

Setting up a Zoom call



Tech it Easy, presents... Setting up a Zoom call, the easy way.



SOLUTIONS ▼

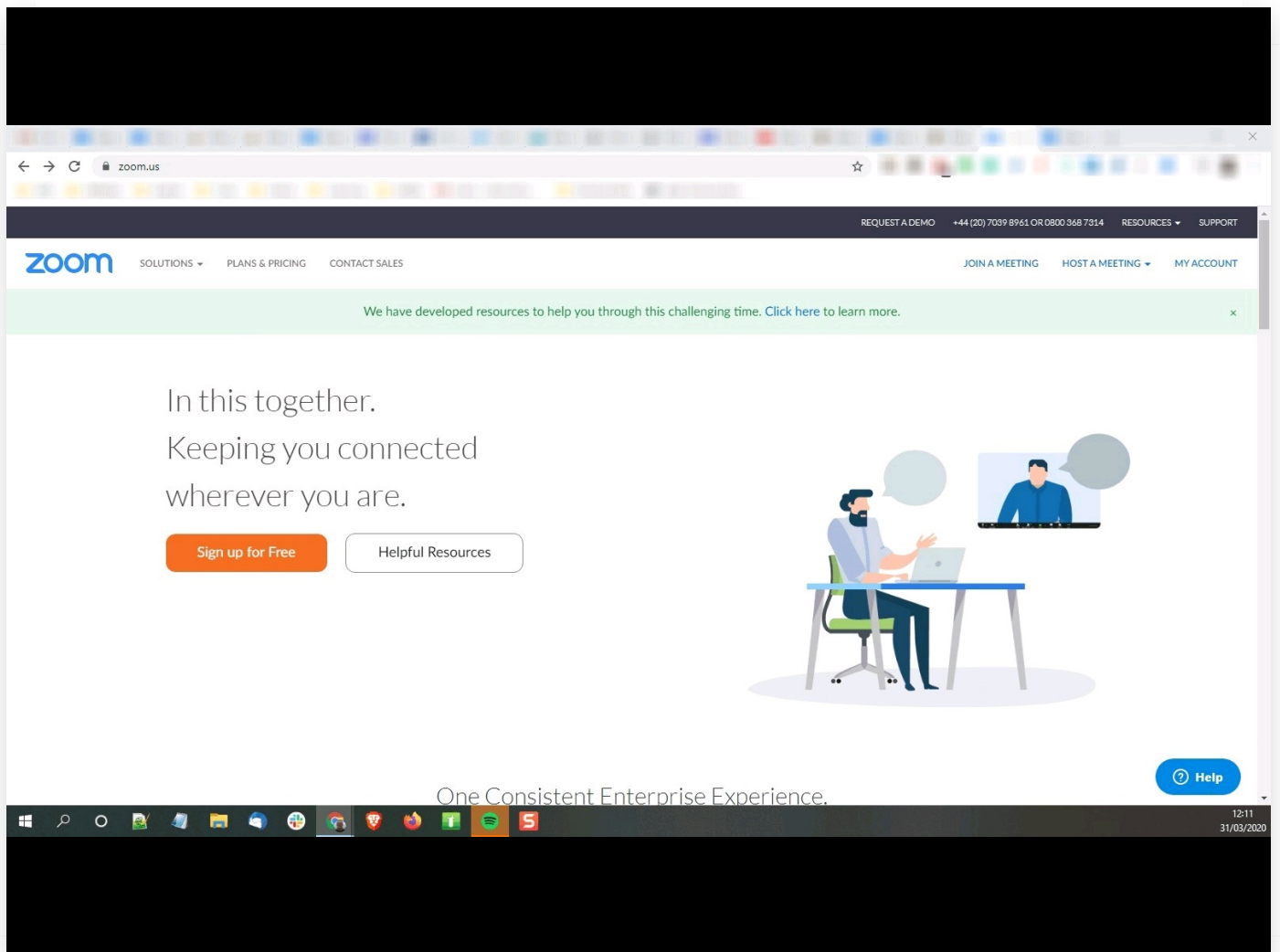
PLANS & PRICING

CONTACT SALES

How can you set up a, Zoom meeting?

zoom

Here's how to do it, in a few, easy steps.



Go to Zoom dot US. And then log into your account. If you don't, have an account, it's easy to set up a free one.

DEMO

+44 (20) 7039 8961 OR 0800 368 7314

RESOURCES ▼

SUPPORT

JOIN A MEETING

HOST A MEETING ▼

MY ACCOUNT



Click on my account. You'll find that over in the top right-hand corner.

PERSONAL

Profile

Meetings



Webinars

Recordings

Next click on meetings. That's over to the left.

Upcoming Meetings

Schedule a New Meeting



Start Time 

And then click on schedule a new meeting.

Schedule a Meeting

Topic

My Meeting



Description (Optional)

Enter your meeting description

When

03/31/2020



2:00



PM



Duration

1



hr

0



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

Time Zone

(GMT+1:00) London



Here is what you will see.

