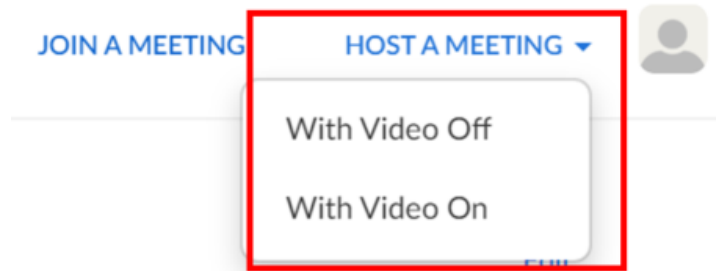


Meet Now (Instant Meetings) Vs Scheduled Meetings

Meet Now (Instant Meetings)

You can start an instant meeting and invite others to join this meeting at any time. You can use your Personal Meeting ID for Instant Meetings.

On the Zoom website, log in to your account and click **Host a Meeting**.



Note: An instant meeting ID started from Zoom desktop client, Zoom mobile app, or the Zoom website will expire as soon as the meeting has ended.

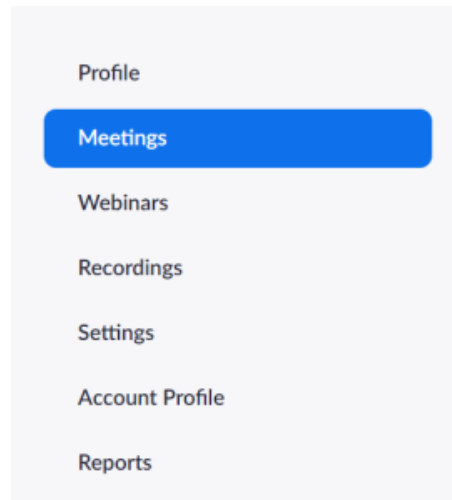
Scheduled Meetings

You can schedule a future one-time meeting or a future recurring meeting. There are several ways to schedule a meeting. You can invite your participants ahead of time and include the invitation on a calendar or send it out via email.

Scheduling Meetings

Zoom offers multiple methods to schedule a meeting. A host has control over the options for their scheduled meetings except for settings that an administrator has locked for all users in the account or for all members of a specific group.

- Sign in to the Zoom web portal and click **Meetings**.



- Select "**Schedule a new Meeting**" and this will open the scheduler window.

Schedule a New Meeting

Join a meeting from an H.323/SIP room system

- Select your meeting settings.

Schedule a Meeting

Topic **Topic:** Enter a topic or name for your meeting.

Description (Optional)

When: Select a date and time for your meeting. You can start your meeting at any time before the scheduled time.

When

03/30/2020

1:00

PM

Duration: Choose the approximate duration of the meeting. This is only for scheduling purposes. The meeting will not end after this length of time.

Duration

1

hr

0

min

Time Zone: By default, Zoom will use your computer's time zone. Click the drop-down menu to select a different time zone.

Time Zone

(GMT+1:00) London

Recurring meeting

Recurring meeting: Choose if you would like a recurring meeting (the meeting ID will remain the same for each session).

Meeting ID

Generate Automatically Personal Meeting ID 502-292-5209

Use Personal Meeting ID: Check this if you want to use your Personal Meeting ID. If not selected, a random unique meeting ID will be generated.

Meeting Password

Require meeting password

Require meeting password: You can select and input your meeting password here. Joining participants will be required to input this before joining your scheduled meeting.

Video

Host on off

Host: Choose if you would like the host video on or off when joining the meeting. Even if you choose off, the host will have the option to start their video.

Participant on off

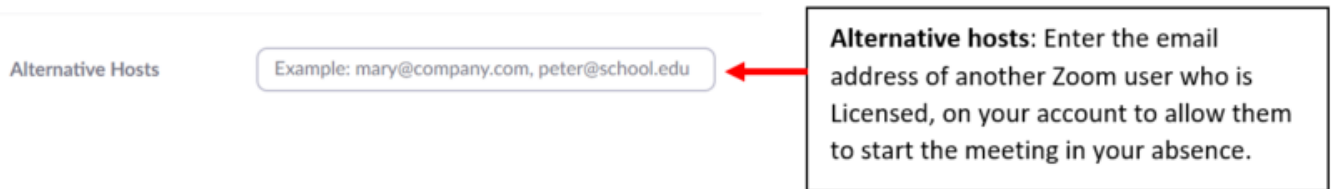
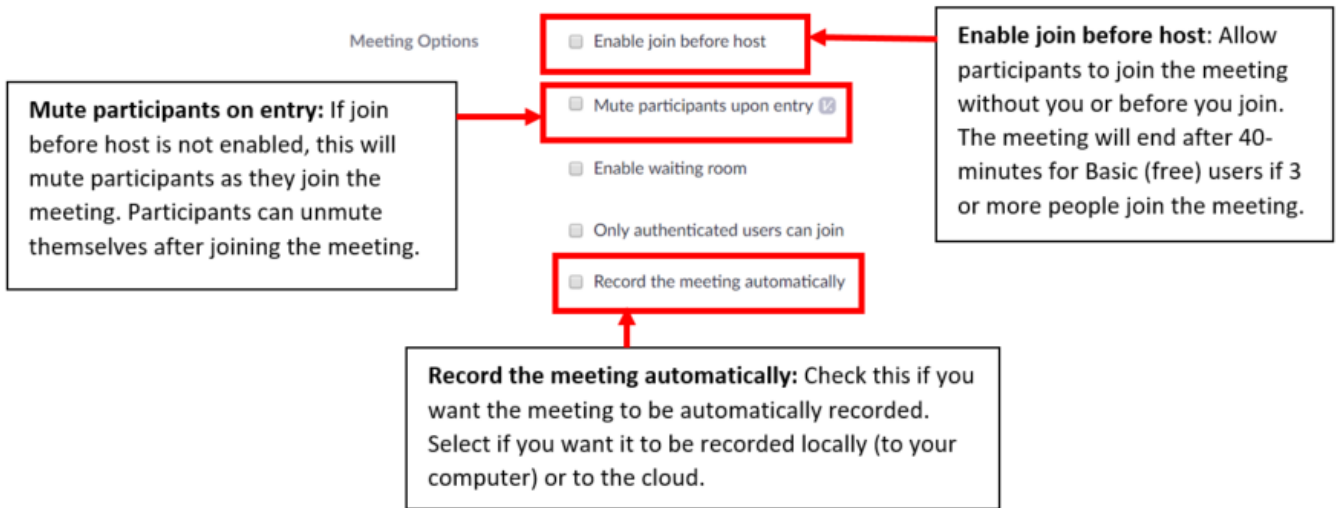
Participant: Choose if you would like the participants' videos on or off when joining the meeting. Even if you turn off, the participants will have the option to start their video.

Audio

Telephone Computer Audio Both

Audio: Choose whether to allow users to call in via **Telephone** only, **Computer Audio** only, **Both**, or **3rd Party Audio** (if enabled for your account).

Dial from United Kingdom [Edit](#)



- Click **Save** to finish, and open the selected calendar service to add the meeting.

Time

Mar 30, 2020 04:00 PM London

Add to



Google Calendar



Outlook Calendar (.ics)



Yahoo Calendar