

## Zoom - Host a Meeting and Invite Participants

1. Open <https://sd8.zoom.us/> in your web browser.
2. Depending on whether you wish to host a meeting immediately, see instructions below:



3. OR schedule a meeting for later:

Sign in

- 3.1 Use your windows login (meetings are limited to 40min unless you have been given a pro account by IT)
- 3.2 Click on **Schedule a Meeting**. This will open the scheduler window.
- 3.3 Select your meeting settings:

**Start:** Select a date and time for your meeting. You can start your meeting at any time before the scheduled time.

**Duration:** Choose the approximate duration of the meeting. This is only for scheduling purposes. The meeting will not end after this length of time.

**Recurring meeting:** Choose if you would like a recurring meeting (the meeting ID will remain the same for each session).

**Require meeting password:** You can select and input your meeting password here. Joining participants will be required to input this before joining your scheduled meeting.

### Video:

- **Host:** Choose if you would like the host video on or off when joining the meeting. Even if you choose off, the host will have the option to start their video.
- **Participant:** Choose if you would like the participants' videos on or off when joining the meeting. Even if you turn off, the participants will have the option to start their video.

**Audio:** Choose whether to allow users to call in via **Telephone** only, **Computer Audio** only or **Both**.

### Meeting Options:

- **Enable join before host:** Allow participants to join the meeting without you or before you join. The meeting will end after 40-minutes for Basic (free) users if 3 or more people join the meeting.
- **Mute participants on entry:** If join before host is not enabled, this will mute all participants as they join the meeting.
- **Alternative hosts:** Enter the email address of another Zoom user with a Pro license on your account to allow them to start the meeting in your absence.

**Send invitation:** Add to Outlook Calendar and send OR copy invitation link and send via email to all participants.

