


Slide No.	Slide title	Notes
1	Title page	
2	Sign in page	
3	Profile Page	Top right of screen click 'Schedule a Meeting'
4	Schedule a meeting page 1	<p>'Topic' – Name your meeting</p> <p>'When' – set date of your meeting (the date on the screen is 'American' time! Don't forget AM or PM</p> <p>'Duration' - 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>
5	Schedule a meeting Page 2	<p>'Time Zone'- scroll down to LONDON</p> <p>'Meeting ID' – Click 'Generate Automatically' Make a note of the ID and Password</p> <p>'Video' Host ON Participant ON</p> <p>'Audio' BOTH</p>
6	Schedule a meeting Page 3	<p>'Meeting Options'</p> <p> Mute participants upon entry Enable waiting room</p> <p>SAVE Takes you in to Meeting Invite page</p>
7	Schedule a Meeting Invite	<p>'Time' – Check it is correct</p> <p>'Add to' Google or Outlook or Yahoo Calendar I use Outlook Clicking on one of above takes you to the Invite participants page</p>
8	Invite people to your meeting	Type in email addresses in 'invite someone' box, click return, add more and then SEND

Notes to accompany 'How to Schedule a Meeting ' PowerPoint presentation