
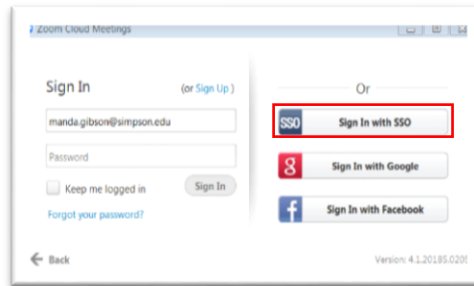
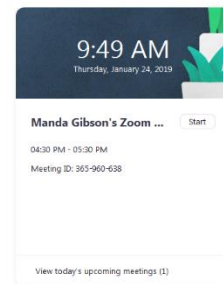
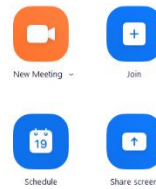
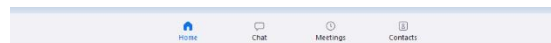


How to Host a Meeting by Scheduling it Ahead of Time Using the Zoom App

1. Login to your Zoom app using the Zoom icon on your desktop . Sign in using the Sign in with SSO option. (This login will match your Simpson username and password.)



2. From the **Home** screen, choose **Schedule**.



3. Follow the instructions below to set your options.

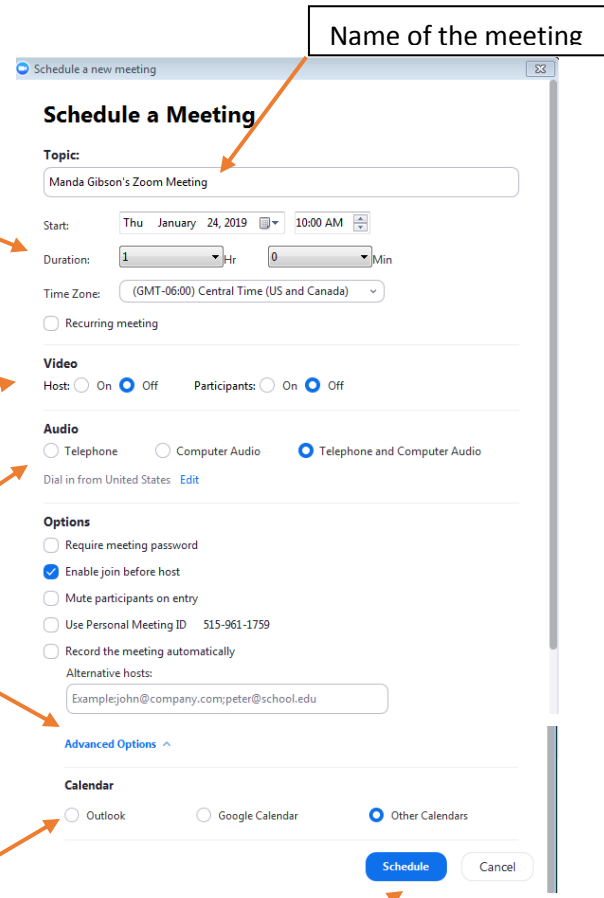
Date and start time. Please note FREE Zoom accounts will only run up to 40 minutes long if there are more than 2 devices used.

Leave both of these options off so each participant can turn on their camera when they are ready.

The Audio option should be "Both" in case someone needs to call in because their device does not have video.

You will want to click on the 'Advanced Options' in this section to open the block. Then click on **Enable join before host**. This way your participants will not have to wait until you login.

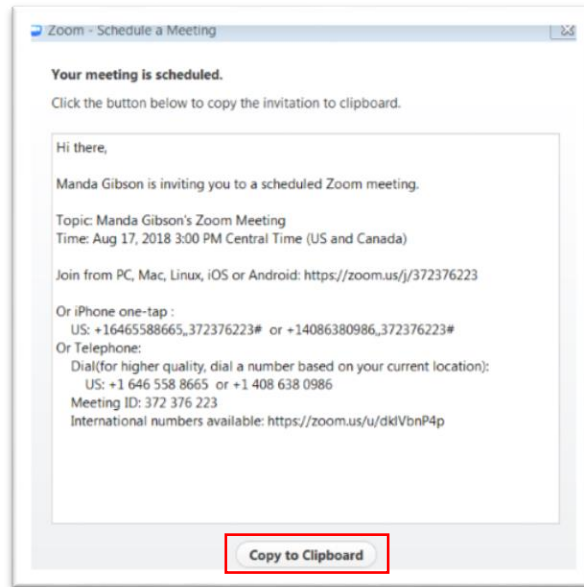
Choose **Other Calendars** in this section so that you have the text containing the link to copy and share with all participants.



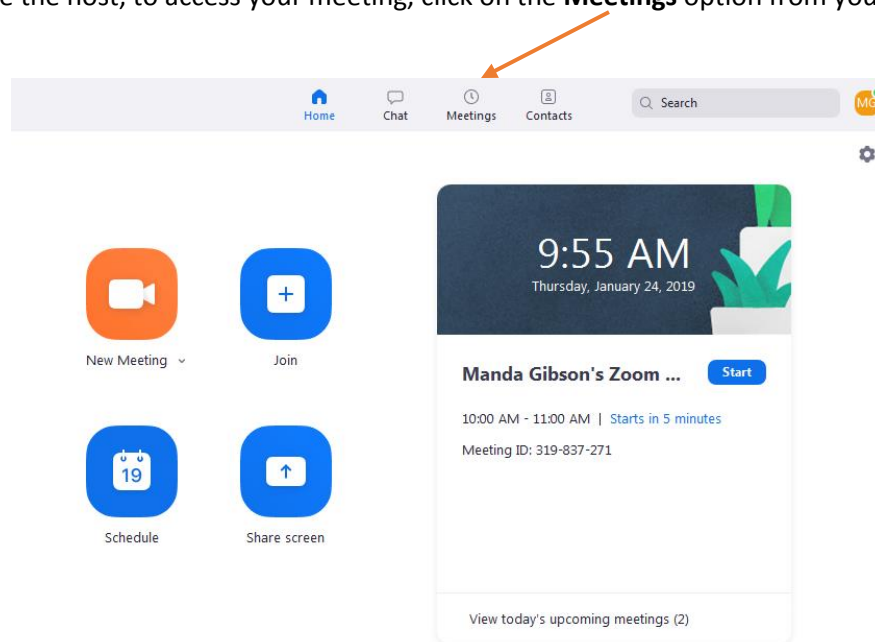
Click **Schedule** when done.

How to Host a Meeting by Scheduling it Ahead of Time Using the Zoom App

- Once you click **Schedule**, the box below will appear with all the information need to access your Zoom meeting. Click **Copy to Clipboard** at the bottom and paste the invite into the email to the invitees.



- If you are the host, to access your meeting, click on the **Meetings** option from your Zoom app.



How to Host a Meeting by Scheduling it Ahead of Time Using the Zoom App

- Click on the meeting you want to start *at the left*, and you will then see the option to **Start** the meeting, **Copy the Invitation**, **Edit**, or **Delete** the meeting on the right.

