

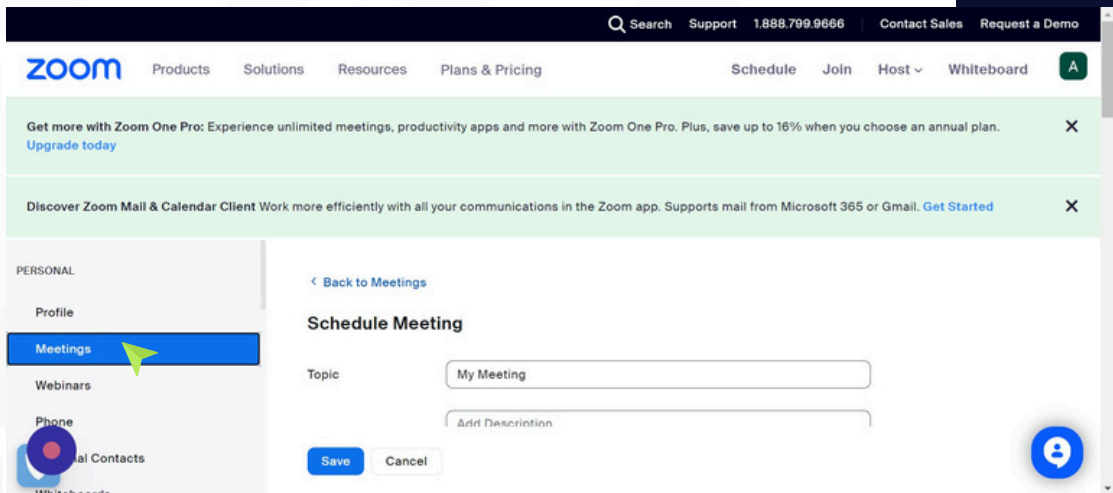


HOW TO SCHEDULE A
ZOOM MEETING
AND SEND INVITATIONS

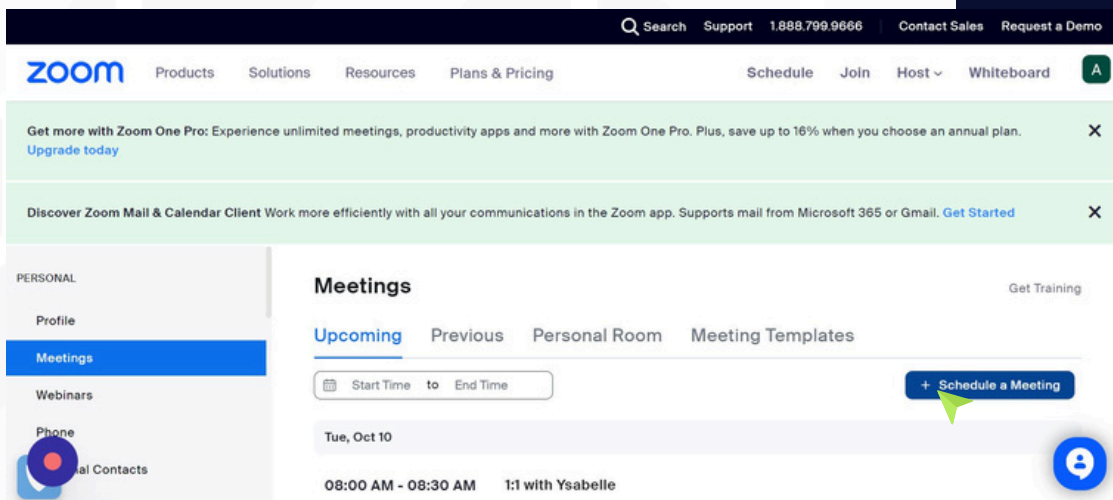


1Navigate to <https://zoom.us/meeting/schedule>**2**

Click "Meetings"

