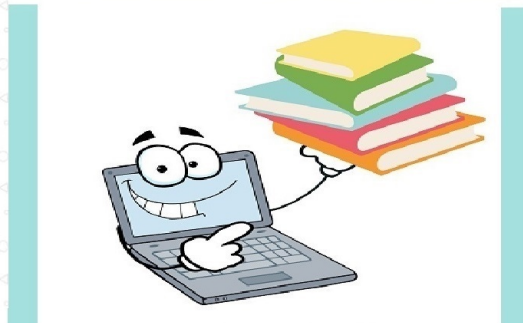# BEDI FOUNDATION

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

LIVE CLASS

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:
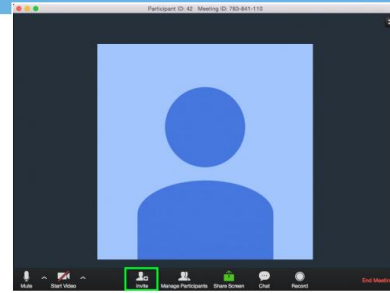
‣ Host a Meeting
‣ Schedule a meeting

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.
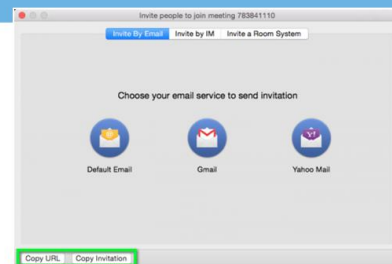
Schedule a Meeting
Click the **Schedule** button.
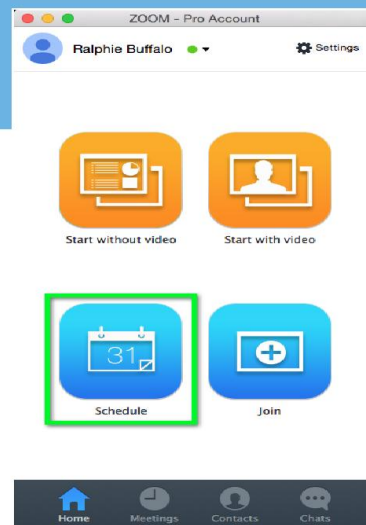
Enter a meeting title, in the **Topic** field.
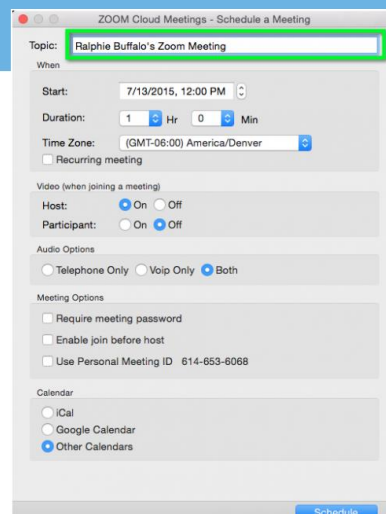
In the *When* options, enter:

‣ **Start time**
‣ **Duration** (only 45 minutes allowed for Basic accounts)
› **Time Zone**

Choose from the following options:

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

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

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.

Click the **Schedule** button.

You 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.