



Creating a Meeting in Zoom

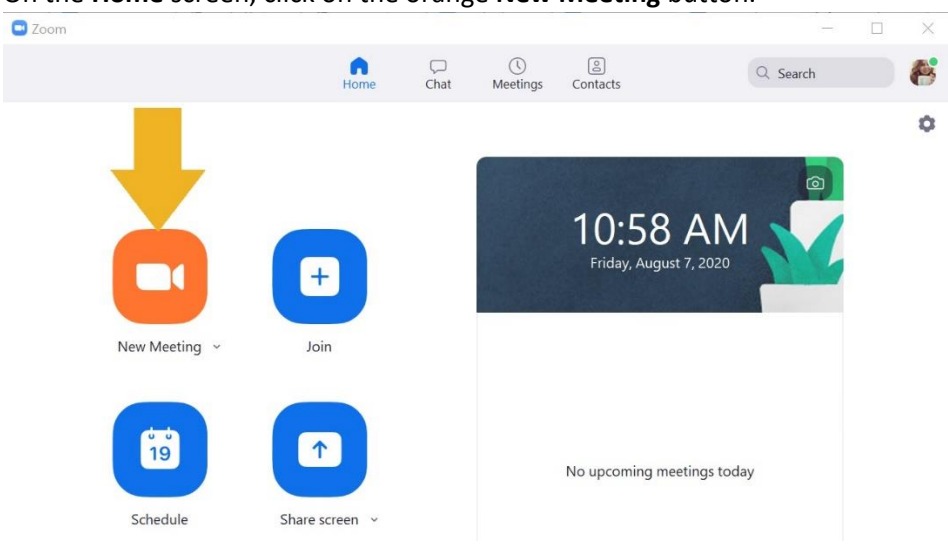
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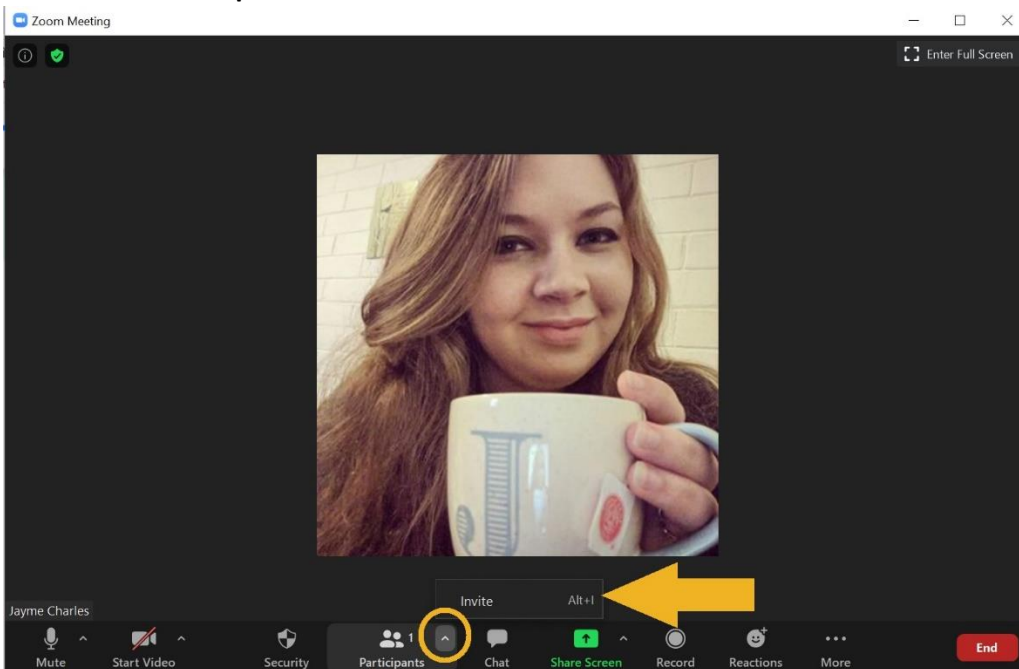
Starting an Impromptu Meeting

