


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.

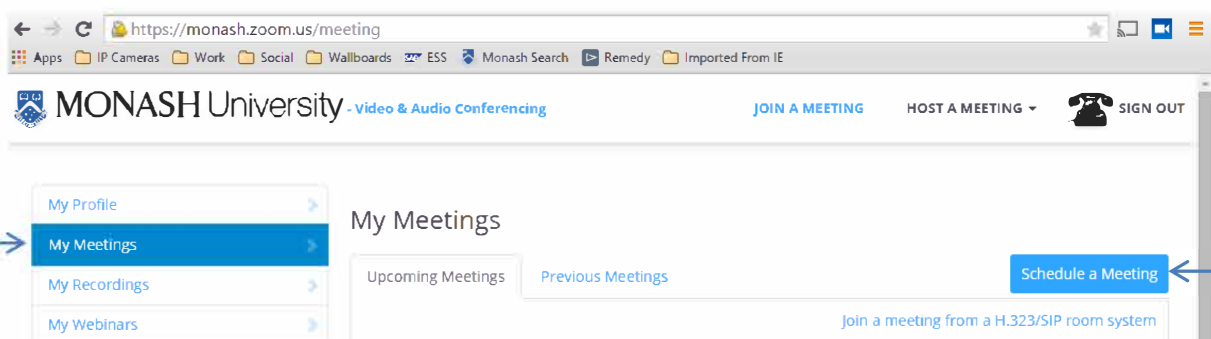
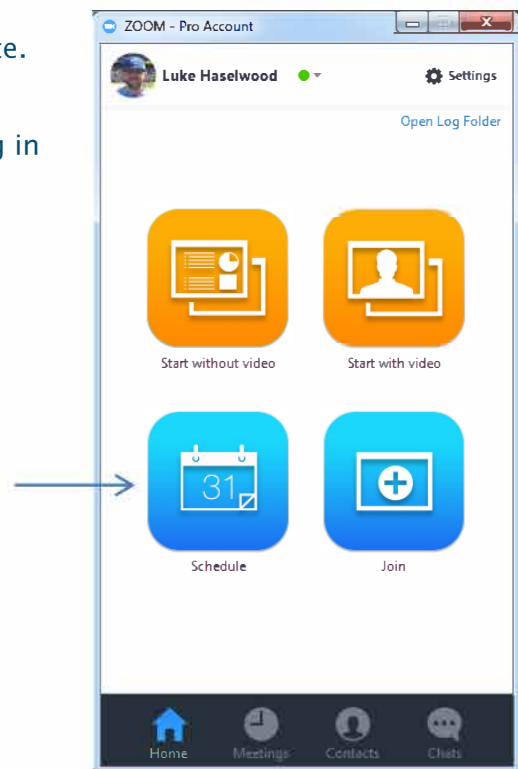
Application: Open your zoom application and log in to Zoom, then click-on the "**Schedule**" icon (See appendix for help with signing in)

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.

The screenshot shows the 'ZOOM Cloud Meetings - Schedule a Meeting' window. The 'Topic' field contains 'Zoom HD Cloud Meeting'. Under the 'When' section, the start time is '12/26/2014, 6:00 PM', the duration is '1 Hr 0 Min', and the time zone is 'System Default Time Zone'. There is an unchecked checkbox for 'Recurring meeting'. In the 'Video (when joining a meeting)' section, both 'Host' and 'Participant' are set to 'On'. Under 'Audio Options', 'Both' is selected. In the 'Meeting Options' section, 'Enable join before host' is selected, with a blue arrow pointing to its checkbox. Other options include 'Require meeting password' (unchecked), 'Use Personal Meeting ID 650-575-7649' (unchecked), and 'Calendar' options: 'iCal' (unchecked), 'Google Calendar' (checked), and 'Other Calendars' (unchecked). A 'Schedule' button is located at the bottom right.

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](tel:7588@182.255.112.21) (H323) or

[7588@aarnet.edu.au](tel:7588@aarnet.edu.au) (SIP)

Meeting ID: 651 xx1 114

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

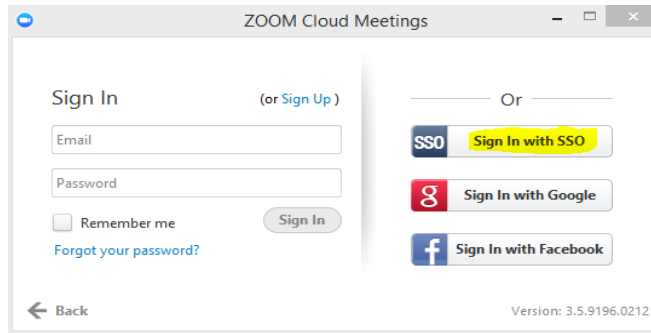
Joining

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.

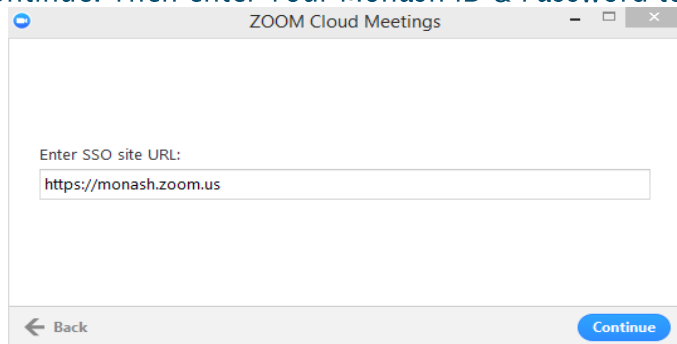
APPENDIX:

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.