

## Therapeutic Touch Awareness Week

### How to Schedule a Zoom Meeting

You can schedule a zoom meeting for up to 40 minutes with a free account. If you want a longer meeting with a free account, schedule two meetings, one right after the other. You will have to end the first meeting after the 40 minutes and start the next meeting after that. You would send out both invites in your email. Longer meetings can be scheduled if you upgrade to a business account at \$20.00 a month.

1. Google Zoom.us

2. Choose

Sign in [green arrow].

zoom.us > signin ▾



**Sign In - Zoom**

**Zoom** is the leader in modern enterprise video communications, with an easy, reliable cloud platform for video and audio conferencing, chat, and webinars ...

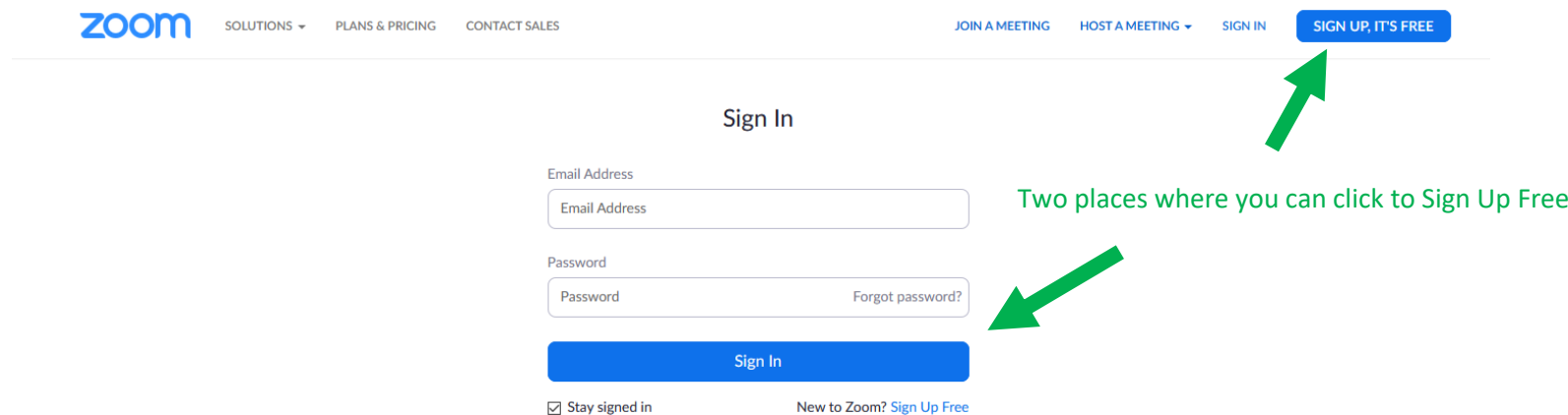
**Sign InSign In**

Sign In. New to Zoom? Sign Up

Free. Stay signed in. By signing ...

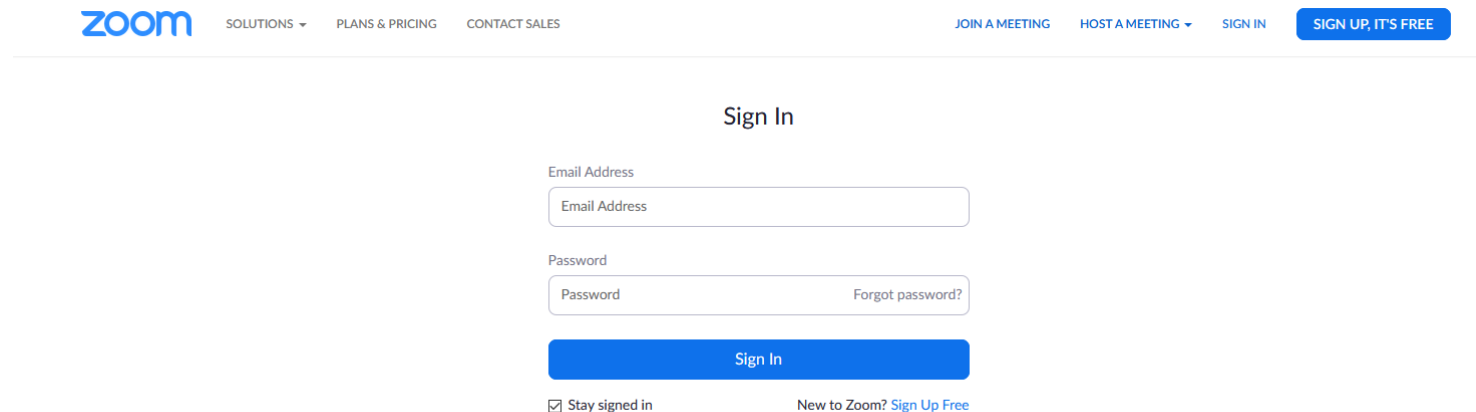
[More results from zoom.us »](#)

3. Sign Up. Once you click on this you'll have the option to sign in or sign up. If you haven't got an account, then click on sign up. They'll ask for your birthdate, email address and password. Once signed up, continue on to #4 and sign in to schedule a meeting.



The screenshot shows the Zoom website's Sign In page. At the top, the Zoom logo is on the left, and navigation links for SOLUTIONS, PLANS & PRICING, and CONTACT SALES are in the center. On the right, there are links for JOIN A MEETING, HOST A MEETING, and SIGN IN, followed by a prominent blue button labeled 'SIGN UP, IT'S FREE'. A green arrow points to this button. Below the navigation bar, the 'Sign In' heading is centered. Underneath, there are input fields for 'Email Address' and 'Password'. A green arrow points to the 'Password' field, and a text annotation 'Two places where you can click to Sign Up Free' is placed between the two arrows. Below the password field is a 'Forgot password?' link. A large blue 'Sign In' button is centered below the inputs. At the bottom left, there is a checkbox for 'Stay signed in', and at the bottom right, a link for 'New to Zoom? Sign Up Free'.

