

Creating a Zoom Meeting (Jan 2021 version)

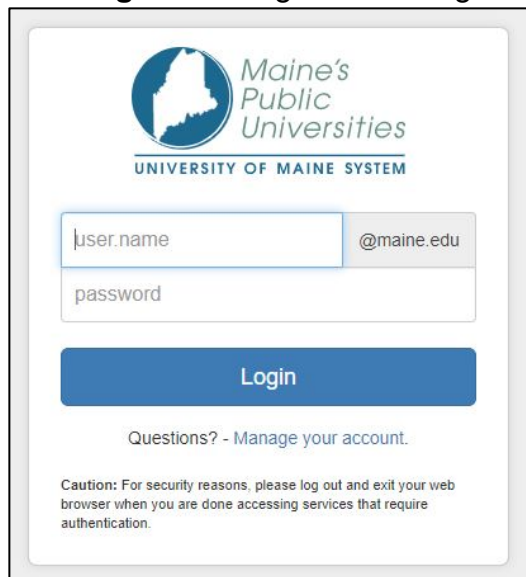
Open a web browser. (This tutorial uses Edge.)
In the address bar type **maine.zoom.us** and press enter.

You get this dialog.



The dialog box features the logo for Maine's Public Universities, University of Maine System, at the top. Below the logo, the title "Zoom Web Conferencing" is centered. Three blue buttons are listed vertically, each with a label and a description: "Join" (Connect to a meeting in progress), "Host" (Start a meeting), and "Sign in" (Configure your account).

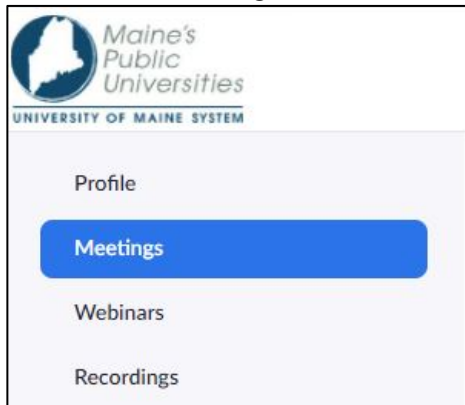
Click **Sign In**. You get this dialog.



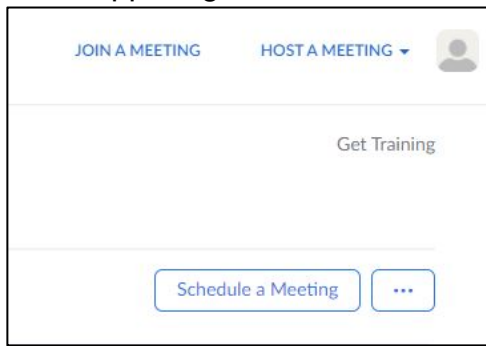
The login dialog box features the same logo as the previous dialog. Below the logo, there are two input fields: one for "user.name" and another for "@maine.edu". Below these is a "password" field. A large blue "Login" button is centered below the fields. At the bottom, there is a link for "Questions? - Manage your account." and a "Caution" message: "Caution: For security reasons, please log out and exit your web browser when you are done accessing services that require authentication."

Enter your logon and password. Press Login or enter.

