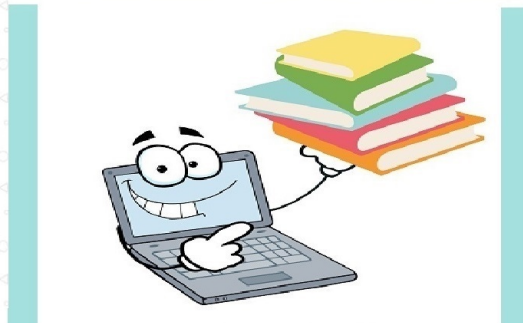


BEDI FOUNDATION



Operating Instrucions for Off-line Tutor for Hosting a Zoom Meeting , inviting , Participants an conducting an E Class through Zoom for DBN School

As a first step
Get your system / Laptop ready



Steps for Hosting a Zoom Meeting , Inviting , Participants and conducting an E Class through Zoom

Open the Zoom.us application.

Depending on whether you wish to host a meeting immediately, or schedule a meeting for later go to one of the following sections:

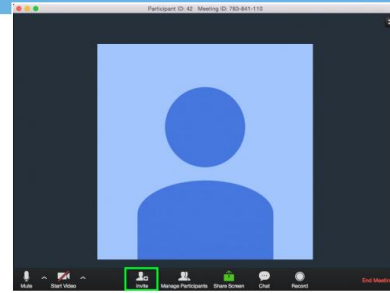
- [Host a Meeting](#)
- [Schedule a meeting](#)

Host a Meeting

Click either the **Start without video** or **Start with video** button, depending on your needs.

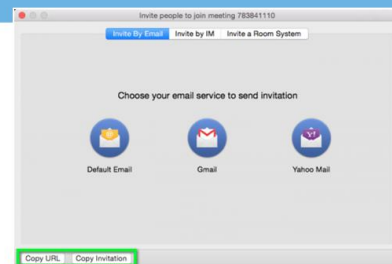


Click the **Invite** button at the bottom of the meeting window.

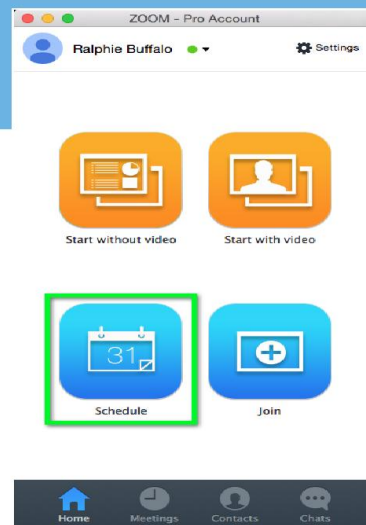


You can share the invitation in a few different ways:

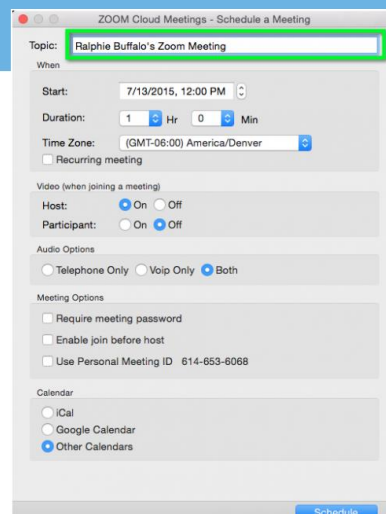
- › Clicking the **Copy URL** button, then paste the URL into an email message to the participants you wish to invite.
- › Click the **Copy invitation** button, then paste the message into an email to the participants you wish to invite.
- › Click one of the email service buttons. Your chosen email service will appear with a preformatted invitation.



Schedule a Meeting
Click the **Schedule** button.



Enter a meeting title, in the **Topic** field.



In the *When* options, enter:

- ▶ **Start time**
- ▶ **Duration** (only 45 minutes allowed for Basic accounts)
- ▶ **Time Zone**

The screenshot shows the 'ZOOM Cloud Meetings - Schedule a Meeting' window. The 'When' section is highlighted with a green box and includes the following fields: 'Start' (7/13/2015, 12:00 PM), 'Duration' (1 Hr, 0 Min), and 'Time Zone' ((GMT-06:00) America/Denver). Below this, the 'Video (when joining a meeting)' section has 'Host' and 'Participant' options set to 'On'.

Choose from the following options:

- ▶ **Video:** Host and Participant video appearing when joining a meeting
- ▶ **Audio:** Telephone, Voip Only or Both

The screenshot shows the 'ZOOM Cloud Meetings - Schedule a Meeting' window. The 'Video (when joining a meeting)' and 'Audio Options' sections are highlighted with a green box. In the video section, 'Host' is 'On' and 'Participant' is 'Off'. In the audio section, 'Both' is selected.

Select additional **Meeting Options**, including Require meeting password, if desired.

The screenshot shows the 'ZOOM Cloud Meetings - Schedule a Meeting' window. The 'Meeting Options' section is highlighted with a green box and includes three checkboxes: 'Require meeting password', 'Enable join before host', and 'Use Personal Meeting ID 614-653-6068'. The 'Calendar' section below has 'Other Calendars' selected.

Select which Calendar type you wish to create the invitation with.

***Note:** Selecting **Other Calendars** will allow you to copy and paste the meeting information into any calendar program.

The screenshot shows the 'ZOOM Cloud Meetings - Schedule a Meeting' window. The 'Calendar' section is highlighted with a green box and includes three radio buttons: 'iCal', 'Google Calendar', and 'Other Calendars'. 'Other Calendars' is selected.

Click the **Schedule** button.

ZOOM Cloud Meetings - Schedule a Meeting

Topic:

When

Start: 7/13/2015, 12:00 PM

Duration: 1 Hr 0 Min

Time Zone: (GMT-06:00) America/Denver

Recurring meeting

Video (when joining a meeting)

Host: On Off

Participant: On Off

Audio Options

Telephone Only Voip Only Both

Meeting Options

Require meeting password

Enable join before host

Use Personal Meeting ID 614-853-6068

Calendar

iCal

Google Calendar

Other Calendars

Your meeting will be scheduled.

Click the **Copy to clipboard** button, then paste the information in your desired calendaring program in order to invite other participants.

ZOOM Cloud Meetings - Schedule a Meeting

Your meeting is scheduled.

Click the button below to copy the invitation to clipboard.

Hi there,

Ralphie Buffalo is inviting you to a scheduled Zoom meeting.

Topic: Ralphie Buffalo's Zoom Meeting
Time: Jul 13, 2015 12:00 PM (GMT-6:00) Mountain Time (US and Canada)

Join from PC, Mac, iOS or Android: <https://cuboulder.zoom.us/j/173861585>

Or join by phone:

+1 646 558 8656 (US Toll) or +1 408 638 0968 (US Toll)
Meeting ID: 173 861 585
International numbers available: <https://cuboulder.zoom.us/zoomconference>