



Setting up a Zoom Meeting



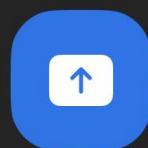
New Meeting ▾



Join



Schedule



Share Screen

3:38 PM

Monday, April 19, 2021



No upcoming meetings today

- Click on Schedule to set up the details for your meeting.

Topic
MCS Zoom Meeting

Date & Time
4/19/2021 4:00 PM to 4:30 PM 4/19/2021
 Recurring meeting Time Zone: Eastern Time (US and Canada)

Meeting ID
 Generate Automatically Personal Meeting ID 753 997 0388

Security
 Passcode 6Lzk6i
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

Video
Host On Off Participants On Off

Calendar
 iCal Google Calendar Outlook Other Calendars

Advanced Options
 Allow participants to join anytime
 Mute participants upon entry
 Automatically record meeting on the local computer
 Approve or block entry for users from specific countries/regions

Cancel Save

- Enter all of your information in the boxes that you will need for the meeting. Make sure to click "personal Meeting ID"
- This will be the ID you send out so that your meeting members can join.
- Click save you meeting is now scheduled.