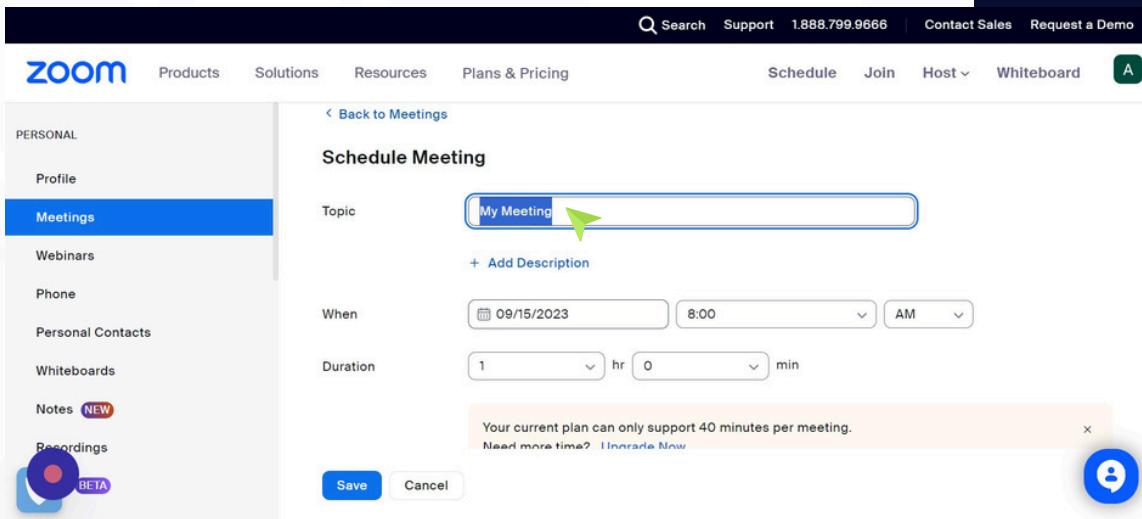
**3**

Click "Schedule a Meeting"

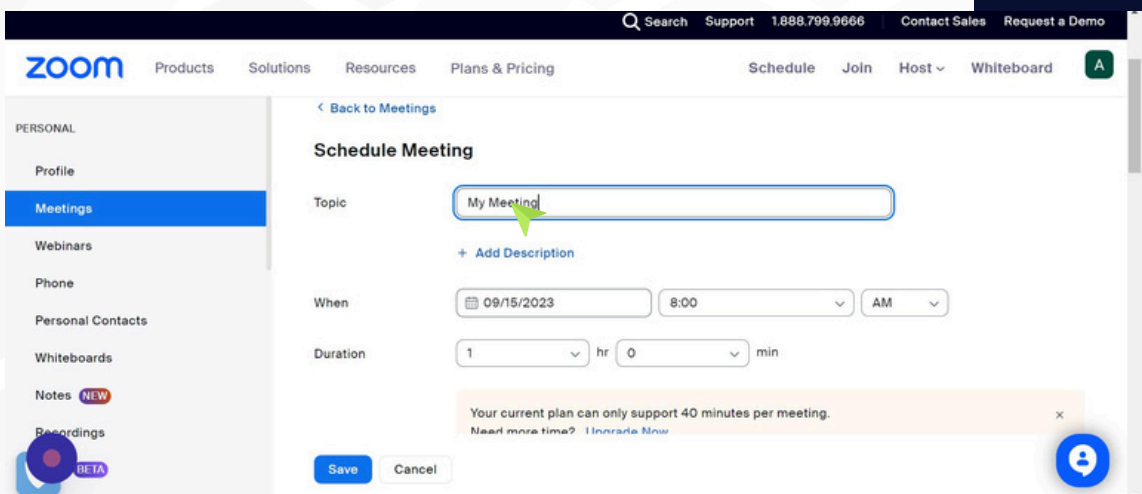


4

Click the "Topic" field.