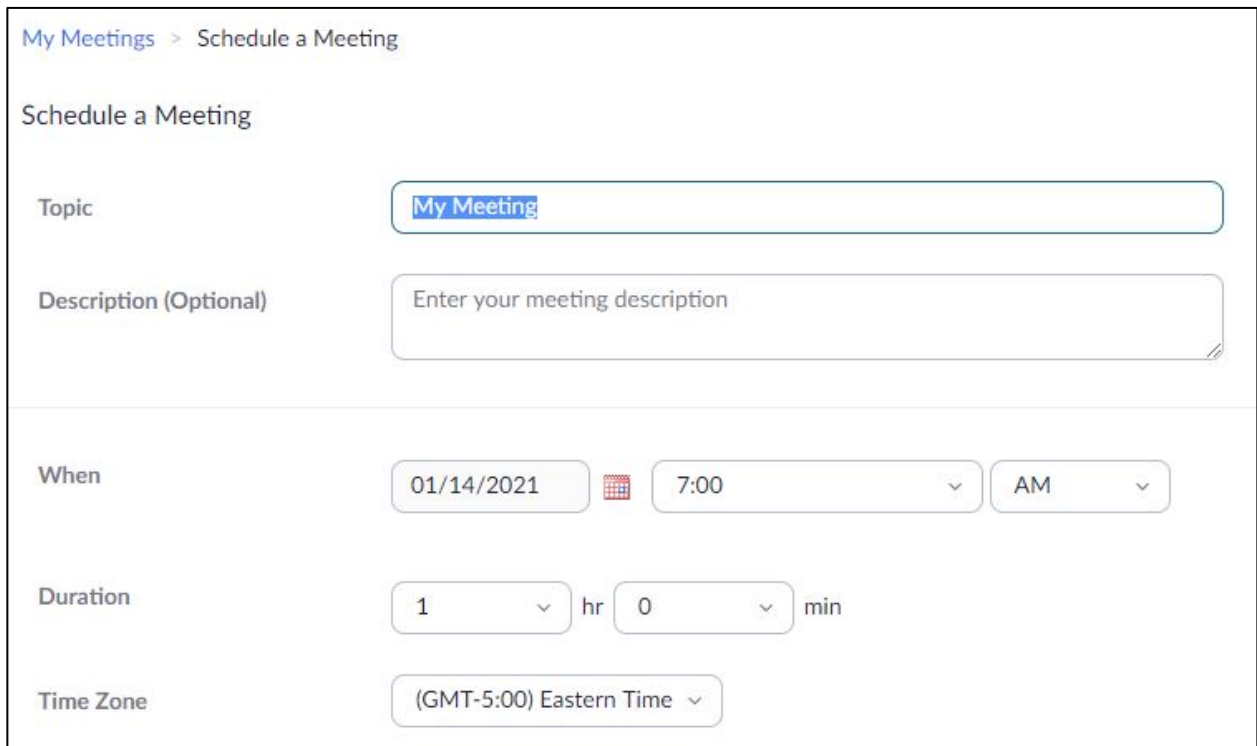
In the Zoom dialog, click on the **Meetings** menu in the upper left of the window.



In the upper right, click on **Schedule a Meeting**.



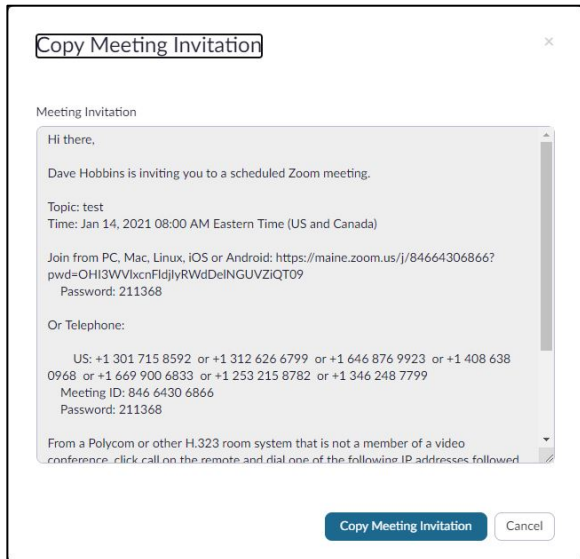
In the dialog that opens enter your meeting title, times, etc and click on the **SAVE** button down below.

A screenshot of the 'Schedule a Meeting' dialog in Zoom. The title bar shows 'My Meetings > Schedule a Meeting'. The main heading is 'Schedule a Meeting'. There are four main sections: 1. 'Topic' with a text input field containing 'My Meeting'. 2. 'Description (Optional)' with a larger text input field containing 'Enter your meeting description'. 3. 'When' with three input fields: a date field '01/14/2021', a time field '7:00', and an AM/PM dropdown menu set to 'AM'. 4. 'Duration' with two input fields: '1' for hours and '0' for minutes, followed by 'hr' and 'min' labels. 5. 'Time Zone' with a dropdown menu set to '(GMT-5:00) Eastern Time'.

In the resulting meeting dialog,



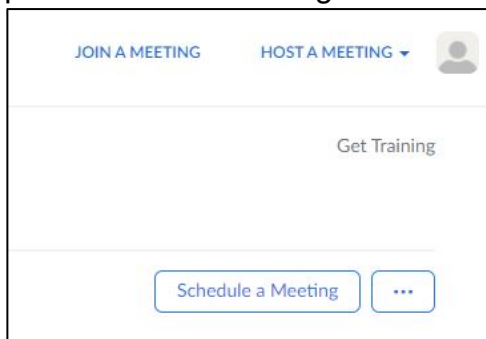
either copy the Invite link url for the meeting and paste it to your email, OR on the far right, click on **Copy Invitation**.



Click on **Copy Meeting Invitation** at the bottom. This copies an entire invitation including times and phone numbers to your computer clip memory. Then just paste that into the email you send to the zoom students or participants.

Important Note:

When you go to host the meeting, you must do it from the web zoom account using the upper right, **Host a Meeting** button. If not, you will not be the host!!!! The url link only permits access to the general Zoom participant.



Thanks to Dave Hobbins for this guide - St Johns Valley Senior College