Desktop App

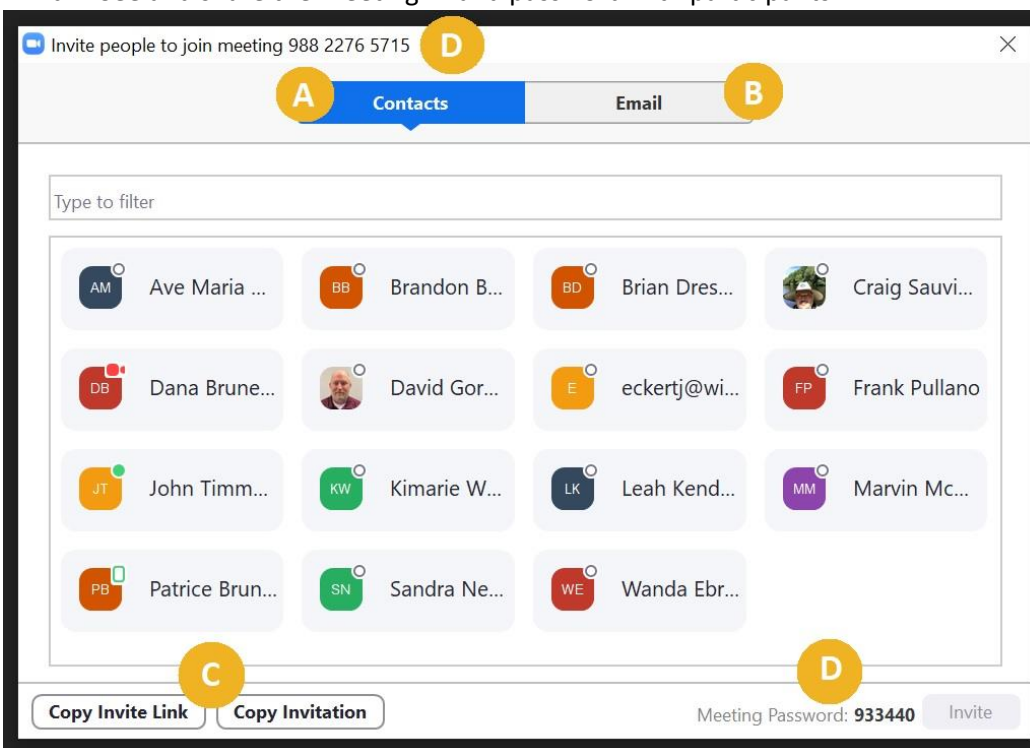
1. Launch the Zoom desktop app and sign into your account using your Winthrop credentials
2. On the **Home** screen, click on the orange **New Meeting** button.



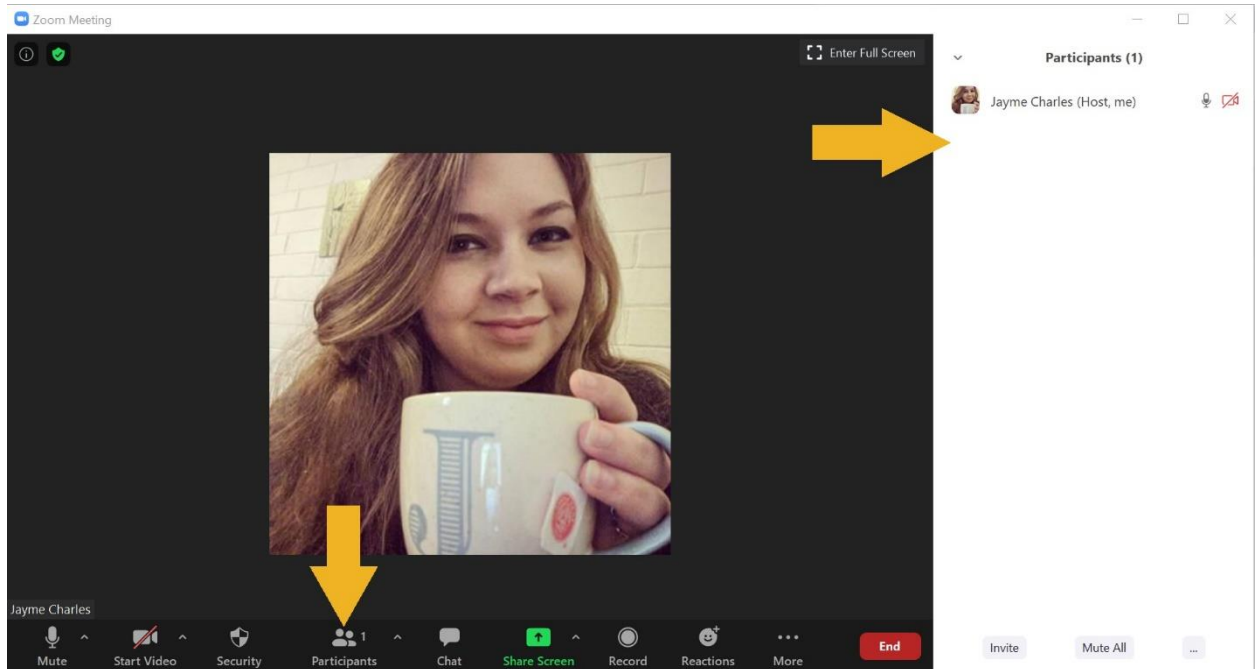
3. A new meeting will instantly launch. To invite participants to your meeting, click on the **up arrow** in the **Participants** tab at the bottom of the window and select **Invite**.



