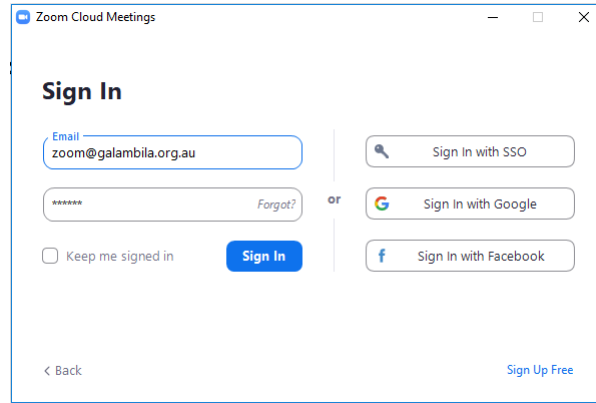


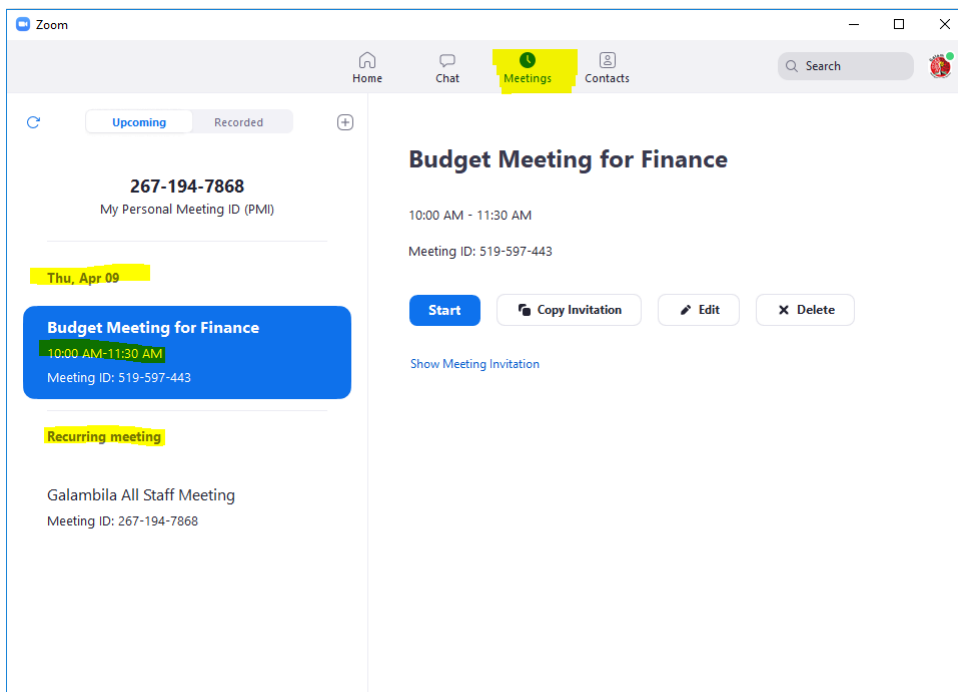


How to schedule a meeting

1. Start & sign into Zoom

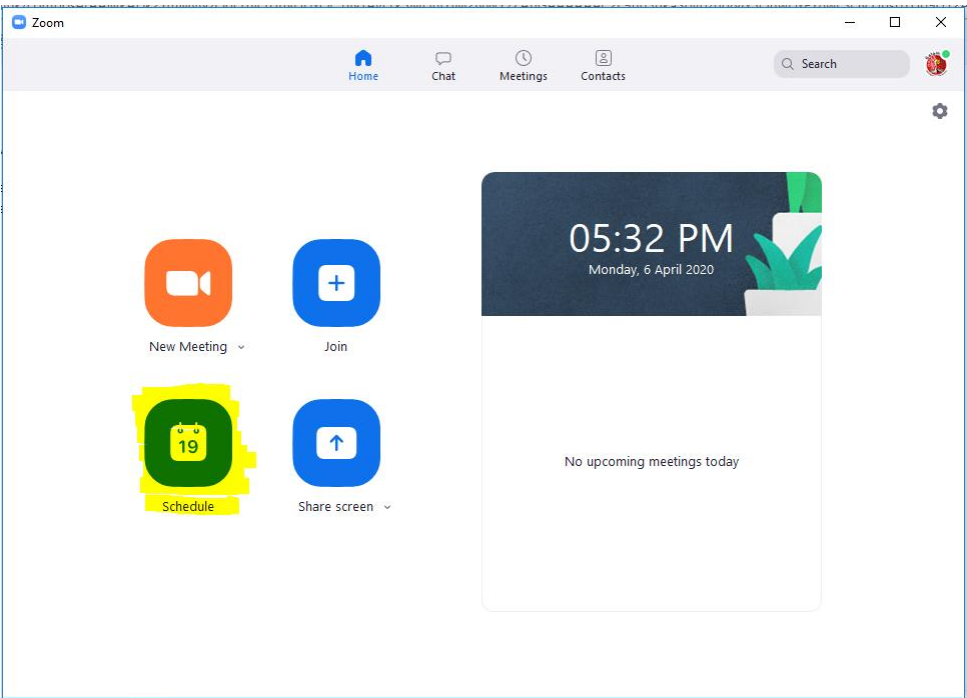


2. Go to the meetings tab - you will see meetings that have already been booked.
- In this case there is a one-off 'Budget Meeting for Finance' on Thursday between 10am and 11:30am.