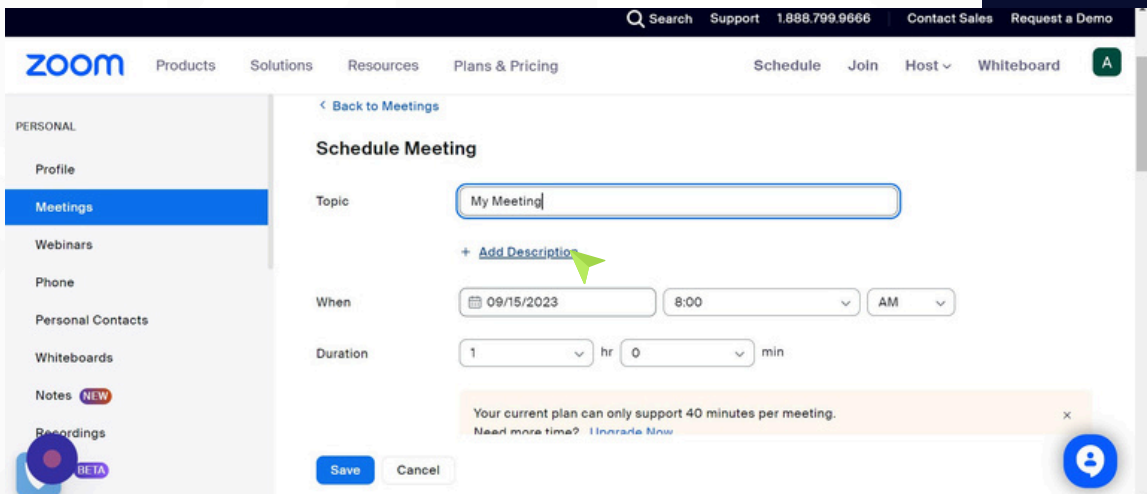
**5**

Click the "Topic" field.

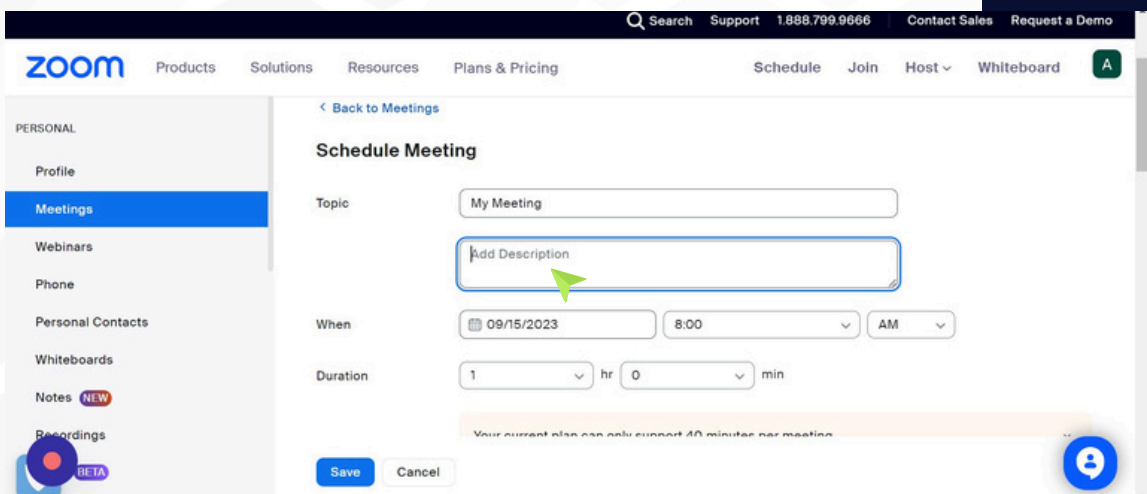


6

Click "Add Description"

**7**

Click the "agenda" field.

