

## 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 ...

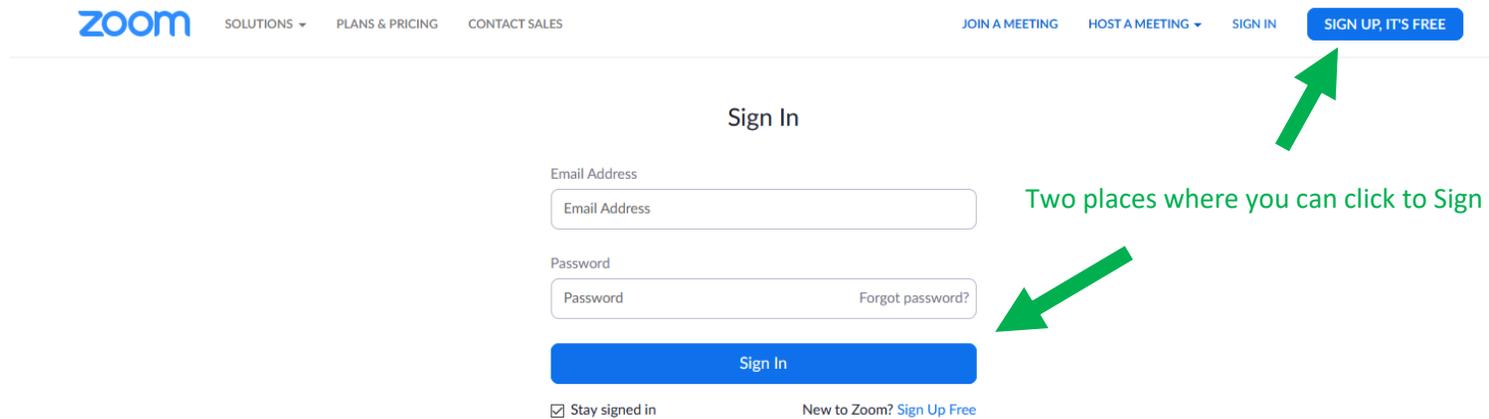
**Sign In** **Sign In**

Sign In. New to Zoom? Sign Up

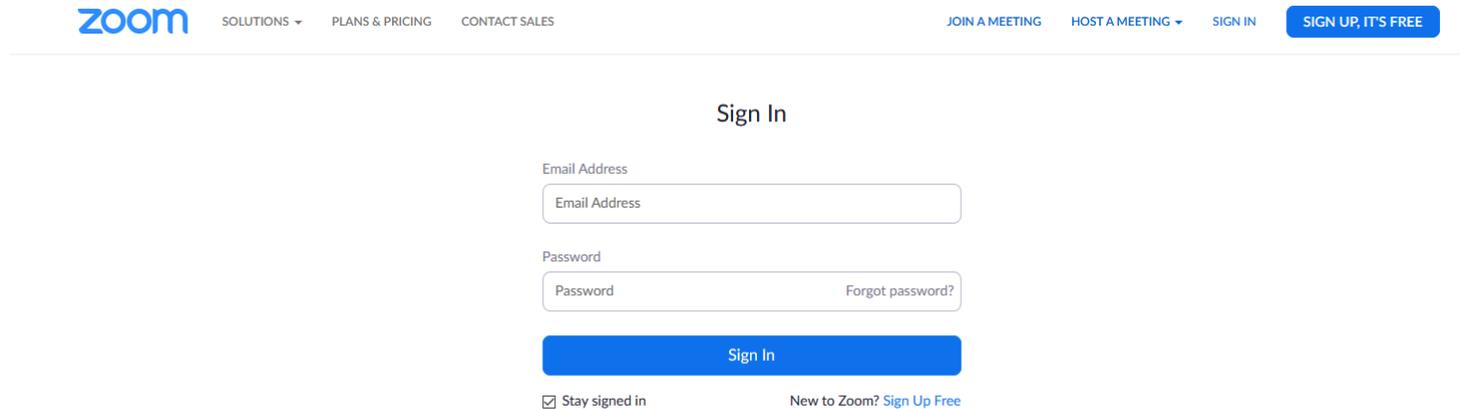
Free. Stay signed in. By signing ...

[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.



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.



## 5. Click on schedule a new meeting

The screenshot shows the Zoom web interface. At the top left is the Zoom logo and navigation links: SOLUTIONS, PLANS & PRICING, and CONTACT SALES. At the top right are links for SCHEDULE A MEETING, JOIN A MEETING, and HOST A MEETING, along with a user profile icon. A green banner at the top contains an important notice about dial-in capabilities. On the left is a sidebar menu with options: PERSONAL, Profile, Meetings (highlighted in blue), Webinars, Recordings, and Settings. The main content area has tabs for Upcoming Meetings (selected), Previous Meetings, Personal Meeting Room, and Meeting Templates. A blue button labeled 'Schedule a New Meeting' is prominently displayed under the 'Upcoming Meetings' tab, with a green arrow pointing to it. Below this is a table of upcoming meetings.

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

---

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!