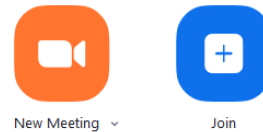
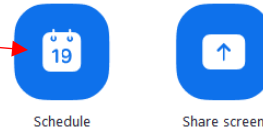


Using Zoom to Schedule and Start a Meeting

1. Start Zoom and login with:
<your-email>@seemcollaborative.org



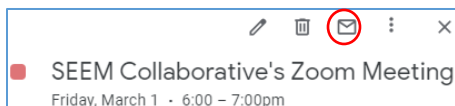
2. Click **Schedule** (to schedule your meeting in advance)
or click **NEW Meeting** if immediate



3. Enter your meeting details
(Choose a meeting name, start time,
duration, etc.)

A screenshot of the 'Schedule a Meeting' form in the Zoom mobile app. The form includes fields for 'Topic' (SEEM Collaborative's Zoom Meeting), 'Start' (Fri March 1, 2019 03:00 PM), 'Duration' (1 Hr 0 Min), and 'Time Zone' ((GMT-05:00) Eastern Time (US and Canada)). It also has sections for 'Video' (Host: On/Off, Participants: On/Off), 'Audio' (Telephone, Computer Audio, Telephone and Computer Audio), 'Options' (Require meeting password), and 'Calendar' (Outlook, Google Calendar, Other Calendars). A red dashed circle highlights the 'Other Calendars' option, and a red arrow points from step 4b to it. The 'Schedule' button is at the bottom right.

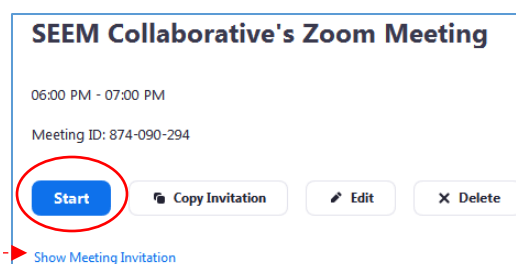
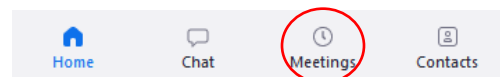
4. To add to your Google calendar
a. Sign-in with your own SEEM email
and allow ZOOM to add the event.
b. To *invite others*, open your new Goo
calendar event and click *invite*



Note: To Email out meeting invitations without creating a calendar event, click **Other Calendars** and copy meeting text to your email.

5. **Schedule** (Create) your meeting

6. When ready to **Start** the meeting you created above, click **Meetings** and **Start**



Note: Use here to retrieve meeting invitation details again.