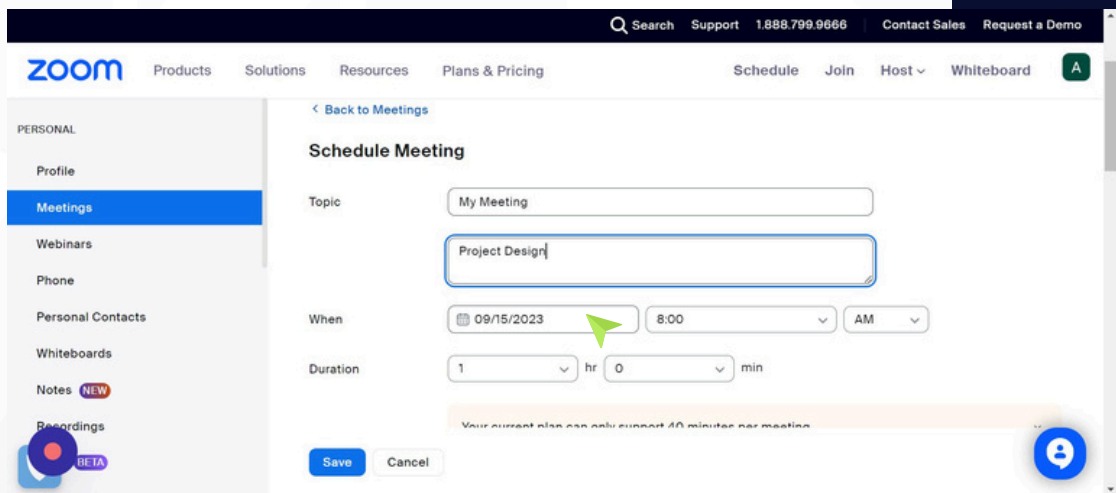


8

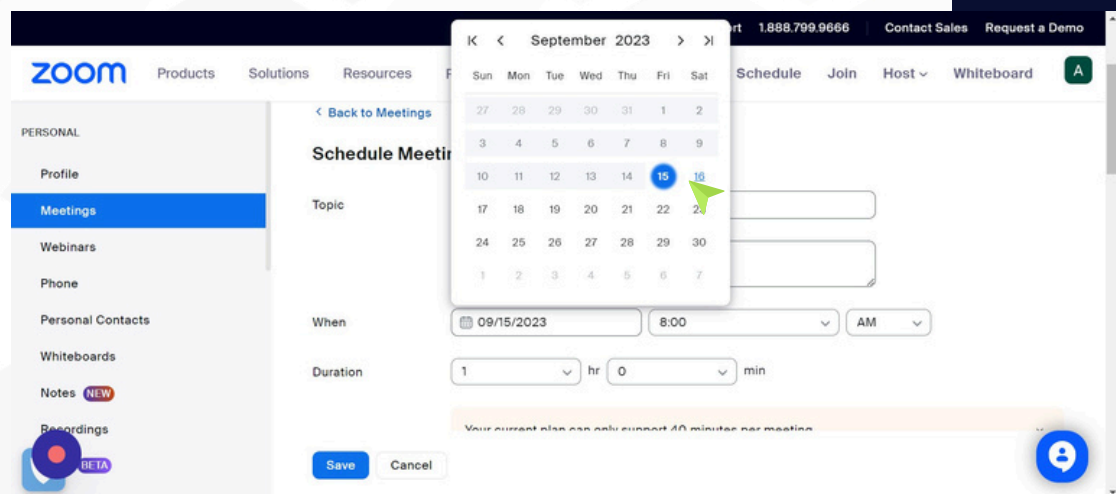
Type "[The agenda or details of the meeting]"

9

Click the "When" field.

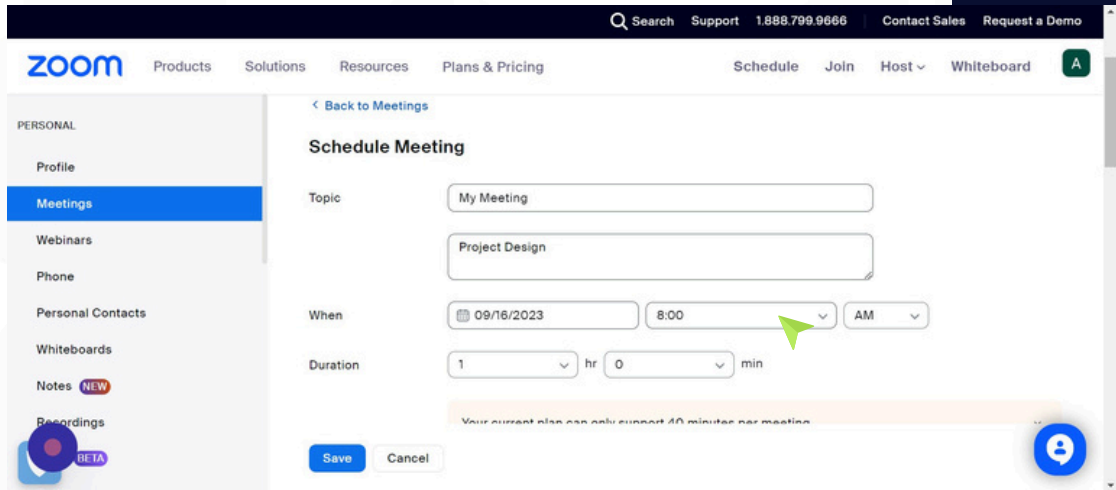
**10**

Click "[date]"

