



**Learning Zoom: Manual #4**  
***Create Your Meeting***  
**for Computer**

Dear Friend,

You're set-up on Zoom – that's great! Here are step-by-step instructions on how to create a meeting on your own.

***Zoom can be used on a computer (laptop or desktop) on iPad or on a smartphone.***  
***Please Note: This manual is for use on a computer.***

Again, if you need assistance beyond the manual, please consider calling a friend or family member who may be able to walk you through this on the phone. You can even forward this document to him/her so (s)he knows what you're reading.

Once able to create a meeting, our 5<sup>th</sup> manual offers easy instructions on how to invite others to a meeting that you've created. We hope these manuals continue to be helpful!

Connectingly yours,

***James & Danielle***

James Sokol & Danielle Vierra  
Kurland Center for Adult Learning & Living  
Osher Marin JCC

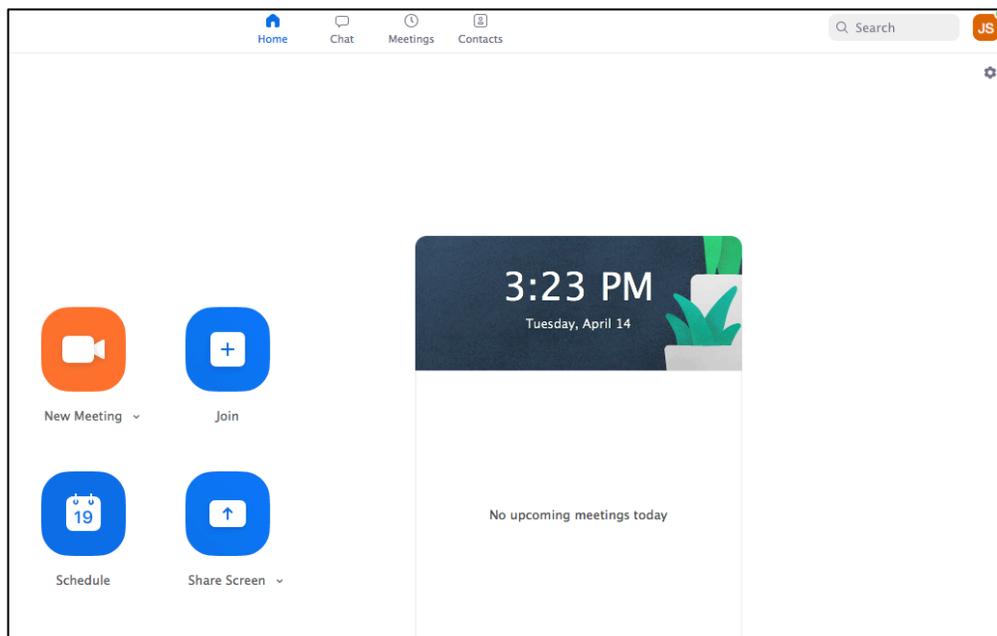
## Learning Zoom – Create Your Meeting

1. To begin, **Log-on to Zoom**, per the instructions in Manual #1-B.

If log-in was via the app on your computer, using the **Zoom Button**, continue with the instructions below. If log-in was via the **Zoom Website**, continue with the instructions starting on page 5.

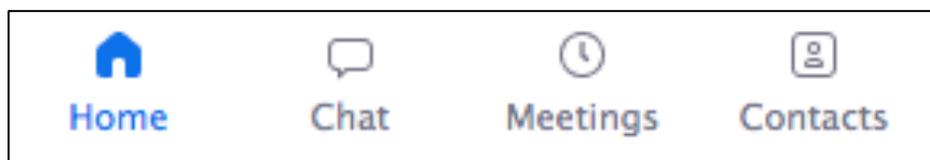
### Through the Zoom Button

After the Zoom software opens, a “Home Screen” should appear, as pictured below. If this is the screen you see, skip to #2 on the next page. If this is *not* the screen you see, skip to #1-B below.

