


**Notes to accompany 'How to Schedule a Zoom meeting and Invite participants'  
Power Point presentation**

<b>1Slide No.</b>	<b>Slide title</b>	<b>Notes</b>
<b>1</b>	Title page	
<b>2</b>	Sign in page	
<b>3</b>	Profile Page	Top right of screen click 'Schedule a Meeting'
<b>4</b>	Schedule a meeting page 1	<p><b>'Topic'</b> – Name your meeting</p> <p><b>'When'</b> – set date of your meeting (the date on the screen may be in 'American' time! Don't forget AM or PM</p> <p><b>'Duration'</b> - Switch Hour to 0 (zero) and minutes to 30 or 45 mins. At present Zoom are allowing a lot longer but we can't always expect that to be the case.</p>
<b>5</b>	Schedule a meeting Page 2	<p><b>'Time Zone'</b>- scroll down to LONDON</p> <p><b>'Meeting ID'</b> – Click 'Generate Automatically' Make a note of the ID and Password</p>
<b>6</b>	Schedule a meeting Page 3	<p><b>'Video'</b> Host ON Participant ON</p> <p><b>'Audio'</b> BOTH</p> <p><b>'Dial from'</b> Ensure it is from UK</p> <p> Mute participants upon entry Enable waiting room</p> <p><b>SAVE</b> Takes you in to Meeting Invite page</p>
<b>7</b>	Schedule a Meeting Invite	<p><b>'Time'</b> – Check it is correct</p> <p><b>'Add to'</b> Google or Outlook or Yahoo Calendar I use Outlook</p>

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		Clicking on one of above takes you to the Invite participants page  <b>In Outlook</b> you need to open the download at the bottom of your screen
<b>8</b>	Invite people to your meeting	Type in email addresses in 'invite someone' box, click return, add more and then SEND
<b>9</b>	<b>Send an Invite via email</b> Schedule a meeting invite	Click on <b>Copy the invitation</b> (far right middle of screen)
<b>10</b>	Send invite	Click on <b>Copy Meeting Invitation box</b>
<b>11</b>	Copy meeting invite	Invite is highlighted in <b>BLUE</b> and there is a ' <b>Copied to Clipboard</b> ' message above the invite  <b>Exit screen and open Outlook/emails</b>
<b>12</b>	New email	<ol style="list-style-type: none"> <li>1. Go to inbox</li> <li>2. Open clipboard</li> <li>3. Add recipients</li> <li>4. Add subject</li> <li>5. Put cursor in message box and paste from clipboard</li> <li>6. Send email</li> </ol>

**It is a good idea to remind people to check their spam/junk box regularly as invites often end up there!**

**Carol Burnett , May 2020**