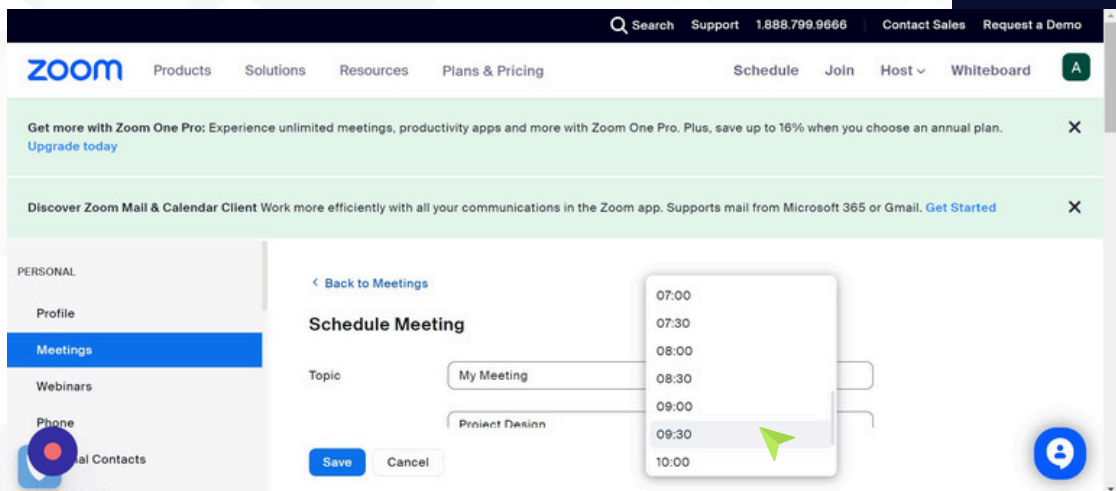


11

Click here. (to choose the time)

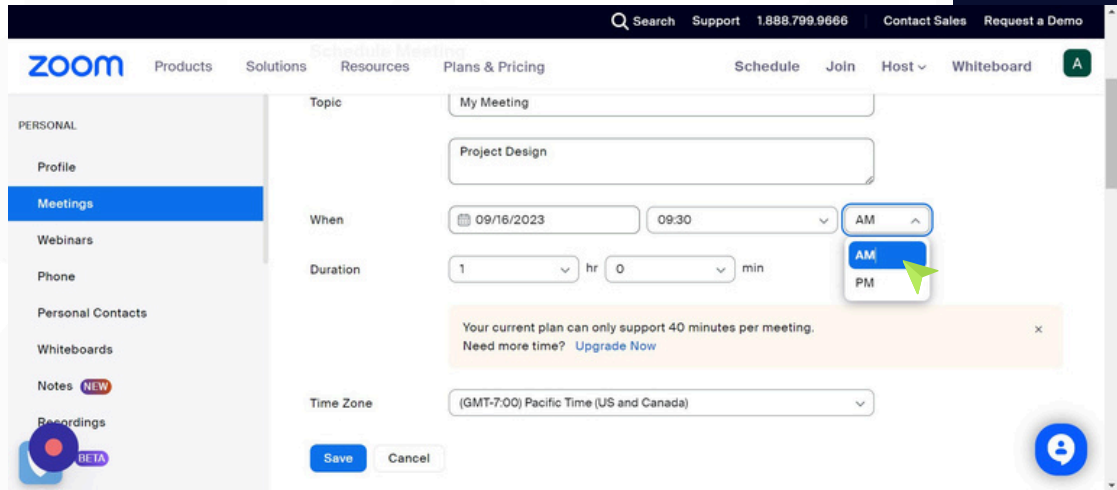
**12**

Click "[your desired time]"