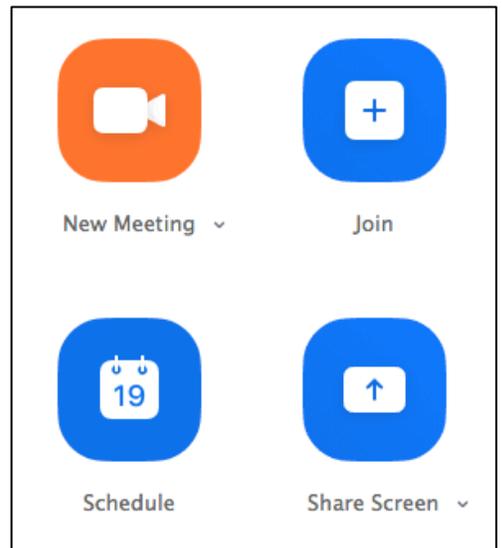


Notice the *current* time and date are shown in the dark box near the center of the screen. This will update automatically. Below that, there will be a list of meeting(s) you have scheduled. If none are scheduled for today, the message “No upcoming meetings today” will be displayed.

1-B: *If the screen does not look like the “Home” Screen (photo above), you are on a different screen: the “Chat” Screen, “Meeting” Screen or “Contacts” Screen – no problem! At the top of the screen, click the “Home” Button, as in the photo below, to switch to the “Home” Screen (pictured above).*



2. On the lower left side of the “Home” Screen are four buttons – 1 orange, 3 blue – as in the photo right.
3. Click the “**Schedule**” button – the lower left of the four buttons. A “Schedule Meeting” screen will appear. Notice the default settings, as in the photo below left. Customize these as you like. Here are some examples:



“**Topic**” will show “[Your Name]’s Zoom Meeting. Leave that as is or change it as you like....maybe a topic that better describes the meeting, such as “Family Vacation Discussion,” or “Liz & James’ Happy Hour.”

Under “**Date**,” choose the date and time to start the meeting and a date and time to end the meeting. Check the box to the left of “Recurring meeting,” if that is the case. The Time Zone should default to whatever time zone you are in; confirm that this is the case or choose the correct zone.

“**Meeting ID**” will default to “Generate Automatically,” so that you have a unique ID for each meeting you create. Otherwise, all meetings you create will have the same ID number; your personal number.

If you want your meeting guests to have to use a “**Password**” to enter the meeting, leave the default setting and the password number provided. If a password is not required, click on the blue checkbox to get rid of the password requirement.

Under “**Video**,”

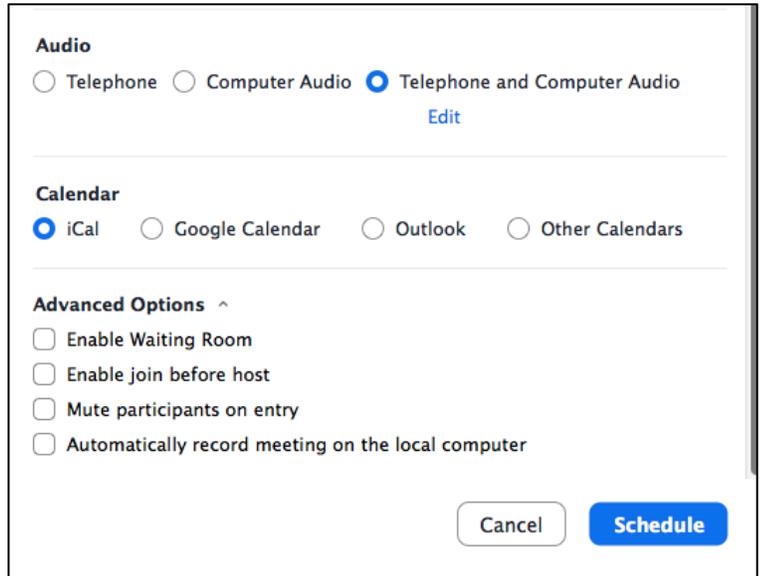
...next to “Host,” click “On” if you plan to use video or “Off” if you do not want guests to see you.

...next to “Participants,” click “On” for guests to see each other or “Off” for guests not to see each other.

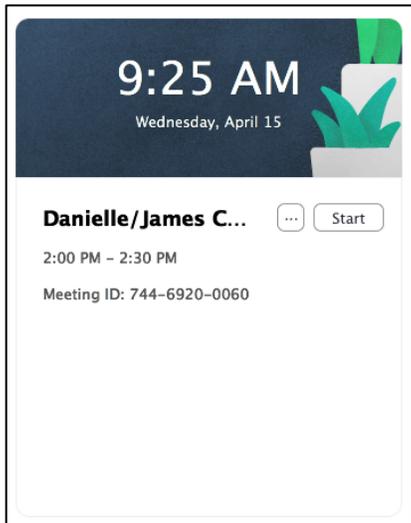
Under **Audio,** we recommend the default setting of “Telephone and Computer Audio” to allow guests to use either.

