

HOW TO SET UP A ZOOM MEETING

- Go to zoom.us
- Click on Sign In (top right, next to Host a Meeting)
- Enter Email address:
- Enter password:
- Click Sign in

To set up a Webinar (with public access for a Board or Commission meeting):

- On left, click on “Webinars”
- “Schedule a Webinar”
- Topic – your ABC
- Same for description (I would put Regular or Special Meeting)
- When – date and time
- Duration – no matter, it won’t cut you off
- Time Zone – Eastern
- Don’t check recurring (at this time, we haven’t worked it out yet)
- No Registration
- Webinar Password – defaults to require, and the password will be auto-filled
- Video – click On for Host and Panelists
- Audio – Both
- Webinar Options
 - Uncheck Q&A
 - Check Enable Practice Session (the beginning when everyone is joining, checking their hair, etc. will not be recorded until the host checks the orange bar across the top to end Practice and Begin meeting)
 - Check Record the webinar automatically – check In the Cloud
- No Alternative Hosts (at this time until we work this out)

Click on Schedule.

Scroll to bottom of Page to “Invitations” tab (Should be highlighted in blue)

Invite Panelists: Click “Edit” to the right.

Panelists window pops up. Populate with emails of all your panelists (staff, commissioners, presenters, and Shawn Greeley)

Click Save. It will immediately (15 minutes or so really) email an invitation to all panelists.

That’s it! DON’T CLICK ‘START THIS WEBINAR’. The meeting is scheduled and saved. No need to do anything else.

You can go back in at any time and add Panelists. Same steps – click on edit. The previously invited panelists will be there, just continue on. When you save, an invitation will only go to the new panelists.

To set up a Meeting (private – not for public access or broadcast)

- On left, click on “Meetings”
- “Schedule a New Meeting”
- Topic
- Same description as Topic

- When – date and time
 - Duration – no matter, it won't cut you off
 - Time Zone – Eastern
 - Don't check recurring (at this time, we haven't worked it out yet)
 - No Registration
 - Webinar Password – defaults to require, and the password will be auto-filled
 - Video – click On for Host and Panelists
 - Audio – Both
 - Meeting Options
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- No Alternative Hosts (at this time until we work this out)

Click on Save.

Scroll down to Invite Attendees. Click on "Copy the Invitation", then Copy Meeting Invitation. Paste into an email and send to your attendees, or create a New Meeting in Outlook and paste into the comments section.