My Meetings > Schedule a Meeting

Schedule a Meeting

Topic

My Meeting

Description (Optional)

Enter your meeting description

When

03/31/2020



2:00

PM

Duration

1

hr

0

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

Time Zone

(GMT+1:00) London

First, change the topic. That's the name of your meeting.

Schedule a Meeting

Topic

Our Community Group Chat



Description (Optional)

Enter your meeting description

When

03/31/2020



2:00



PM



Duration

1



hr

0



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

Time Zone

(GMT+1:00) London



Let's call ours "Our Community Group, Chat".

My Meetings > Schedule a Meeting

Schedule a Meeting

Topic

Our Community Group Chat



Description (Optional)

Enter your meeting description

When

03/31/2020



2:00



PM



Duration

0



hr

30



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

Time Zone

(GMT+1:00) London



Set the date, to when you plan, to hold the meeting.

My Meetings > Schedule a Meeting

Schedule a Meeting

Topic

Our Community Group Chat



Description (Optional)

Enter your meeting description

When

03/31/2020



2:00



PM



Duration

0



hr

30



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

Time Zone

(GMT+1:00) London



And also set a time.

My Meetings > Schedule a Meeting

Schedule a Meeting

Topic

Our Community Group Chat



Description (Optional)

Enter your meeting description

When

03/31/2020



2:00



PM



Duration

0



hr

30



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

Time Zone

(GMT+1:00) London



Then, set the duration. I'd suggest, 30 minutes, if you have a free, account because Zoom limits you to, 40 minutes.

Schedule a Meeting

Topic

Our Community Group Chat



Description (Optional)

Enter your meeting description

When

03/31/2020



2:00



PM



Duration

0



hr

30



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

Time Zone

(GMT+1:00) London



But, don't worry. Zoom, will, allow you the full, 40 minutes.,

☐ Recurring meeting

Meeting ID

☒ Generate Automatically ☐ Personal Meeting ID 876-654-6204

Meeting Password

☐ Require meeting password

Video

Host

☐ on ☒ off

Participant

☐ on ☒ off

Audio

☐ Telephone ☐ Computer Audio ☒ Both

Dial from [Edit](#)

Meeting Options

☐ Enable join before host

Now, scroll down, a little further, to here.

☐ Recurring meeting

Meeting ID

☒ Generate Automatically ☐ Personal Meeting ID 876-654-6204

Meeting Password

☐ Require meeting password

Video

Host

☒ on ☐ off

Participant

☒ on ☐ off

Audio

☐ Telephone ☒ Computer Audio ☐ Both

Meeting Options

☐ Enable join before host

☐ Mute participants upon entry 

And change, just a few settings...

☐ Recurring meeting

Meeting ID

☒ Generate Automatically ☐ Personal Meeting ID 876-654-6204

Meeting Password

☐ Require meeting password

Video

Host

Participant

☒ on ☐ off


☒ on ☐ off

Audio

☐ Telephone ☒ Computer Audio ☐ Both

Meeting Options

☐ Enable join before host

☐ Mute participants upon entry 

Switch on, the video. For you, and the participants.

☐ Recurring meeting

Meeting ID

☒ Generate Automatically ☐ Personal Meeting ID 876-654-6204

Meeting Password

☐ Require meeting password

Video

Host

☒ on ☐ off

Participant


☒ on ☐ off

Audio

☐ Telephone ☒ Computer Audio ☐ Both

Meeting Options

☐ Enable join before host


☐ Mute participants upon entry 

Select, computer audio.

Audio

☐ Telephone ☒ Computer Audio ☐ Both

Meeting Options

- ☐ Enable join before host
- ☐ Mute participants upon entry 
- ☐ Enable waiting room
- ☐ Record the meeting automatically on the local computer

Save

Cancel

And, at the bottom of the screen, just one more selection...

Audio


☐ Telephone

☒ Computer Audio

☐ Both

Meeting Options

☐ Enable join before host

☒ Mute participants upon entry 

☐ Enable waiting room

☐ Record the meeting automatically on the local computer

Save

Cancel

This one is optional. If you want, you can mute everyone, to avoid too much chatter when they join. But they can, unmute themselves later, whenever they want to speak.

Audio

☐ Telephone ☒ Computer Audio ☐ Both

Meeting Options

☐ Enable join before host

☒ Mute participants upon entry 

☐ Enable waiting room

☐ Record the meeting automatically on the local co



Cancel

Then press the, "Save", button.



Then, just press the, "copy the invitation" button...

Copy Meeting Invitation



Meeting Invitation

[Redacted] is inviting you to a scheduled Zoom meeting.