Scrolling down the “Schedule Meeting” screen reveals more options, as in the photo (right).

“**Calendar**” offers options to automatically log the meeting into a computer calendar. Choose whichever you use, or leave it in the default position if not using at all.

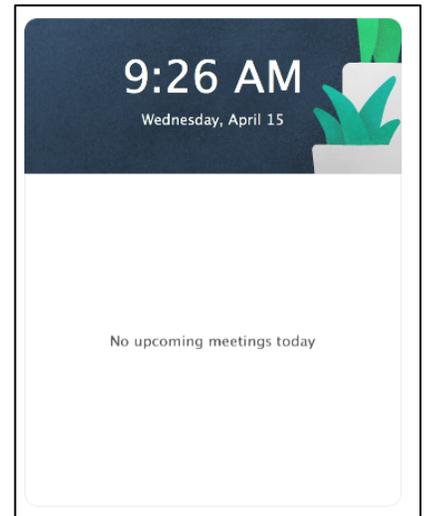


“**Advanced Options**” are not needed unless of interest. If so, click the box next to whichever option(s) is/are preferred.



Click the blue “**Schedule**” Button to schedule the meeting. Note:

- If the meeting is scheduled for the same day, it will appear on the “Home” Screen, under the date/time, as in the photo left.
- If the meeting is scheduled for a future day, it will *not* appear on the “Home” Screen, under the date/time, as in the photo right



**Congratulations!**

**You now know how to schedule a meeting for today or a future date!**

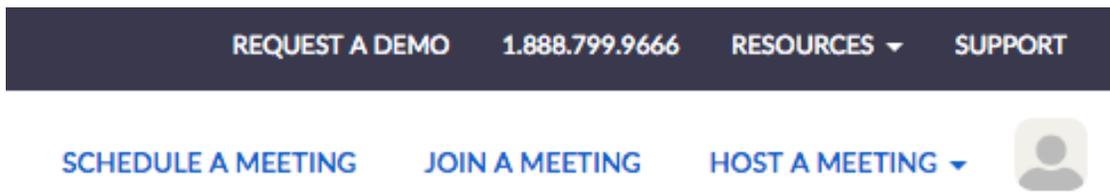
**When you’re ready, see our Manual #5  
*Learning Zoom: Invite Others to Your Meeting***

## Through the Zoom Website

When using the Zoom Website for log-in, there are two options to create a meeting. A) Use the **“Schedule a Meeting” Button** (“A” instructions begin below), or B) use the **“Meetings” Screen** (“B” instructions begin on page 8).

### A) Create Your Meeting: *“Schedule a Meeting” Button*

A-1: After signing in, usually the “Profile” Screen is visible. Whether or not that screen is showing, look at the top right corner, **click on the text “Schedule a Meeting,”** as in the photo below.



A-2: On the “Schedule a Meeting” Screen (seen below), **complete the fields listed.**

**zoom** SOLUTIONS ▾ PLANS & PRICING CONTACT SALES

PERSONAL

- Profile
- Meetings**
- Webinars
- Recordings
- Settings

ADMIN

- > User Management
- > Room Management
- > Account Management
- > Advanced

Attend Live Training  
Video Tutorials  
Knowledge Base

My Meetings > Schedule a Meeting

Schedule a Meeting

Topic

Description (Optional)

When

Duration  hr  min

Your Zoom Basic plan has a 40-minute time limit on meetings with 3 or more participants. Upgrade now to enjoy unlimited group meetings. [Upgrade Now](#)