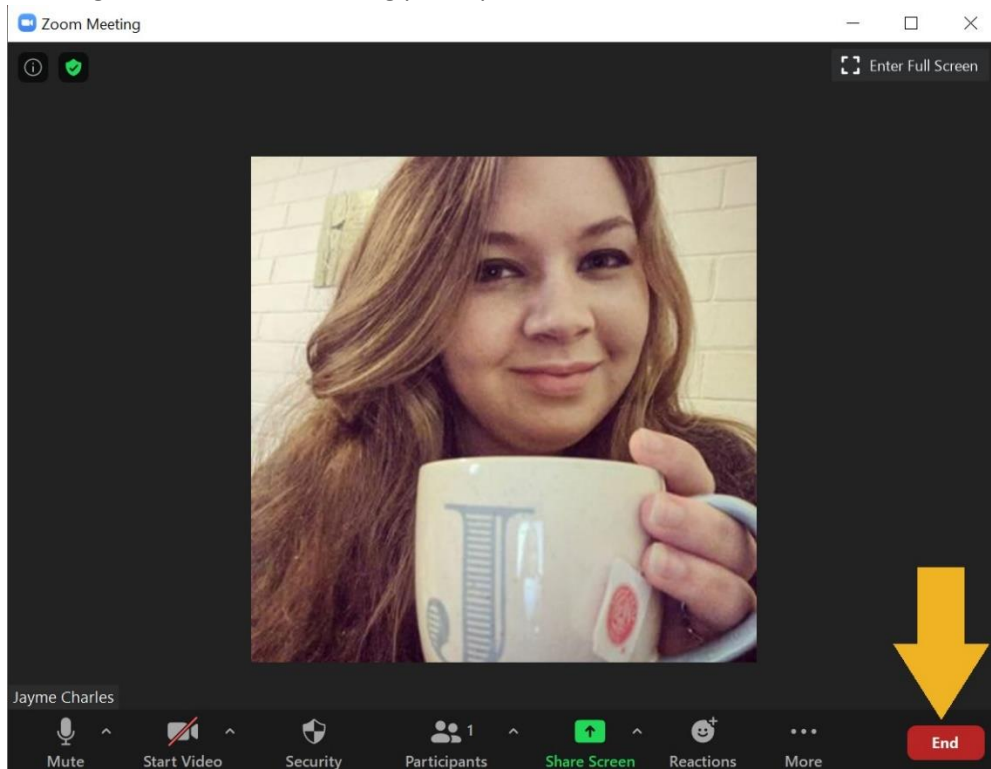
4. A pop-up window will appear. Here, you can invite participants in four different ways:
- Choose participants from your contacts list
 - Send the invitation information via email (requires email integration)
 - Copy and share the invite link or meeting invitation
 - See and share the Meeting ID and password with participants



- When a participant joins the meeting, you will see them appear in the **Participants pane**. To open the **Participants pane**, click on the **Participants tab**.

