx1 114
International numbers available: https://monash.zoom.us/zoomconference

Join from a Video capable room system (H.323/SIP): <- Video enabled meeting rooms
Dial:
61262227588 (From within Monash only)
or:
7588@182.255.112.21 (H323) or
7588@aarnet.edu.au (SIP)
Meeting ID: 651 xx1 114

Add the meeting attendees as you would normally when booking a calendar invite.

Joining

Your invitees can join the meeting using either of the 3 options above depending on the device they wish to collaborate from. The simplest option is clicking on the link from a PC/Mac or Tablet/Smartphone. If they dial in from either a conventional phone or Video room system, once connected they will be asked to enter the unique meeting ID, to join the conference. For more information refer to the guide on joining a zoom meeting.
APPENDIX:

Logging into the ZOOM application with your Monash ID.
Select the Sign in with SSO option.

Enter the URL https://monash.zoom.us as pictured below into the SSO site URL field and click Continue. Then enter Your Monash ID & Password to Login.

Zoom Scheduling Options explained

- **Topic:** Choose a topic/name for your meeting.
- **When:** Select a date, and time of your meeting.
- **Time zone:** By default, zoom will use your computers time zone setting. Change here if required.
- **Recurring meeting:** Choose if you would like a recurring meeting
- **Video (when joining meeting):** default video to on or off for host and/or participants
- **Audio Options:** choose whether to allow users to call in via Telephone, VOIP, or both
- **Password:** You can select and input your password here. Joining participants will be required to input this before joining your scheduled meeting.
- **Enable join before host:** Allow participants to join your meeting before you. **Calendar:** Add to any selected calendar and send out invites to participants.
- **Schedule:** Click here to finish and open up whichever calendar you have selected.