
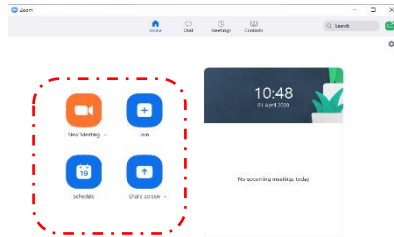


Instructions for sending out a Zoom meeting invitation in Zoom

- If the Zoom App is not already open, then click on the Zoom icon to open the Zoom window:
- Click on the **Schedule** icon  within the cluster of four icons on the screen.



- This will open the **Schedule Meeting** window

Schedule Meeting

Topic
Chris Clark's Zoom Meeting

Start: Wed April 1, 2020 12:00

Duration: 0 hour 30 minutes

Recurring meeting Time Zone: London

Meeting ID
 Generate Automatically Personal Meeting ID 328-338-3588

Password
 Require meeting password

Video
Host: On Off Participants: On Off

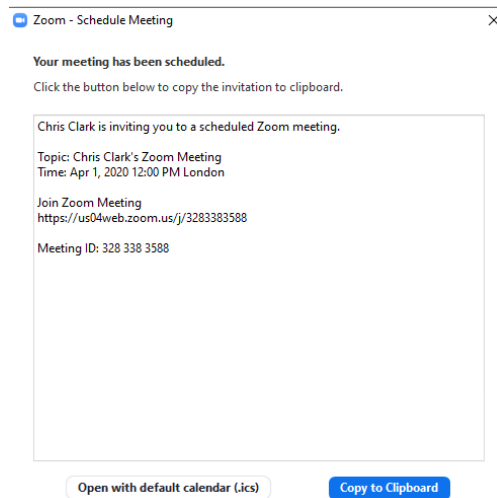
Audio
 Telephone Computer Audio Telephone and Computer Audio

Calendar
 Outlook Google Calendar Other Calendars

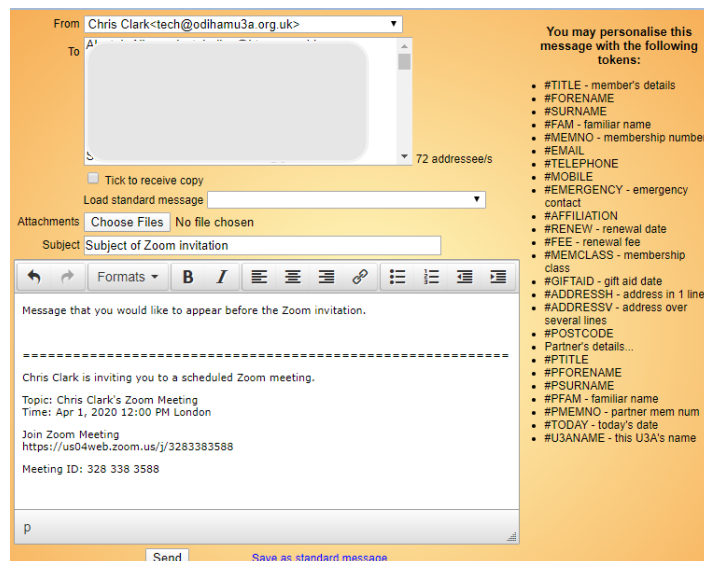
Advanced Options ▾

- Type in the meeting **Topic** and set the time and date of the meeting (e.g. those items in the dotted red box). If it is a recurring meeting tick that box.
- The remaining tick boxes should be as shown in the above screenshot.

- Next, click the **Schedule** button at the bottom of the widow. This will open a second window showing the Zoom invitation which will be copied into an email.



- Click the **Copy to Clipboard** button to copy the meeting invitation to your computer clipboard .
- Sign on to Beacon and then select **Groups**, your group from the group list, select **Members**, then **E-mail only** and then send an email at the bottom of the page to open the Beacon email window. Type the Subject of the email and then in the message area type the message that you would like to appear before Zoom invitation details and press **Return**. Pressing the keys **Ctrl and C** together will then insert the Zoom invitation into your email



- The invitation will then be sent as bcc to all members, and they can join your Zoom meeting at the appropriate time by clicking on the link.
- Return to your open Zoom App.

- Close the **Zoom – Schedule Meeting** window and click on the **Meetings** button at the top centre of your Zoom App window. You will see your scheduled meeting. You will also receive a reminder shortly before the meeting is due to start.