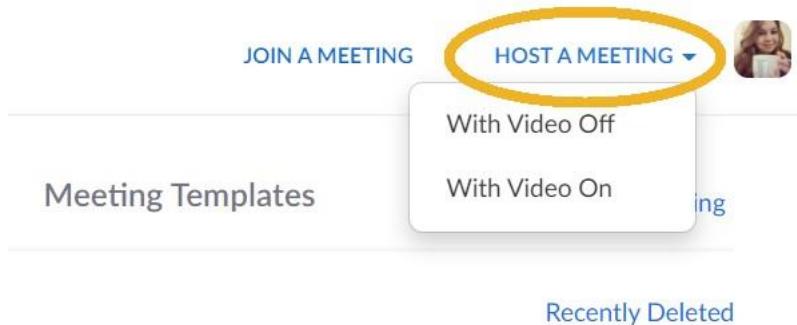


- To end the meeting, click the red **End** button. You can choose to **End the Meeting** for all participants or **Leave** the meeting which will remove you from the meeting while keeping the meeting active for the remaining participants.

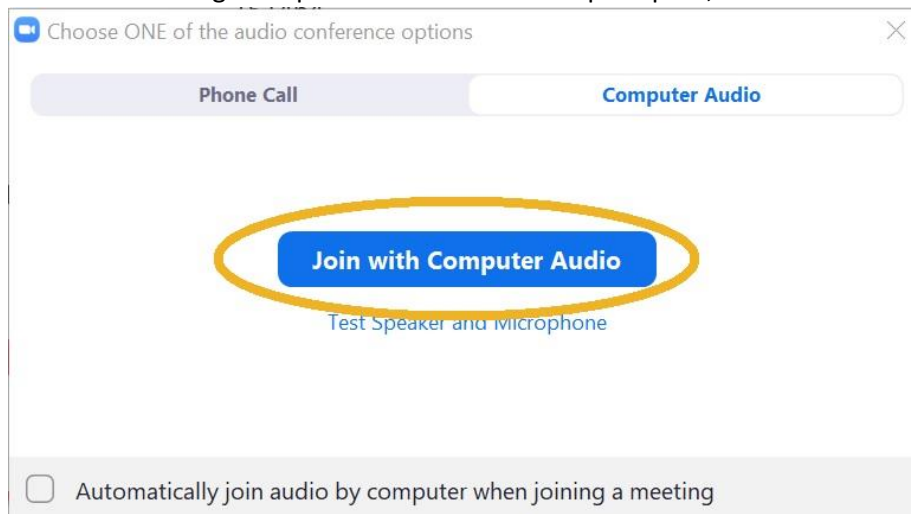


Web Version

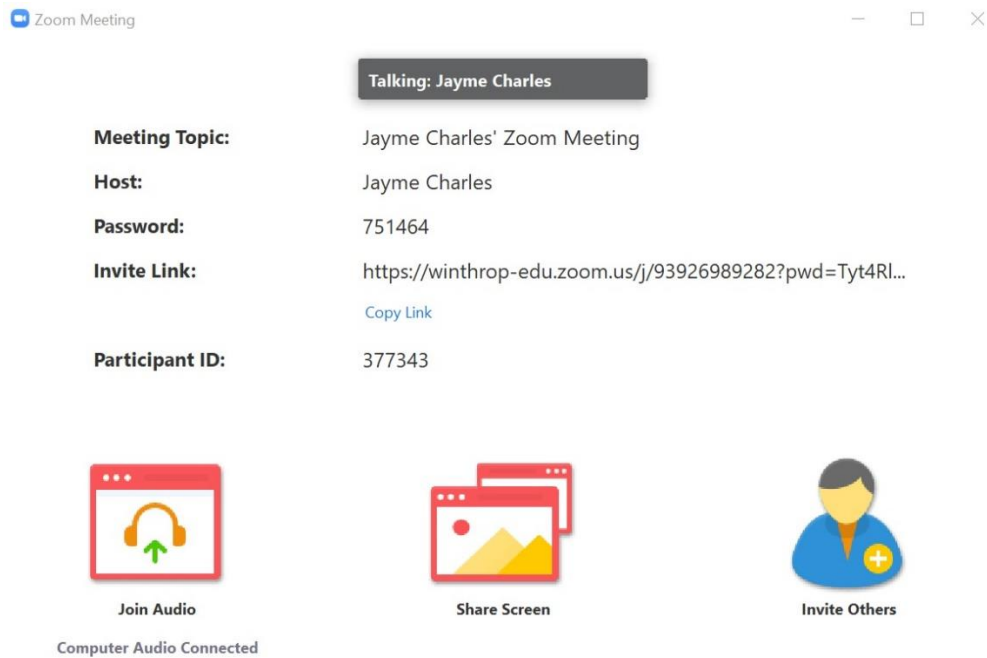
1. Visit **winthrop-edu.zoom.us** and sign into your account using your Winthrop credentials.
2. In the upper right corner of your screen, click on **Host a Meeting**. Choose whether to start the meeting with video on or off (you can change this once you are in the meeting).