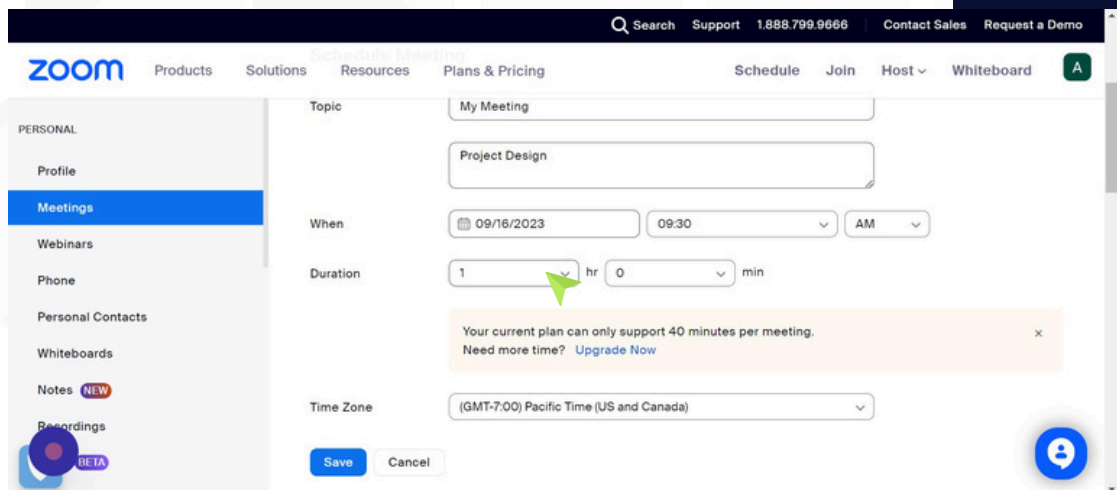


13

Click here.

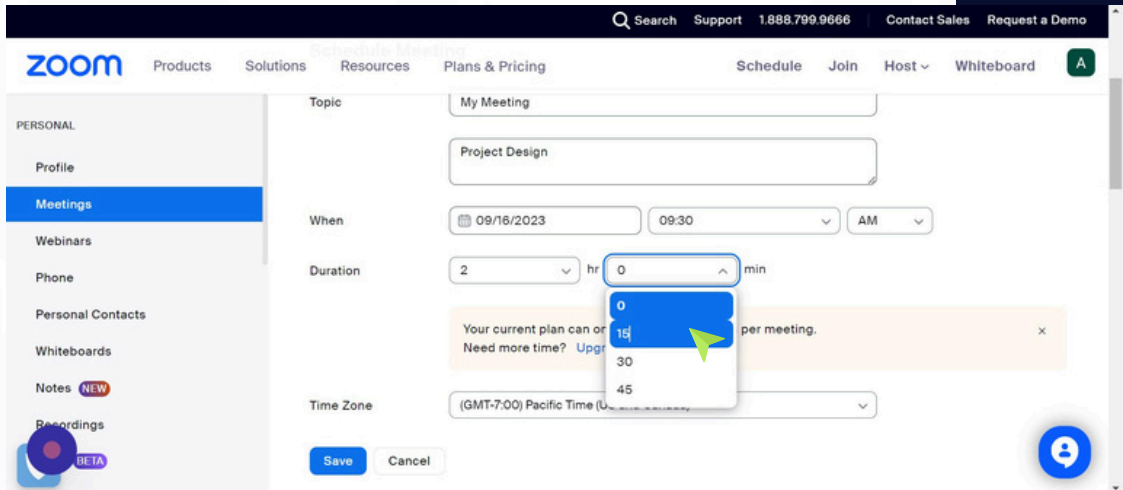
**14**

Click here. To choose the duration of the meeting.

