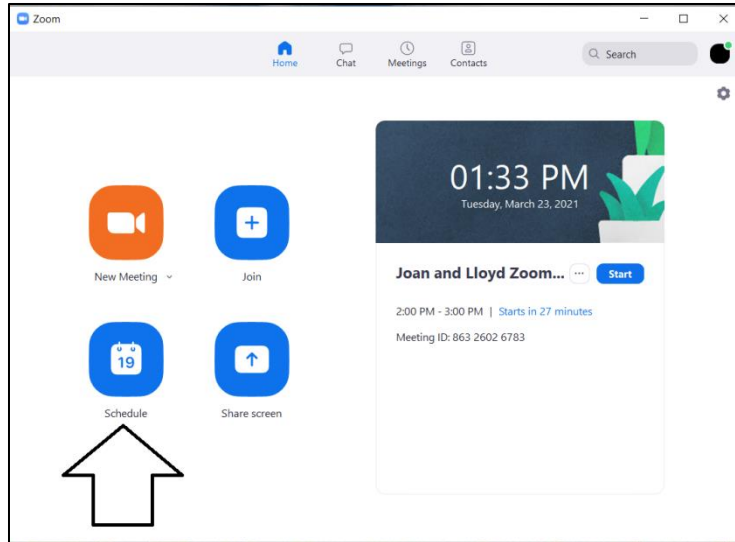


# Creating a Zoom Meeting

Start the Zoom APP.



For an instant meeting click on “New Meeting,” however to schedule into the future and send invite to attendees click on “Schedule” as indicated by the arrow above.

Fill out the pop up box with the settings below:

**Schedule Meeting**

**Topic**  
The Name of My Meeting

**Start:** Tue March 23, 2021 02:00 PM

**Duration:** 1 hour 0 minute

Recurring meeting

**Meeting ID**  
 Generate Automatically  Personal Meeting ID 546 623 3392

**Security**  
 Passcode 775028  
Only users who have the invite link or passcode can join the meeting  
 Waiting Room  
Only users admitted by the host can join the meeting  
 Only authenticated users can join: Sign in to Zoom

**Video**  
Host:  On  Off      Participants:  On  Off

**Audio**  
 Telephone     Computer Audio     Telephone and Computer Audio  
Dial in from United States [Edit](#)

**Calendar**  
 Outlook     Google Calendar     Other Calendars

**Instructions:**

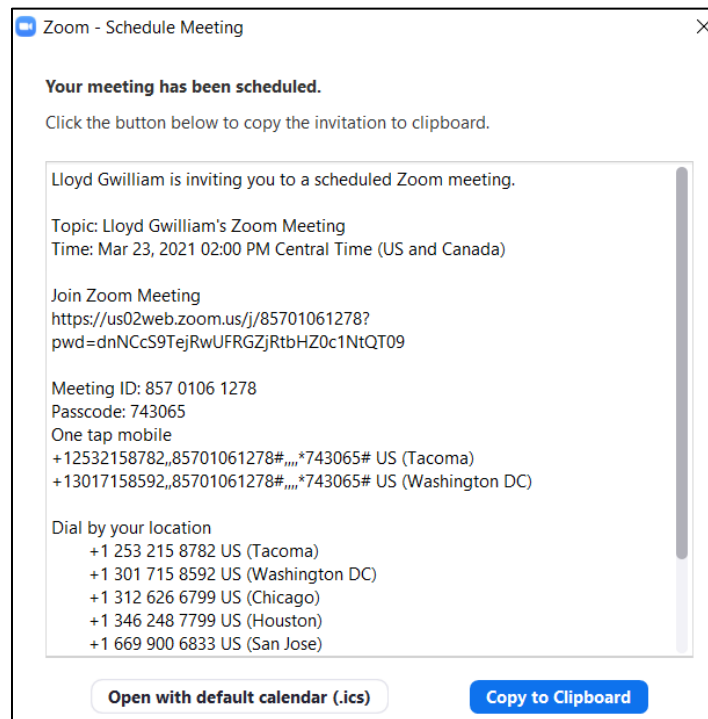
- Enter Meeting Name
- Enter time and date
- Enter duration of meeting
- Let it Auto Generate Meeting ID
- Let it auto generate a Passcode

Follow the rest of the settings as listed here

**Save** **Cancel**

Click the blue SAVE button.

You have created your first meeting. The next thing Zoom will do is show you the Meeting Invite like below.



To invite other people you click on "Copy to Clipboard" and put that in an e-mail that you send to other people.

To start that meeting you can look for it in your Zoom APP or just click on the link in your email.