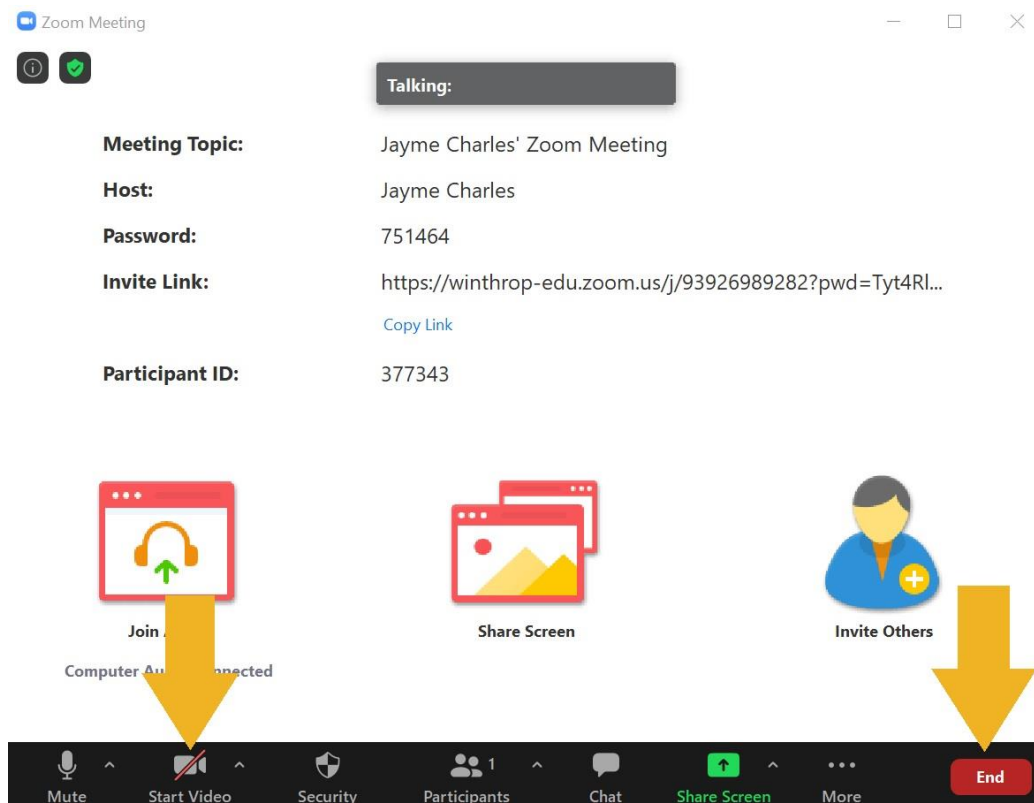
3. Your new meeting will open in a new window. If prompted, click **Join with Computer Audio**.



4. If you chose to start the meeting without video, you will see this screen. Here, you can share the meeting password, copy and share the meeting invite link, choose to share your screen, or invite others from your contacts.



