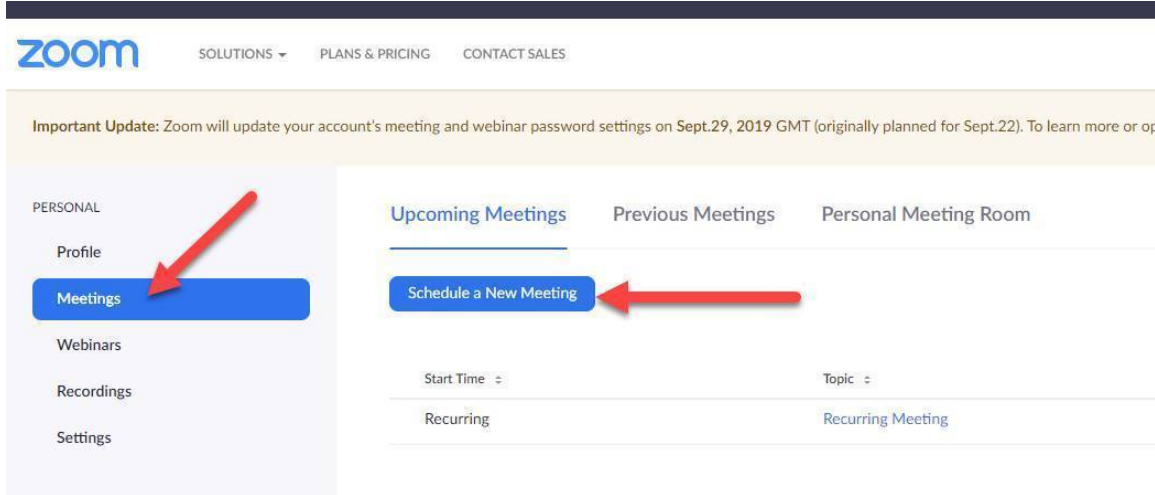


Using Zoom for Meetings:

HOW TO VIDEOS - <https://zoom.us/resources>

1. Go to <https://susqu.zoom.us> and log in using your SU email and SU password
2. Click on "Meetings" along the left side of the screen
3. Click schedule a new meeting



When scheduling a meeting, it is important to set all the correct settings. It is also important to pay attention to the following Meeting options:

- Make sure the checkmark is removed so that a password is not required.
- Make sure the checkmark is there to enable people to join without the host.

The screenshot shows the 'Meeting Options' section of the Zoom meeting scheduling form. It includes several settings:

- Video:** Host (radio buttons for on/off), Participant (radio buttons for on/off).
- Audio:** Telephone, Computer Audio, Both (radio buttons). Below it, 'Dial from United States' and 'Edit'.
- Meeting Options:** A red box highlights the 'Require meeting password' (unchecked) and 'Enable join before host' (checked) options. Red arrows point to these two options.
- Other options:** 'Mute participants upon entry' (checked), 'Enable waiting room' (unchecked), and 'Record the meeting automatically' (unchecked).
- Alternative Hosts:** A text input field with the example 'john@company.com, peter@school.edu'.
- Buttons:** 'Save' and 'Cancel' buttons at the bottom.

After scheduling a meeting, you will see a “Join url.” Send this URL to your participants. If you have some folks who may call in, click on the “Copy the Invitation.”

[Join this Meeting](#)

Topic	Recurring Meeting	
Time	Recurring meeting	
Add to	Google Calendar Outlook Calendar (.ics) Yahoo Calendar	
Meeting ID	185-734-842	
Meeting Password	× Require meeting password	
Invite Attendees	Join URL: https://susqu.zoom.us/j/185734842	Copy the invitation
Video	Host	On
	Participant	On
Audio	Telephone and Comouter Audio	