

## **Scheduling the meeting on Zoom – a tutorial**

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### **1. Create user account on Zoom**

If you do not already have an account, you have to firstly create it at <https://zoom.us/signup>.

### **2. Log in**

Log in directly on the *Zoom* browser interface.

### **3. Schedule the meeting**

In the browser interface, navigate to the tab “Personal” and then choose subtab “Meetings”. Subsequently, click on the button “Schedule a Meeting”.

Make sure that you impute the following data:

Topic: Just enter your first and second name separated by a space.

When: 10/27/2020, 2:45 (Caveat: You are not bound to the drop-down values.), PM

Duration: 1 hr 0 min (default - we only need “free” 40 minutes anyways)

Time zone: (GMT +2:00, CEST) Vienna

Let the *Meeting ID* be automatically generated such that your personal *Meeting ID* is not made public.

Use the **password** which is submitted to you by the organizers via email - to prevent third parties from attending your presentation.

Disable the waiting room such that you do not have to concentrate on admitting attendees.

### **4. Hit “Save”**

The meeting is now scheduled. This however does not mean that it automatically starts on the set starting time.

### **5. Transitioning to the software interface**

From now on, we utilize the *Zoom* software interface. For this, one has to download the **Zoom client** suitable for your operating system at <https://zoom.us/download> and install it.

### **6. Log in at the Zoom client**

Using the same credentials as for the *Zoom* browser interface, log into your *Zoom client* software after starting it up.

### **7. Starting the scheduled meetings with your Zoom client**

After opening the client, a small window will appear with four big buttons “New

meeting”, “Join”, “Schedule” and “Share screen”. Click on “Meetings” at the bottom. Among the “Upcoming” meetings you should see your scheduled meeting. Please verify this after your original set up enough days ahead of the meeting.

## **8. Starting your meeting on presentation day**

Open the *Zoom client* and head to your “Meetings” and then “Upcoming” meetings. (Alternatively, you should also immediately see the scheduled meeting on top of your window when you open the client.) The meeting will not automatically start at 10/27/2020, 2:45pm. Therefore, we ask you to hit “Start” exactly at 2.45pm. From this point, non-presenting attendees may enter and exit your meeting room at any time (for the next 40 minutes) until 3.25pm.

You may ask what the purpose of scheduling a meeting is then anyways: It allows us to have a *Meeting ID* ahead of the actual meeting which is different to your personal *Meeting ID* (therefore we can share it on the website) and furthermore it allows you to have all the settings (e.g., password) imputed in the meeting settings ahead of time.