- There is also a recurring 'Galambila All Staff Meeting' (nb: with recurring meeting you cannot see the time of day).



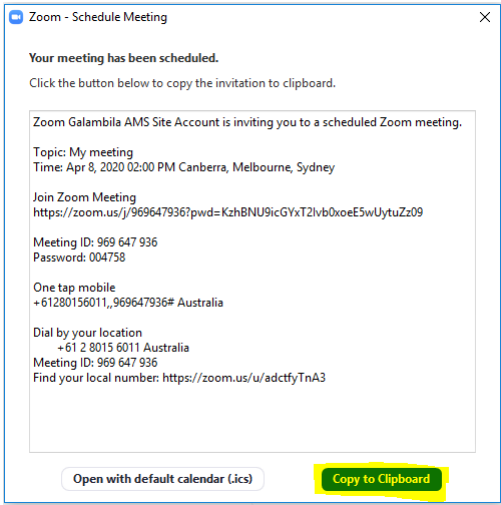
Method 1: Schedule it in Zoom and then send a meeting link to the participants

1. Select Schedule



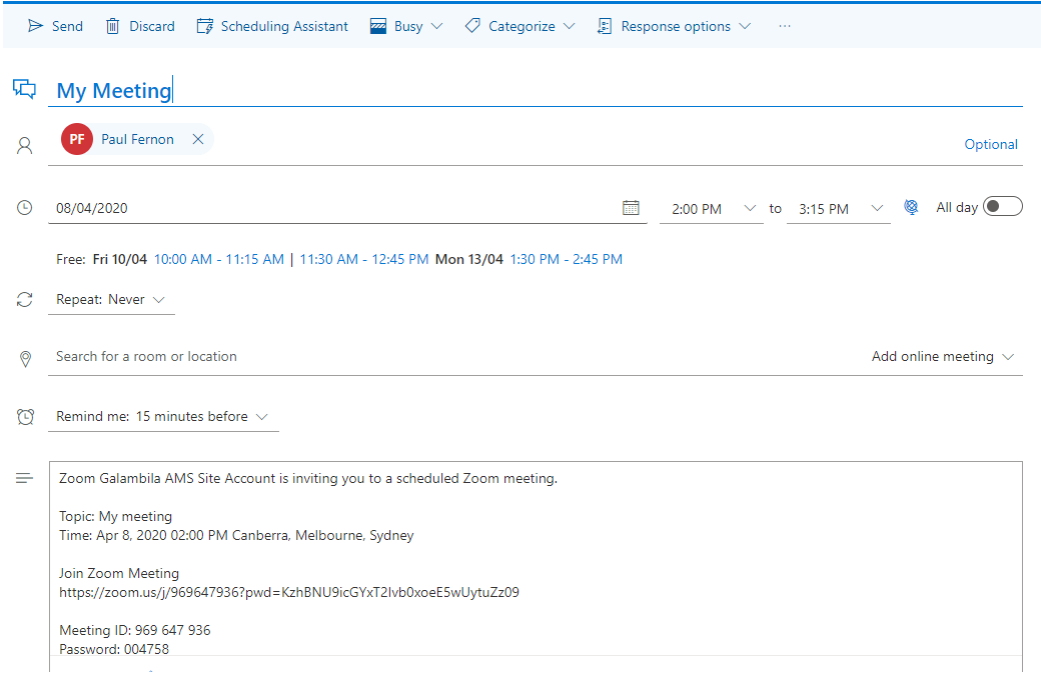
2. Enter meeting details & Schedule see 'Security measures available in Zoom' document for tips on how to improve security of your meeting