4. Sign In. Fill in your name and password and click on Sign In and you'll come to this screen. Fill in your name and password.



This screenshot shows the Zoom Sign In page, identical to the one above. It features the Zoom logo, navigation links, and the 'SIGN UP, IT'S FREE' button. The 'Sign In' section includes input fields for 'Email Address' and 'Password', a 'Forgot password?' link, a blue 'Sign In' button, a 'Stay signed in' checkbox, and a 'New to Zoom? Sign Up Free' link.

## 5. Click on schedule a new meeting

The screenshot shows the Zoom web interface. At the top, the Zoom logo is on the left, and navigation links for SOLUTIONS, PLANS & PRICING, and CONTACT SALES are in the center. On the right, there are links for SCHEDULE A MEETING, JOIN A MEETING, and HOST A MEETING, along with a user profile icon labeled 'A'. A green banner at the top contains an important notice about dial-in capabilities. On the left sidebar, under the 'PERSONAL' section, the 'Meetings' button is highlighted in blue. In the main content area, the 'Upcoming Meetings' tab is selected, and a blue button labeled 'Schedule a New Meeting' is prominently displayed. A large green arrow points to this button. Below the button, there is a table of upcoming meetings with columns for Start Time, Topic, and Meeting ID. The first entry shows a meeting starting 'Today' at '02:30 PM' with the topic 'Help with Crystal' and meeting ID '299-963-705'. 'Start' and 'Delete' buttons are visible for this meeting.

**Important Notice:** Due to increased demand, dial-in by phone audio conferencing capabilities may be temporarily removed from your free Basic account. During this time, we strongly recommend using our computer audio capabilities. If you require dial-in by phone audio conferencing, please see our other [package options](#).

**PERSONAL**

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

**Upcoming Meetings** Previous Meetings Personal Meeting Room Meeting Templates [Get Training](#)

**Schedule a New Meeting**

Start Time	Topic	Meeting ID	
Today 02:30 PM	<a href="#">Help with Crystal</a>	299-963-705	<button>Start</button> <button>Delete</button>

6. Fill in all information and click on Save.

### Schedule a Meeting

Topic



My Meeting

Description (Optional)

Type in here if you want.

When



04/11/2020



3:00

PM

Duration

1

hr

0

min

It says 1 hour, but you only get 40 minutes with a free account.

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

(GMT-4:00) Eastern Time (US and Canada)

☐ Recurring meeting


Meeting ID




☒ Generate Automatically


☐ Personal Meeting ID 547-518-8854

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Meeting Password  ☒ Require meeting password

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Video  Host ☒ on ☐ off

 Participant ☒ on ☐ off

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Audio ☐ Telephone ☐ Computer Audio ☒ Both 


Dial from [Edit](#)

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Meeting Options


☐ Enable join before host


☐ Mute participants upon entry 

 ☒ Enable waiting room

☐ Record the meeting automatically on the local computer

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 If you want people to join as they connect - uncheck “enable waiting room”. If you have a waiting room you can control who joins the meeting – but that means you have to keep checking it. I leave this unchecked since I only send the invitation to those I invite. It is added security.

7. Once saved, you see this screen. This is a summary of your meeting. Double check it. Click over at the green arrow to “Copy the Invitation”. If you need to edit the meeting later – say you had AM instead of PM – see #11.

[My Meetings](#) > [Manage](#) “Help for Jane” Start this Meeting

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Topic Help for Jane

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Time Apr 11, 2020 03:00 PM Eastern Time (US and Canada)

Add to [Google Calendar](#) [Outlook Calendar \(.ics\)](#) [Yahoo Calendar](#)


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Meeting ID 758-511-092

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Meeting Password ✓ Require meeting password 9CE0hB

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Join URL: <https://us04web.zoom.us/j/758511092?pwd=Y2VJNDd4cEd4K0JJMFJjMDdpeW1Rdz09>  [Copy the invitation](#)

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Video


Host	On
Participant	On

Audio

Telephone and Computer Audio

Dial from

Meeting Options

- ✕ Enable join before host
- ✕ Mute participants upon entry 
- ✓ Enable waiting room

8. This invitation you can now paste into your email to your group inviting them to join the meeting.

## Copy Meeting Invitation



### Meeting Invitation

Susan Brown is inviting you to a scheduled Zoom meeting.

Topic: Help for Jane

Time: Apr 11, 2020 03:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us04web.zoom.us/j/758511092?pwd=Y2VJNDd4cEd4K0JJMFJjMDdpeW1Rdz09>

Meeting ID: 758 511 092

Password: 9CE0hB

Copy Meeting Invitation

Cancel

9. Paste the invitation into the email you send to the group.

Susan Brown is inviting you to a scheduled Zoom meeting.

Topic: Help for Jane

Time: Apr 11, 2020 03:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us04web.zoom.us/j/758511092?pwd=Y2VJNDd4cEd4K0JJMFJjMDdpeW1Rdz09>

Meeting ID: 758 511 092

Password: 9CE0hB

10. To start the meeting – sign in and you'll see your meeting listed, with the option to start or delete it. That's it!



11. If you need to edit the meeting – say you put AM instead of PM – you can go back to edit it before it begins. In the screen where all your meetings are listed, click on the meeting you want to edit.



Scroll down to the bottom of the summary page that you come to and click on

Edit this Meeting

You'll come to the same screen as in #5 and will be able to edit any part of your meeting. Then continue on to save the invite.

Have fun with Zoom!