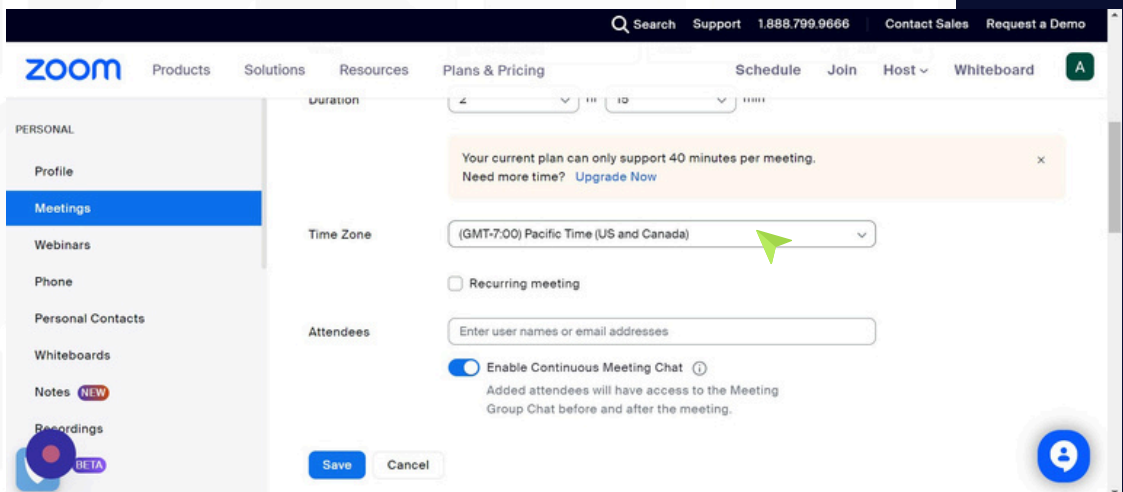


15

Example: 2 hours and 15 minutes

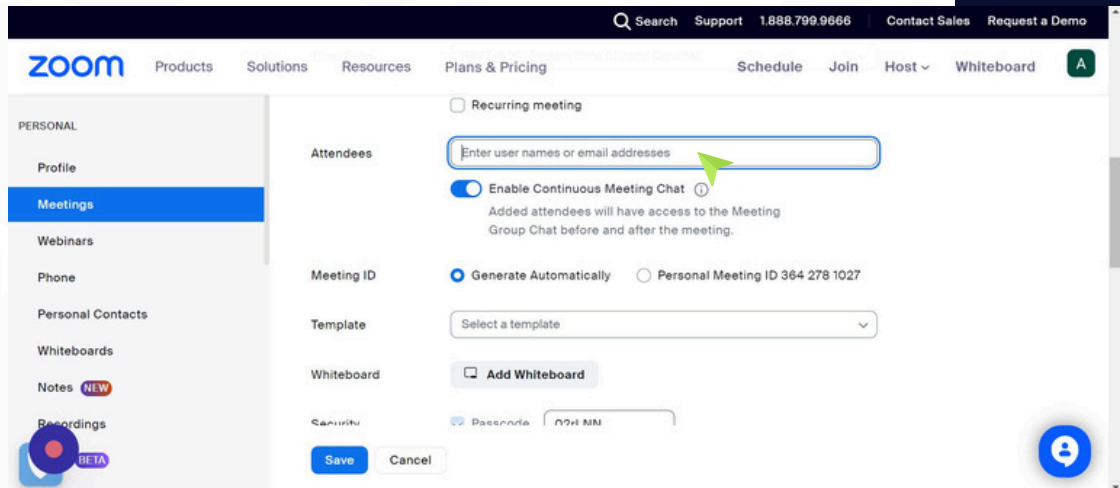
**16**

Click here.



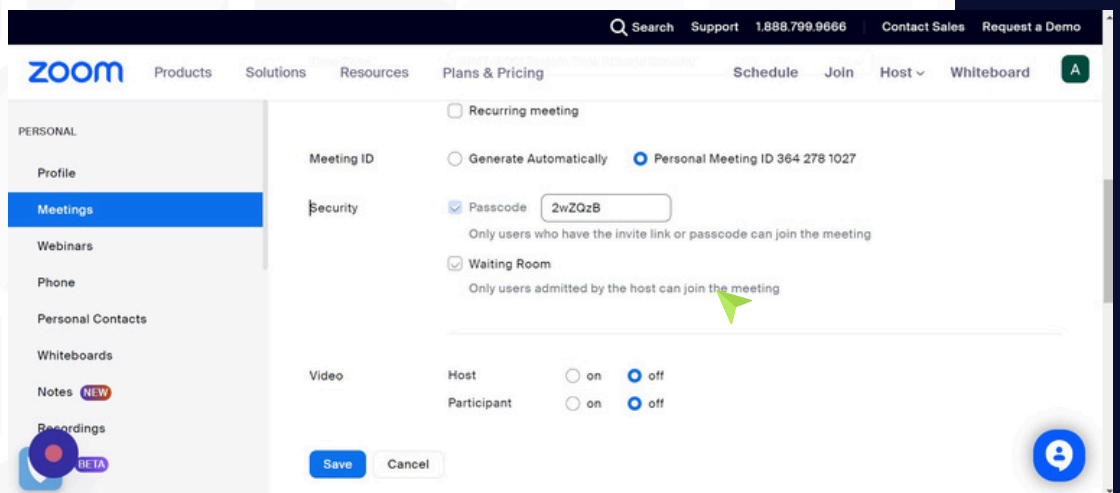
17

Click the "Enter user names or email addresses" field.



