

How to Schedule a Meeting on Zoom For iPad

VIDEO TUTORIAL

How to Schedule a Meeting on Zoom For iPad

<https://www.youtube.com/watch?v=eanzm9JN5sg>

STEP-BY-STEP

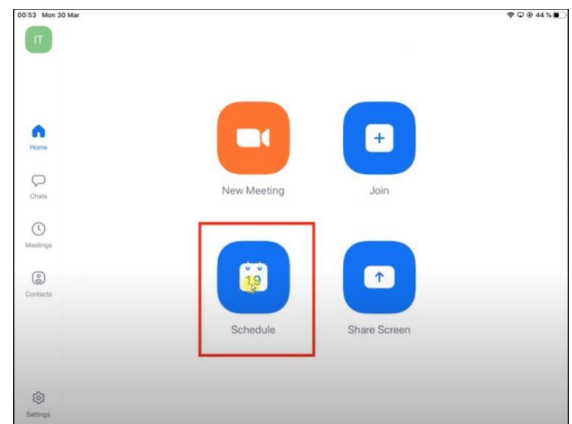
Zoom requirements in order to schedule a meeting:

1. Zoom is installed on your iPad
2. You have your own Zoom account

TO SCHEDULE A MEETING

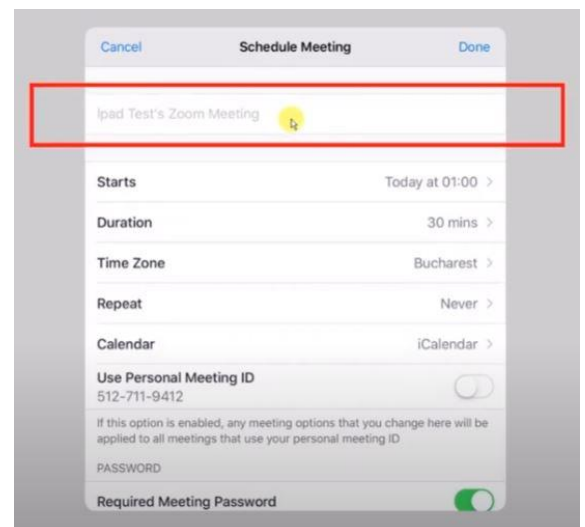
To begin:

- a. Go to zoom.us
- b. Select My Account; open your Zoom account.
You will see the main screen.
- c. Tap the **Schedule** button: The **Schedule Meeting** window opens.



1. Fill in the information:

- a. Type in the title of your meeting.
- b. Set the start time, duration, date and password.
- c. Scroll down to see more options.
- d. Select **Require Meeting Passcode** and **Enable Waiting Room**.
- e. For now, leave the Host Video and Participant Video off. These can be turned on by choice at the time of the meeting.
- f. After selecting the options you want, tap **Done** in the upper right of the window.
- g. The New event window opens.

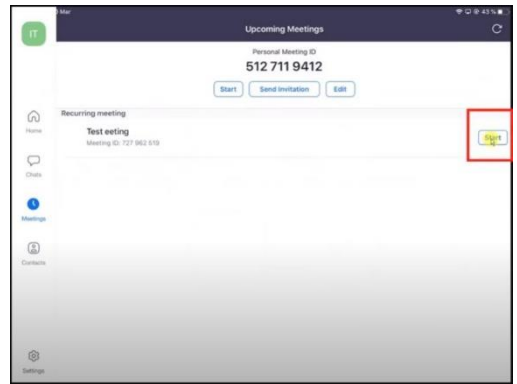


2. In the **New Event** window:

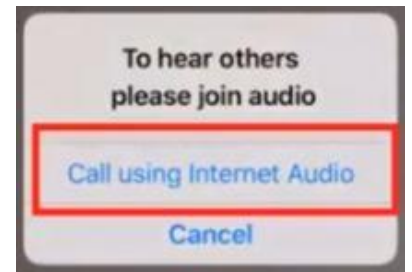
- a. To place this meeting in your calendar, tap **Add** in the upper right of the window.
- b. New meeting window closes.
You are back to the main screen.

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3. To start the scheduled meeting:
 - a. Tap the **Meetings** icon on the left side of main screen.
 - b. The **Upcoming Meetings** window opens.
 - c. Tap the **Start** button on the right side.



4. Respond to the pop-up window, To hear others please join audio:
 - a. Select **Call using Internet Audio**.
5. Invite others to your scheduled meeting:
 - a. Tap the **Participants** button
 - b. Input invitee's email address.
 - c. Select the Invite button.



You have now successfully scheduled a zoom meeting and sent out an invitation.