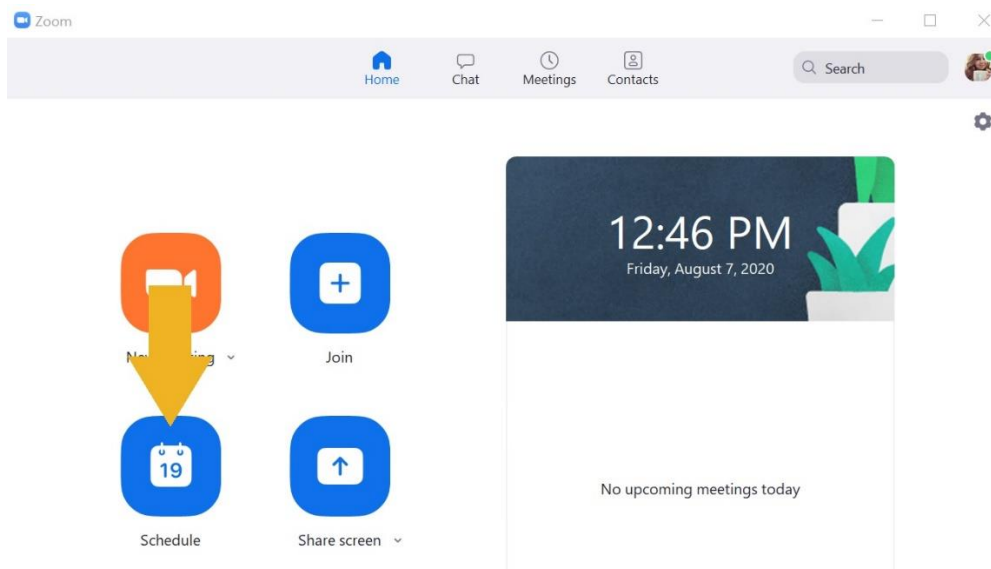
5. To start sharing your video, click **Start Video** at the bottom of the screen. To end the meeting, click the red **End** button. Here, you can choose to **End Meeting for All** or **Leave Meeting** if you want the other participants to be able to continue the meeting without you.



Scheduling a Meeting

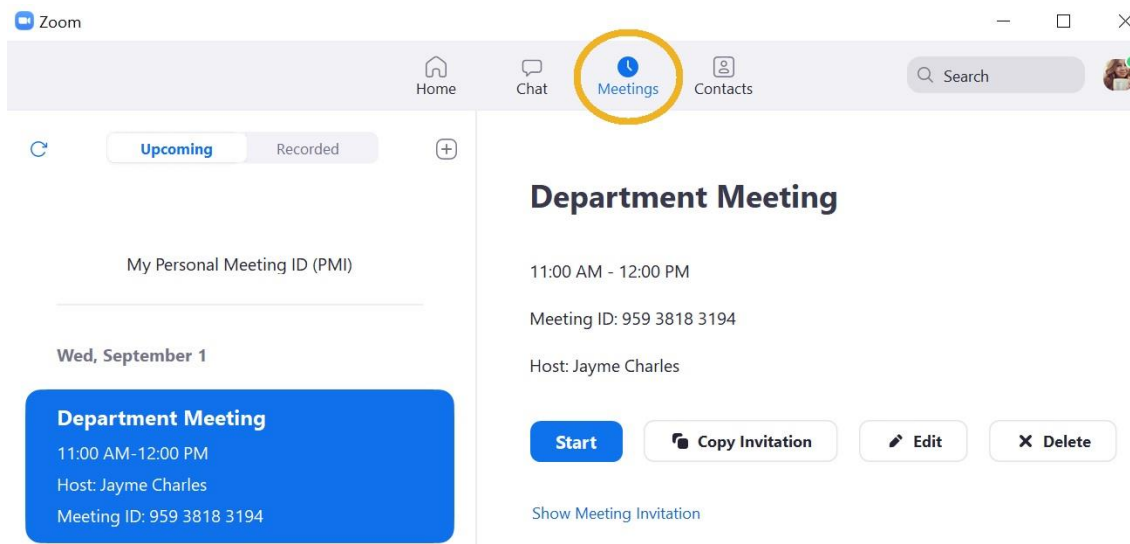
Desktop App

1. Launch the Zoom desktop app and sign into your account using your Winthrop credentials
2. On the **Home** screen, click on the **Schedule** button.