Do not show this message again

Time Zone

Recurring meeting

Meeting ID  Generate Automatically  Personal Meeting ID 839-661-5157

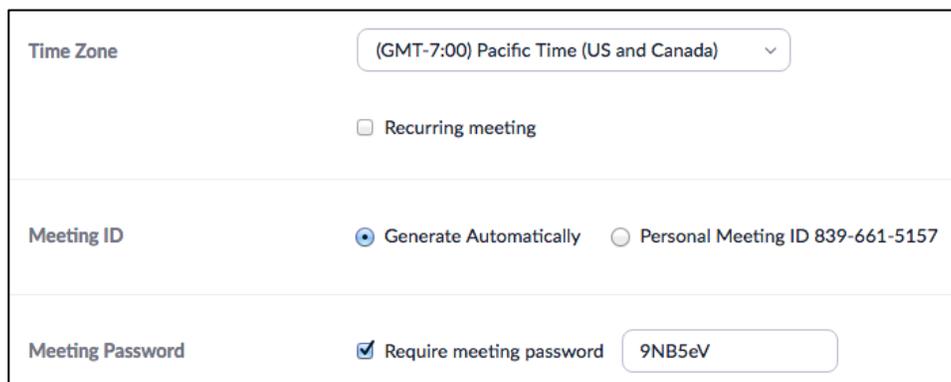
Meeting Password  Require meeting password

The **“Topic” Field** will show “My Meeting.” Leave that as is or change it as you like....maybe a topic that better describes the meeting, such as “Family Vacation Discussion,” or “Liz & James’ Happy Hour” – whatever you like!

The **“Description” Field** is optional and allows for text or special notes about the meeting, such as “Let’s chat about viable vacation options that would work for our group” or “Let’s each grab a drink and take time to catch up!”

Next to **“When,”** choose the date and time to start the meeting

Next to **“Duration,”** indicate how long the meeting is expected to last. Note: Those with *free* Zoom accounts may have meetings of unlimited duration when connected to one other Zoom account; so, 2 accounts total in the meeting. However, meetings connecting 3 or more accounts are limited to 40-minutes.



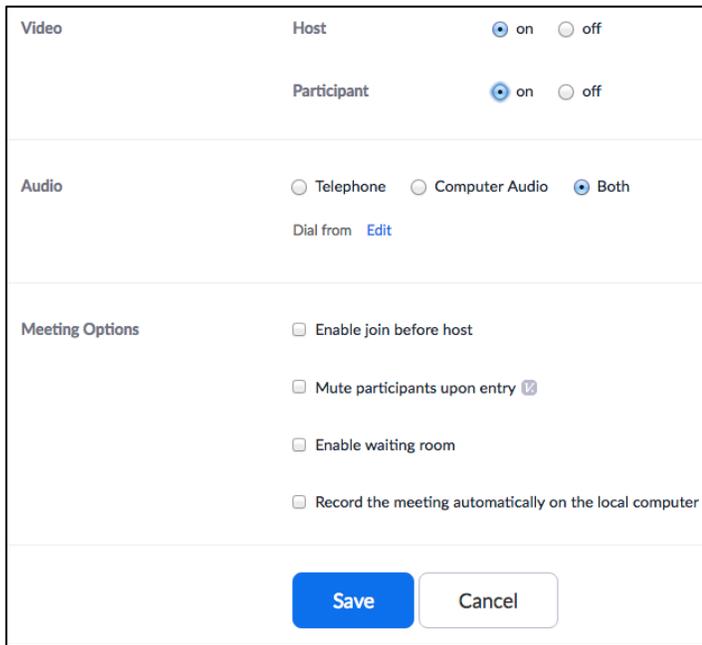
The image shows a screenshot of the Zoom meeting settings form. It is divided into three sections: 'Time Zone', 'Meeting ID', and 'Meeting Password'. The 'Time Zone' section has a dropdown menu set to '(GMT-7:00) Pacific Time (US and Canada)'. Below it is a checkbox for 'Recurring meeting' which is unchecked. The 'Meeting ID' section has two radio buttons: 'Generate Automatically' (which is selected) and 'Personal Meeting ID 839-661-5157'. The 'Meeting Password' section has a checked checkbox for 'Require meeting password' and a text input field containing the password '9NB5eV'.

The **“Time Zone”** should default to whatever time zone the meeting host is in. If that is not the case, use the pull-down menu to correct. Click **“Recurring meeting,”** if that is the case.

**“Meeting ID”** will default to “Generate Automatically,” so that you have a unique ID for each meeting you create. Otherwise, all meetings you create will have the same ID number; your personal number.

If you want others invited to your meeting to have to use a **“Password”** to enter the meeting, leave the default setting and the number provided as the password number. If a password is not required, click on the blue checkbox to get rid of the password requirement.