Topic: Our Community Group Chat

Time: Mar 31, 2020 02:00 PM London

Join Zoom Meeting

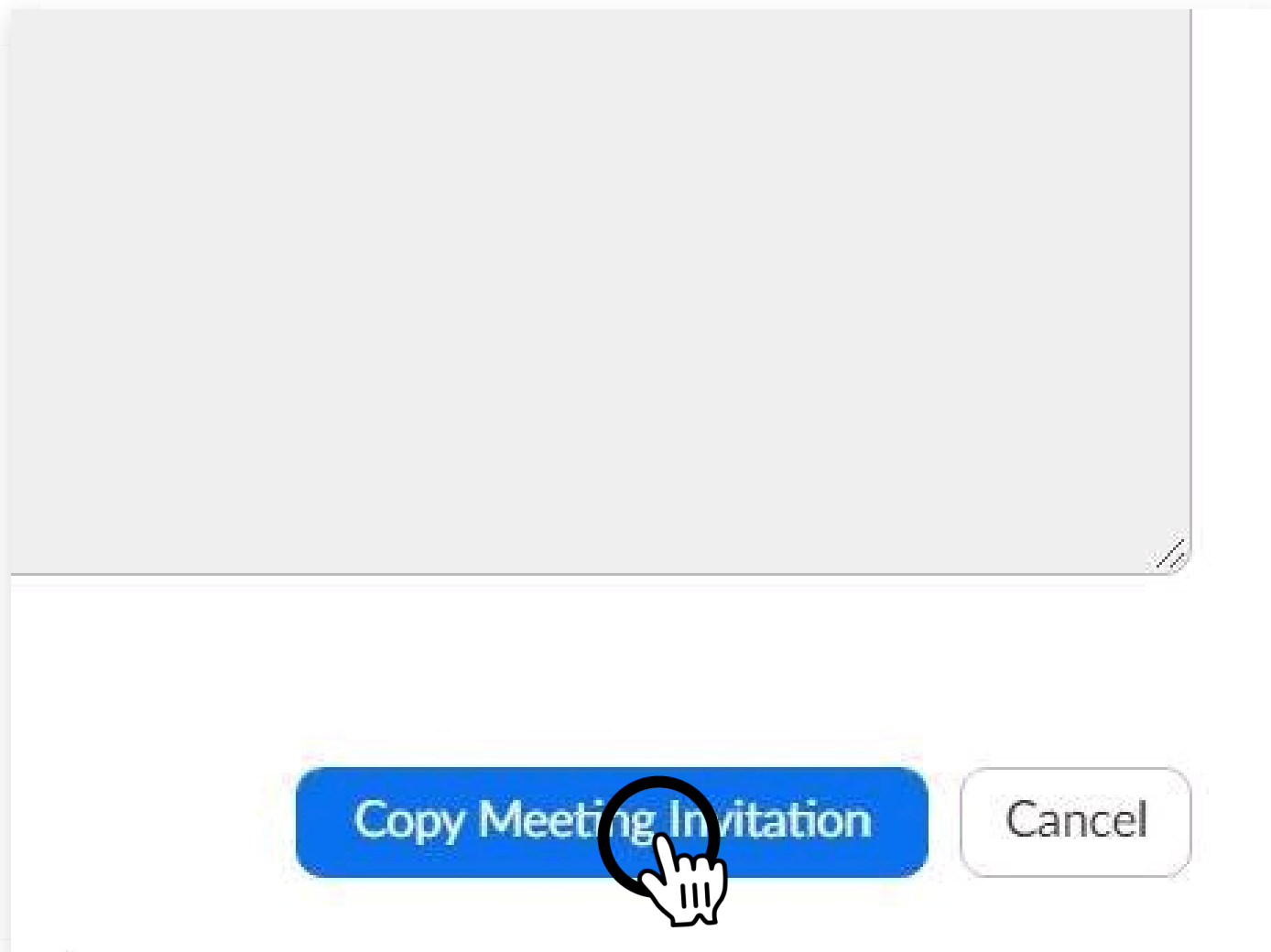
[https://us04web.zoom.us/j/\[Redacted\]](https://us04web.zoom.us/j/[Redacted])

Meeting ID: [Redacted]

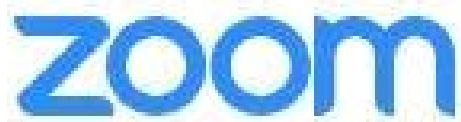
Copy Meeting Invitation

Cancel

This, invitation, will pop up on your screen.



Click the button, to copy it. Then paste that, into your email... or whatever method you use, to send it to your participants.



SOLUTIONS ▼

PLANS & PRICING

PERSONAL

Profile

Meetings

Webinars

When it's time to, join, the meeting... log into your account, at zoom.us, and select "Meetings".

Recently Deleted



Delete

Then, click "Start".

Topic: Our Community Group Chat

Time: Mar 31, 2020 02:00 PM London

Join Zoom Meeting

<https://us04web.zoom.us/j/>



Meeting ID:

The other participants, will just need to click, on the link you sent them.



Now, sit back and enjoy, the online chat, with your friends.

Tech it Easy



Simplifying Techie Stuff

That was brought to you by, Tech it Easy, where online and techie stuff, is made simple.