3. Copy meeting details to Clipboard



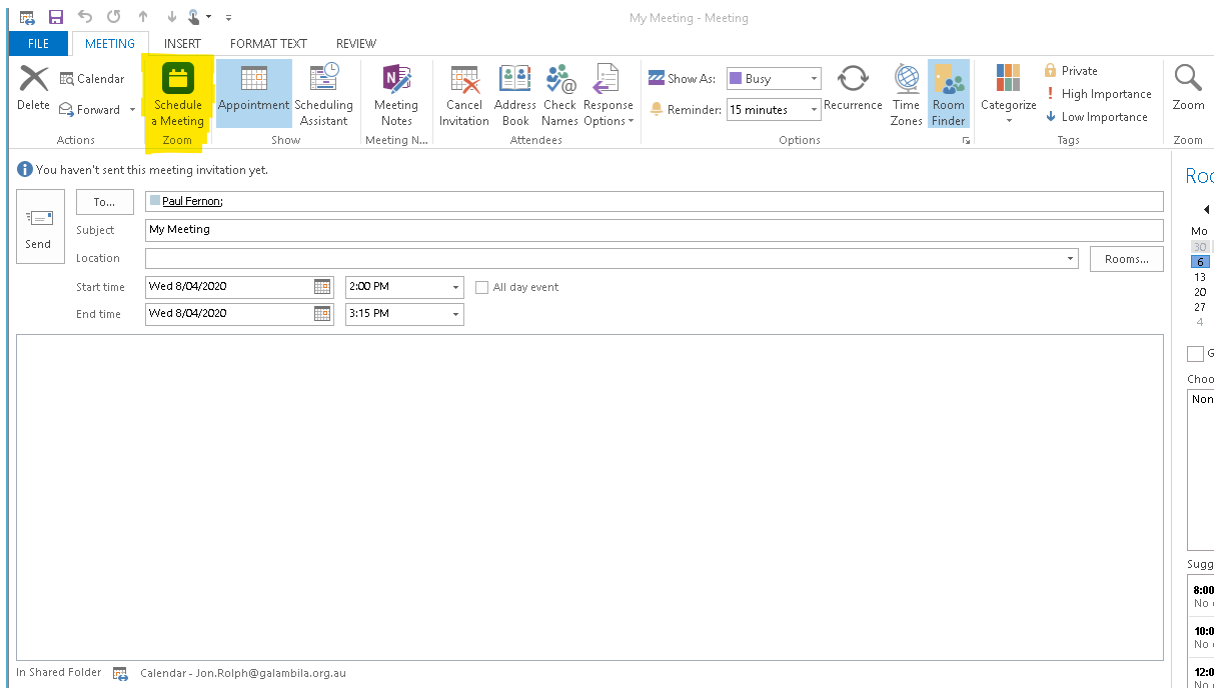
- 4. Open your calendar
- 5. Create a meeting that matches the schedule you have created in Zoom
- 6. Paste the Zoom details into the meeting notes (so participants know how to join the meeting)
- 7. Send the invitation to participants

The below example uses the Office 365 online calendar, you could also use your Outlook, gmail or other calendar



