

PLANNING YOUR ZOOM MEETING

Step 1: Schedule in Zoom

Schedule Meeting

Topic
PK Mon P1 Computers **1**

Start: Fri April 17, 2020 **2** 17:00 **3**

Duration: 1 hour **4** 0 minute

Recurring meeting Time Zone: London

Meeting ID **5**
 Generate Automatically Personal Meeting ID 673-271-5756

Password **6**
 Require meeting password 0whm8x

Video **7a** **7b**
Host: On Off Participants: On Off

Audio **8**
 Telephone Computer Audio Telephone and Computer Audio

Calendar
 Outlook **9** Google Calendar Other Calendars

Advanced Options
 Enable Waiting Room **10**
 Enable join before host
 Mute participants on entry **11**
 Automatically record meeting on the local computer **12**

13 ↓

Schedule **Cancel**

Step 2: Invite in Outlook

Use the class group e-mail or get the Teams e-mail address by going to your class Team > General > click on the three dots > Get e-mail address > Copy > Paste into Outlook where it shows "Enter class group e-mail here" in below screenshot

PK 1st Year Computers - Meeting

Enter class group e-mail here ←

To: [Redacted]

Subject: PK 1st Year Computers

Location: <https://us04web.zoom.us/j/77325374222?pwd=V01Fdy9WTGNpNDZUb01kZnczbnNUT09>

Start time: Mon 27/04/2020 06:40 All day event

End time: Mon 27/04/2020 09:40

Paul Kelly is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us04web.zoom.us/j/77325374222?pwd=V01Fdy9WTGNpNDZUb01kZnczbnNUT09>

Meeting ID: 773 2537 4222

Password: 3vVhC

Step 3: Start your meeting in Zoom (NOT Teams plugin)

Zoom

Home Chat **Meetings** 1 Contacts

Upcoming Recorded

673-271-5756
My Personal Meeting ID (PMI)

Paul Kelly's Zoom Meeting 2

16:00 - 17:00 | NOW

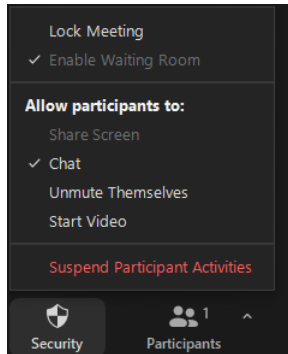
Meeting ID: 744-9097-3236

Start Copy Invitation Edit Delete

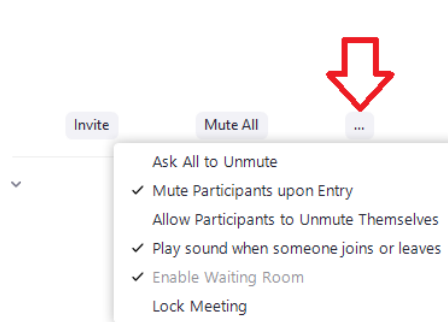
3

RUNNING YOUR ZOOM MEETING

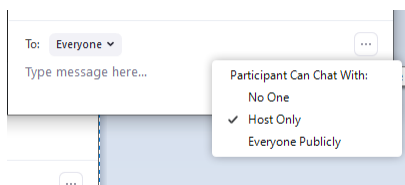
Step 4: Check your security button settings are correct



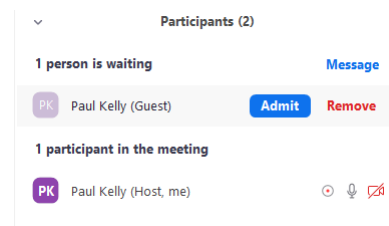
Step 5: Check your participant button settings are correct



Step 6: Check your Chat button settings are correct



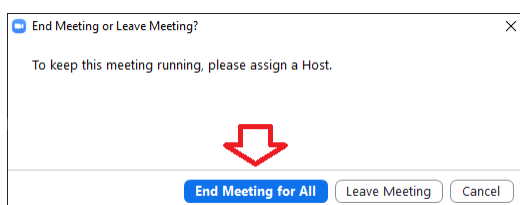
Step 7: Admit participants from your waiting room one by one*



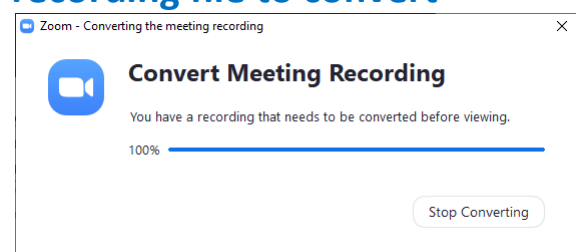
****DO NOT use Admit all!***

ENDING YOUR ZOOM MEETING

Step 8: End Meeting for all



Step 9: Wait for your recording file to convert*



****Click "Stop converting" if you don't need it***

Step 10: Upload recording file to Microsoft Stream!

<https://web.microsoftstream.com>