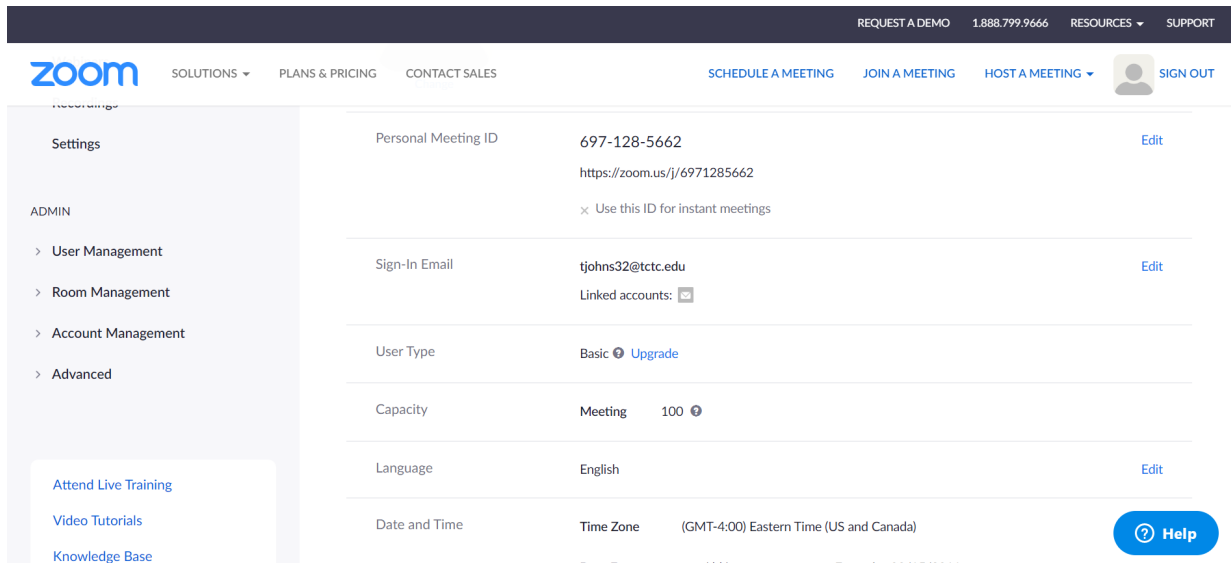


## Creating Zoom Advising Meetings

You will have to create a free Zoom account in order to create Zoom meetings. Students do not have to have a Zoom account to access Zoom meetings that they have been invited to attend.

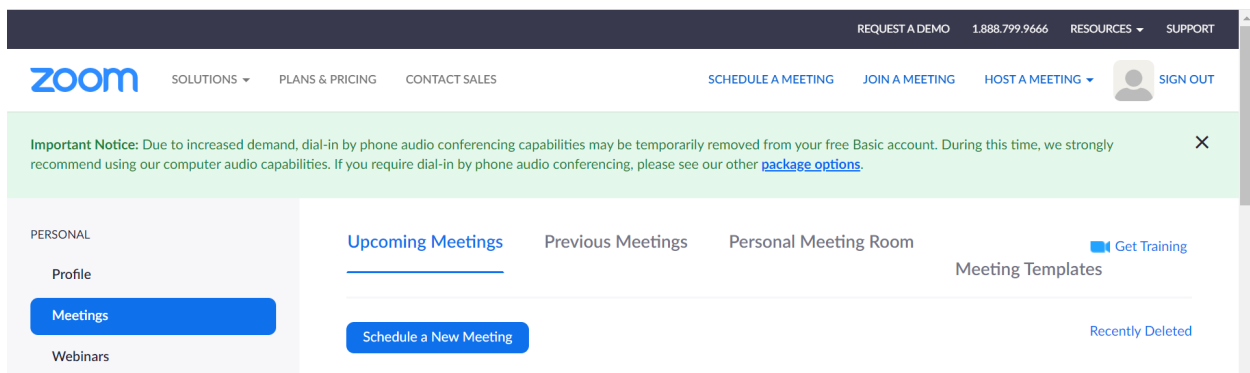
Once you have created an account, you will have a generated personal meeting ID.



