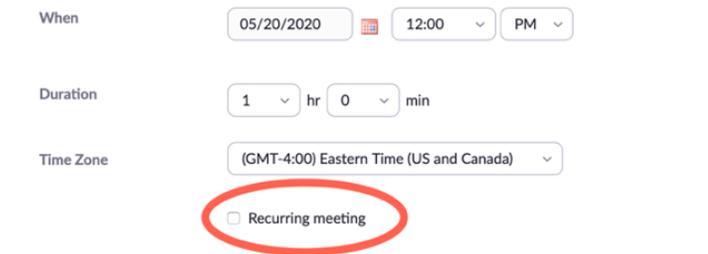




# How to Schedule a Zoom Meeting

1. Go to [gmu.zoom.us/signin](https://gmu.zoom.us/signin) and **Sign In with** your Mason NetID (do not include@gmu.edu) and password. You will be asked to use 2FA to log-in.
2. To Schedule a meeting select **Meetings** from the left menu and click on  **Schedule a New Meeting**
  - a. Enter a **Meeting Topic** (Title)
  - b. Set **Date, Time,** and **Duration** (duration should be overestimated). Note the option for **Recurrence**, if the event will be held more than once.



When: 05/20/2020 12:00 PM

Duration: 1 hr 0 min

Time Zone: (GMT-4:00) Eastern Time (US and Canada)

Recurring meeting

- c. If you want to require a password, make sure this option is checked. You can leave the default password or customize it.
  - d. Click on **Save** to schedule the meeting and see the invitation.
3. To the right of the **Invite Link** click on  **Copy Invitation** — You can now paste this invitation in an email to your attendees.

## Meeting Options Explanation:

Enable join before host:	Will allow attendees to join the meeting before you. (recommended).
Mute participants upon entry:	Will automatically mute all participants when they first join the meeting. They will have the ability to unmute when needed. (recommended).
Enable waiting room:	Will put every new attendee in a waiting area. You (host) will have to manually authorize them to join the meeting before they can interact with other participants. This will prevent unauthorized people from joining your meeting.
Only authenticated users can join:	Only users who log-in in with a zoom account will be able to join your meeting.
Breakout Room pre-assign:	If you want to pre-assign breakout rooms select this option to create the rooms.
Record the meeting in the cloud:	Will record your meeting as soon as you start it.
Alternative Hosts:	Enter the email address of an alternate host. This person will share hosting privileges with you such as mute/unmute. Will also give you the flexibility to leave the meeting without ending it for everyone.