Scroll further down the screen to show more meetings settings:



The screenshot shows the Zoom meeting settings interface. It is divided into three main sections: Video, Audio, and Meeting Options. In the Video section, there are radio buttons for 'Host' (set to 'on') and 'Participant' (set to 'on'). The Audio section has radio buttons for 'Telephone', 'Computer Audio', and 'Both' (selected), with a 'Dial from' link set to 'Edit'. The Meeting Options section contains four checkboxes: 'Enable join before host', 'Mute participants upon entry' (checked), 'Enable waiting room', and 'Record the meeting automatically on the local computer'. At the bottom, there are 'Save' and 'Cancel' buttons.

Next to **“Video,”** and ...next to “Host,” click “On” if you plan to use video or “Off” if you do not want guests to see you.

...next to “Participants,” click “On” for guests to see each other or “Off” for guests not to see each other.

Next to **Audio,”** we recommend the default setting of “Both” to allow guests to use either telephone and computer audio.

**“Advanced Options”** are not needed unless of interest. If so, click the box next to whichever option(s) is/are preferred.

A-4: **Click the blue “Save” Button** to schedule your meeting.

**Congratulations!**

**You now know how to schedule a meeting for today or a future date!**

**When you’re ready, see our Manual #5  
*Learning Zoom: Invite Others to Your Meeting***

Was this helpful?

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To make a tax-deductible donation online, please visit

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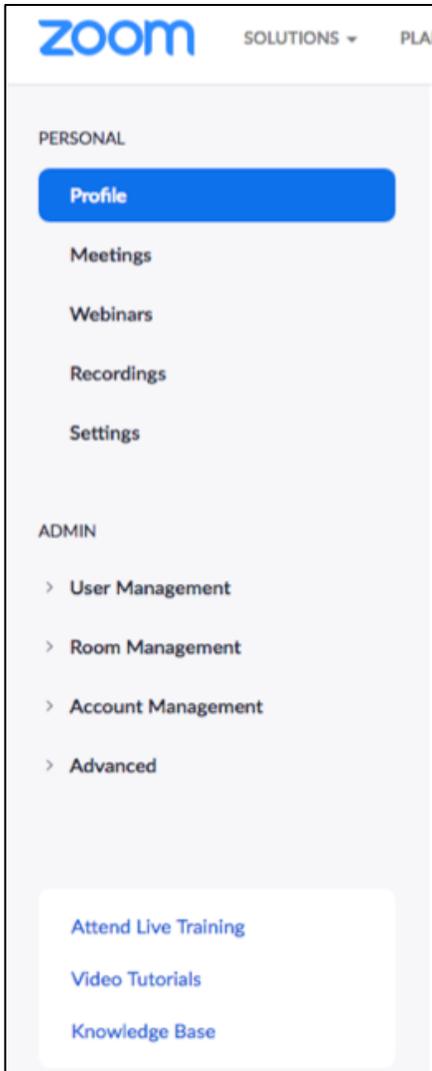
Click “Make a Gift,” then “Click Here To Donate Online.”

Complete the various fields.

Choose “Adult Learning & Living” as the “Designation.”

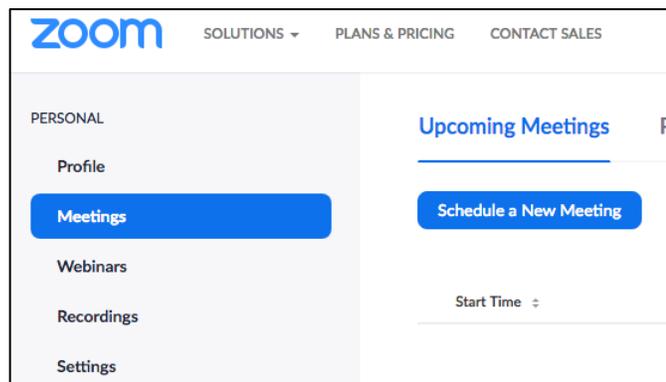
Many thanks for your consideration & generosity!

## B) Create Your Meeting: *The “Meetings” Screen*



B-1: On the left side of the “Profile” Screen is a column of words, as in the photo left. The “Profile” Button will be blue, as in the photo left, because that is the current screen being viewed. **Click the word “Meetings.”**

B-2: In the “Meetings” Screen, notice the word “Meetings “ in the left column now looks like a blue button. Just to the right of the column and directly below the highlighted words “Upcoming Meetings,” **click the blue “Schedule a New Meeting” Button**, as in the photo below.



B-3: Now showing is the “Schedule a Meeting” Screen. Follow the instructions starting at “A-2” on page 5.