Method 2: Schedule in your calendar and make it a zoom meeting

1. Sign into Zoom using the account that will host the meeting (see page 1)
2. Open your Outlook calendar (your Office 365 calendar does not have the features used in this process)
3. Put in the meeting details and select 'Schedule a Meeting Zoom'

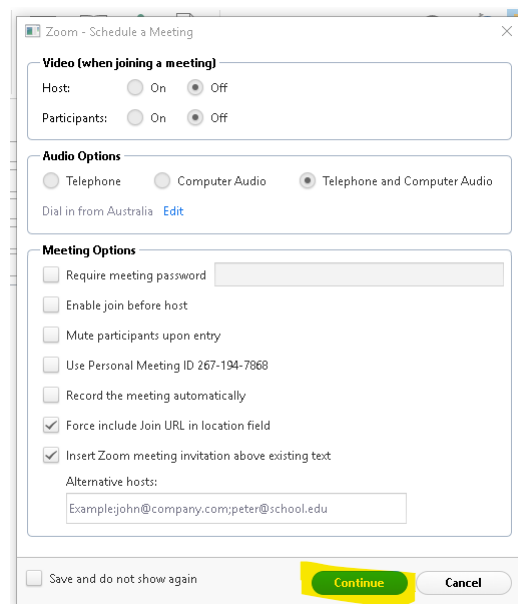


The screenshot shows the Outlook 'MEETING' ribbon with the 'Schedule a Meeting Zoom' button highlighted in yellow. The ribbon also includes 'Appointment Assistant', 'Meeting Notes', 'Cancel Invitation', 'Address Book', 'Check Names', 'Response Options', 'Show As', 'Reminder', 'Recurrence', 'Time Zones', 'Room Finder', 'Categorize', and 'Private'. Below the ribbon, a meeting invitation form is visible with the following details:

- To: Paul Fernon
- Subject: My Meeting
- Location: [Empty field]
- Start time: Wed 8/04/2020, 2:00 PM
- End time: Wed 8/04/2020, 3:15 PM

The status bar at the bottom indicates the calendar is for 'Jon.Rolph@galambila.org.au'.

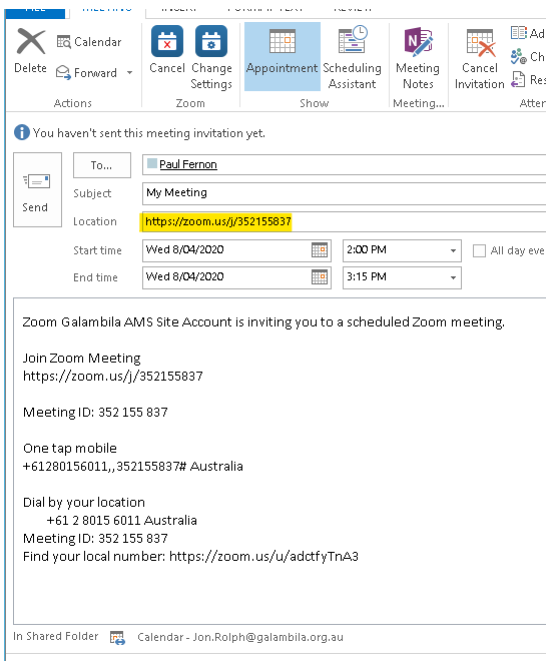
4. Check/update the meeting details and select Continue



The screenshot shows the 'Zoom - Schedule a Meeting' dialog box with the following settings:

- Video (when joining a meeting):** Host: On Off; Participants: On Off
- Audio Options:** Telephone Computer Audio Telephone and Computer Audio
- Meeting Options:**
 - Require meeting password
 - Enable join before host
 - Mute participants upon entry
 - Use Personal Meeting ID 267-194-7868
 - Record the meeting automatically
 - Force include Join URL in location field
 - Insert Zoom meeting invitation above existing text
- Alternative hosts:**
- Buttons: Save and do not show again, (highlighted in yellow),

- 5. The meeting details will appear in the invitation
- 6. Send the meeting invitation to participants



5. Your meeting will then appear in the Zoom meeting list