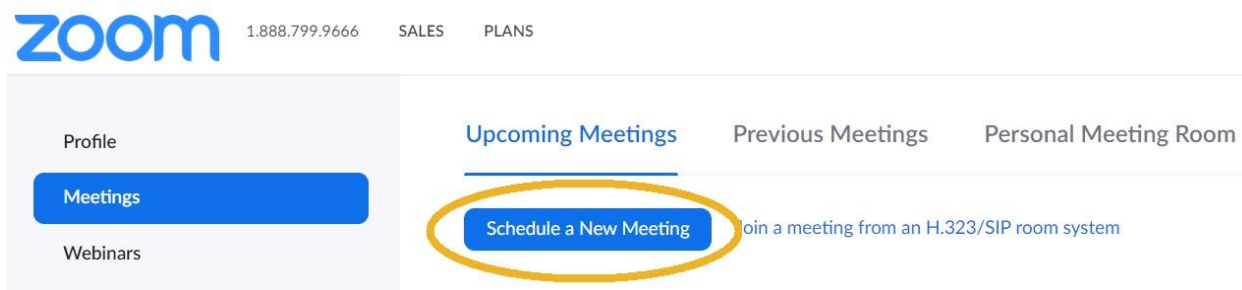
3. The **Schedule Meeting** pop-up window will appear. Here, you can enter your meeting details and adjust some meeting settings. When you have entered all of your information, click **Schedule**.

- The meeting is now scheduled. Go to the **Meetings** tab to see your meeting. Here, you can **Start** the meeting, **Copy Invitation** and send it to participants, **Edit** the meeting details, or **Delete** the meeting.



Web Version

- Visit **winthrop-edu.zoom.us** and sign into your account using your Winthrop credentials.
- On your **Meetings** page, click **Schedule a New Meeting**.



- The **Schedule a Meeting** window will open. Here, you can enter your meeting information. You can adjust several meeting settings, but at minimum, you need to enter the **Topic**, **date and time**, and **Duration**. Your meeting can begin before your start time and can last longer than your set duration, but the information you enter will be used to generate the meeting invitation.

[My Meetings](#) > Schedule a Meeting

Schedule a Meeting

Topic	<input type="text" value="Department Meeting"/>
Description (Optional)	<input type="text" value="Department meeting to discuss fall semester plans"/>
Use a template	<input type="text" value="Select a template"/>

When	<input type="text" value="09/01/2020"/>  <input type="text" value="11:00"/> <input type="text" value="AM"/>
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Duration	<input type="text" value="1"/> hr <input type="text" value="0"/> min
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Time Zone	<input type="text" value="(GMT-4:00) Eastern Time (US and Canada)"/>
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Recurring meeting

- When you have entered all of your meeting information, click **Save**.
- You will be directed to the Meeting Summary page. Here, you can see the information you entered as well as the Meeting ID, passcode, and Invite Link. You can also start the meeting from [here](#).

[My Meetings](#) > Manage "Department Meeting"

[Start this Meeting](#)

Topic	Department Meeting
Description	Department meeting to discuss fall semester plans
Time	Sep 1, 2020 11:00 AM Eastern Time (US and Canada)
Add to	<input type="button" value="31 Google Calendar"/> <input type="button" value="Outlook Calendar (.ics)"/> <input type="button" value="Yahoo Calendar"/>
Meeting ID	980 8218 2084
Security	<input checked="" type="checkbox"/> Passcode ***** Show <input checked="" type="checkbox"/> Waiting Room
Invite Link	https://winthrop-edu.zoom.us/j/98082182084?pwd=VTRlcmFXV3NMeHhDdEpFWEFFak9ZUT09 <input type="button" value="Copy Invitation"/>

6. To invite participants, you can click on **Copy Invitation** and send it in an email or other platform or you can give participants the **Meeting ID** and **Passcode** they can use to join your meeting.

[My Meetings](#) > Manage "Department Meeting"

[Start this Meeting](#)

Topic	Department Meeting	
Description	Department meeting to discuss fall semester plans	
Time	Sep 1, 2020 11:00 AM Eastern Time (US and Canada)	
Add to	Google Calendar Outlook Calendar (.ics) Yahoo Calendar	
Meeting ID	980 8218 2084	
Security	<input checked="" type="checkbox"/> Passcode ***** Show	<input checked="" type="checkbox"/> Waiting Room
Invite Link	https://winthrop-edu.zoom.us/j/98082182084?pwd=VTRlcmFXV3NMeHhDdEpFWEFFak9ZUT09	

[Copy Invitation](#)