



Setting up a Zoom Meeting

A MCS Presentation



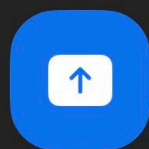
New Meeting ▾



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

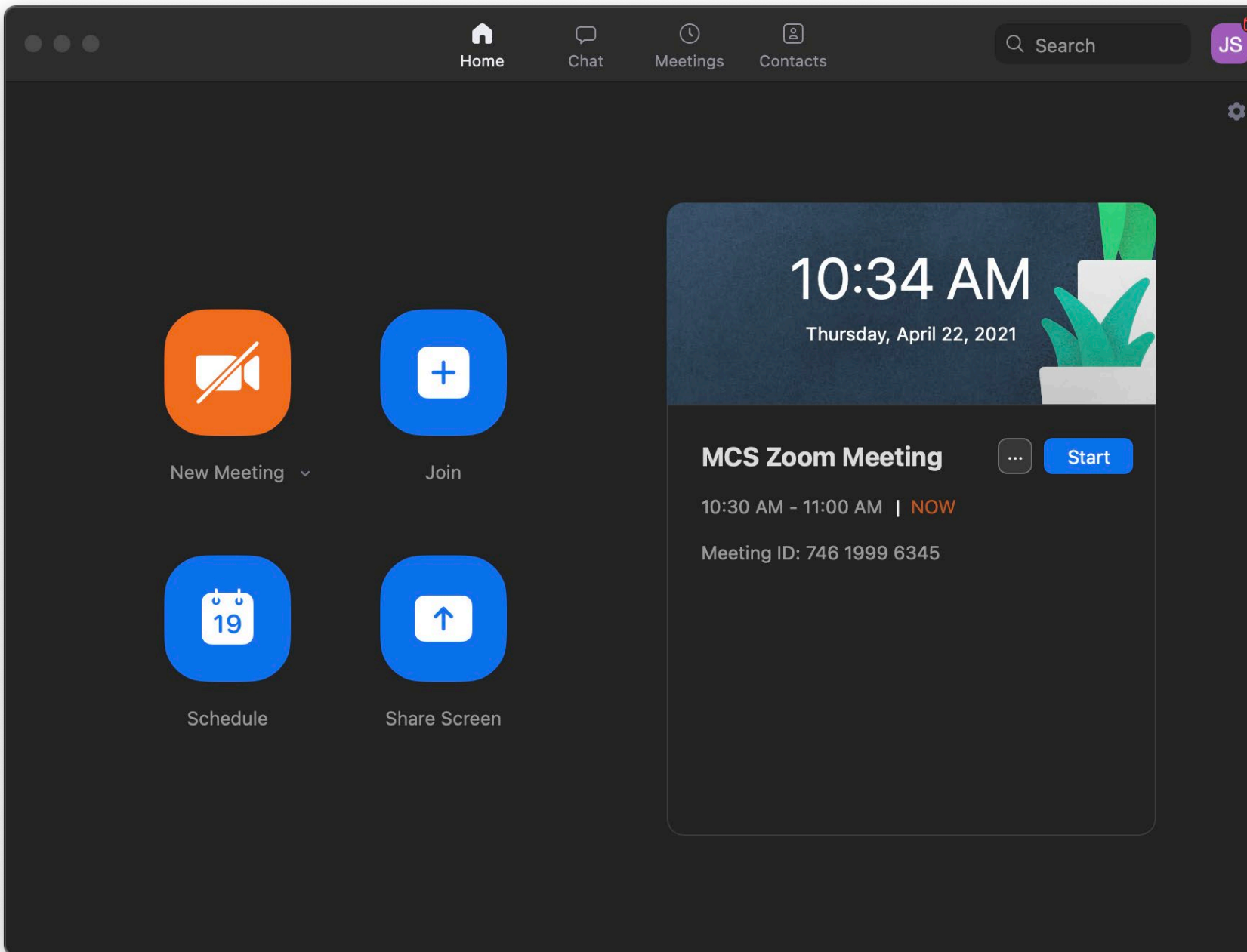
Approve or block entry for users from specific countries/regions

Cancel Save

- Here you can enter all your information in the boxes that you will need for the meeting.

- **Meeting ID** – There are 2 Possible codes your meeting will have attached to it. Currently "Generate automatically" filled in this will generate a random Meeting ID. "Personal meeting ID" doesn't change and is tied to your account. The ID Number is the number you give to your meeting members in order to joining your scheduled meeting.

- **Click save** and your meeting is now scheduled.



- Once Saved the meeting will appear here.
- Click start to start the meeting.
- Click the 3 dots "... " and you be able to edit , copy invitation , Delete.
- Clicking Copy Invitation will allow you to open up your email and paste in the invitation with all the info the meeting recipients will need.
- Note if you need the meeting ID it will also be displayed to the right.