The screenshot shows the Zoom account settings page. The top navigation bar includes links for 'REQUEST A DEMO', '1.888.799.9666', 'RESOURCES', and 'SUPPORT'. The main navigation bar features the Zoom logo, 'SOLUTIONS', 'PLANS & PRICING', 'CONTACT SALES', 'SCHEDULE A MEETING', 'JOIN A MEETING', 'HOST A MEETING', and a 'SIGN OUT' button. The left sidebar contains a 'Settings' menu with sub-items: 'Settings', 'ADMIN', 'User Management', 'Room Management', 'Account Management', and 'Advanced'. Below the sidebar are links for 'Attend Live Training', 'Video Tutorials', and 'Knowledge Base'. The main content area displays account details in a table-like format:

Personal Meeting ID	697-128-5662	<a href="#">Edit</a>
	<a href="https://zoom.us/j/6971285662">https://zoom.us/j/6971285662</a>	
	✕ Use this ID for instant meetings	
Sign-In Email	tjohns32@tctc.edu	<a href="#">Edit</a>
	Linked accounts: <input type="checkbox"/>	
User Type	Basic <a href="#">Upgrade</a>	
Capacity	Meeting 100 <a href="#">?</a>	
Language	English	<a href="#">Edit</a>
Date and Time	Time Zone (GMT-4:00) Eastern Time (US and Canada)	<a href="#">Help</a>

You can create a meeting by clicking on the *Meetings* link on the left and then *Schedule a New Meeting*.



The screenshot shows the Zoom account dashboard. The top navigation bar is identical to the previous screenshot. The left sidebar shows the 'PERSONAL' menu with sub-items: 'Profile', 'Meetings', and 'Webinars'. The 'Meetings' item is highlighted with a blue button. The main content area features a green banner with an 'Important Notice' about dial-in by phone audio conferencing capabilities. Below the banner are four tabs: 'Upcoming Meetings', 'Previous Meetings', 'Personal Meeting Room', and 'Meeting Templates'. The 'Upcoming Meetings' tab is active, showing a 'Schedule a New Meeting' button and a 'Recently Deleted' link.

Enter your meeting details (time, date, etc.). Note that meetings are limited to 40 minutes or less with 3 or more participants. There is no time limit for two party meetings.

REQUEST A DEMO 1.888.799.9666 RESOURCES SUPPORT

zoom SOLUTIONS PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING SIGN OUT

My Meetings > Scheduling a Meeting

Profile

Meetings

Webinars

Recordings

Settings

ADMIN

- > User Management
- > Room Management
- > Account Management
- > Advanced

Schedule a Meeting

Topic

Description (Optional)

When

Duration  hr  min

Your Zoom Basic plan has a 40-minute time limit on meetings with 3 or more participants. Upgrade now to enjoy unlimited group meetings. [Upgrade Now](#)

Do not show this message again [Help](#)

Attend Live Training

Video Tutorials

Knowledge Base

Time Zone

Recurring meeting

Meeting ID  Generate Automatically  Personal Meeting ID 697-128-5662

Meeting Password  Require meeting password

Video

Host  on  off

Participant  on  off

[Help](#)

Video

Host  on  off

Participant  on  off

Audio

Telephone  Computer Audio  Both

Dial from [Edit](#)

Meeting Options

- Enable join before host
- Mute participants upon entry [?](#)
- Enable waiting room
- Record the meeting automatically on the local computer

[Help](#)

Click on *Outlook Calendar* to add the meeting to Outlook. Open the downloaded meeting invitation.

REQUEST A DEMO 1.888.799.9666 RESOURCES SUPPORT

zoom SOLUTIONS PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING SIGN OUT

Time Mar 19, 2020 12:00 PM Eastern Time (US and Canada)

Add to Google Calendar Outlook Calendar (.ics) Yahoo Calendar

Meeting ID 697-128-5662

Meeting Password x Require meeting password

Join URL: https://zoom.us/j/6971285662 Copy the invitation

Video Host Off Participant Off

meeting-69712856...ics

Enter additional information you would like to add to the meeting invitation, invite the student, and send the invite. The meeting invitation and link will populate on your Outlook calendar, but the student must use the link provided in their email invitation to join the meeting.

My Meeting - Appointment

File Appointment Insert Format Text Review Tell me what you want to do...

Save & Delete Close Forward Appointment Scheduling Assistant Skype Meeting Meeting Notes Invite Attendees Show As: Busy Reminder: 10 minutes Recurrence Time Zones Categorize Private High Importance Low Importance Tags

This appointment is next to another one on your calendar.

Subject My Meeting

Location https://zoom.us/j/6971285662

Start time Thu 3/19/2020 12:00 PM All day event

End time Thu 3/19/2020 1:00 PM

Tasheka Wright is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting  
<https://zoom.us/j/6971285662>

Meeting ID: 697 128 5662

One tap mobile  
,,6971285662# US Toll

Dial by your location  
US Toll

Meeting ID: 697 128 5662  
Find your local number: <https://zoom.us/u/adHbbsJ2hc>