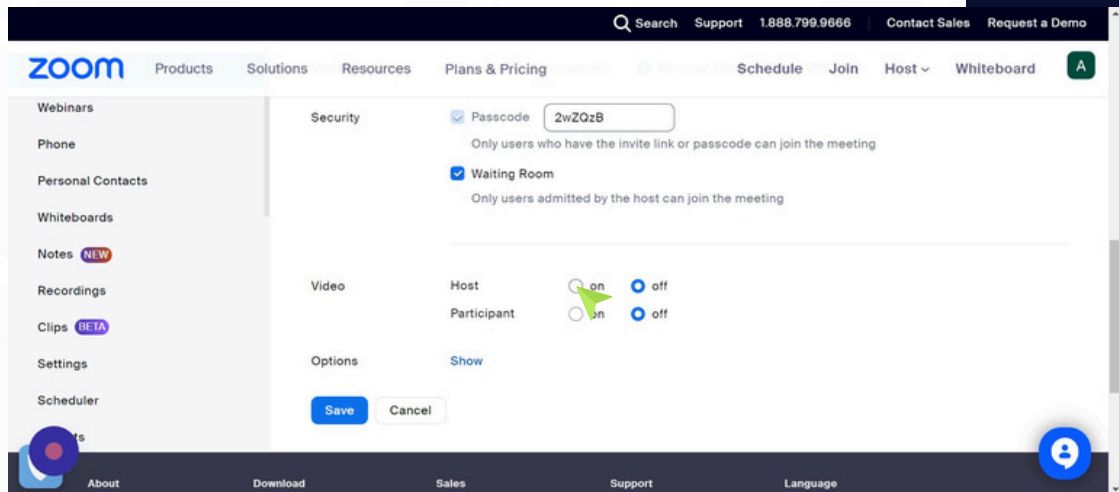
18

Click here if you want to customize your meeting link, or not.

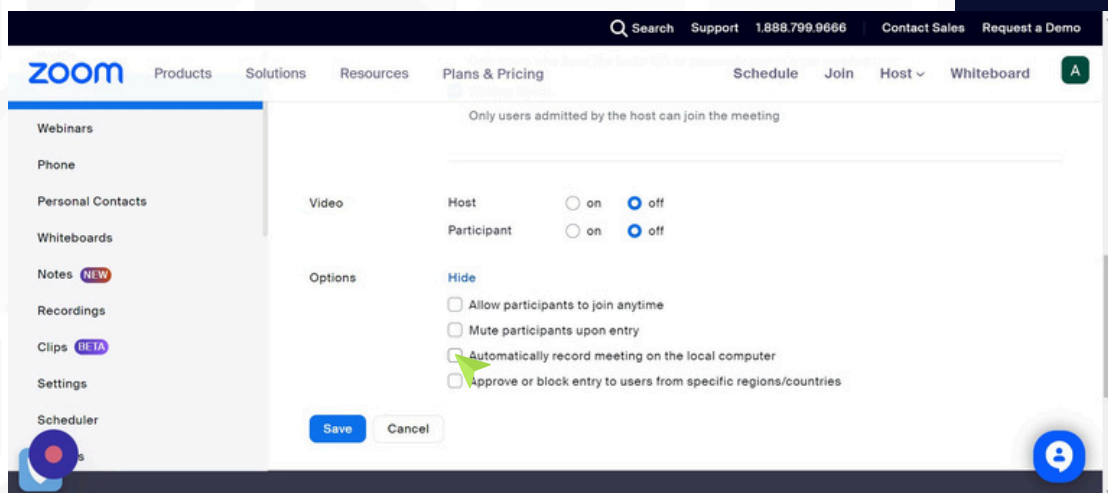


19

Click here to choose if you want the camera/videos to be turned on as soon as they join the meeting.

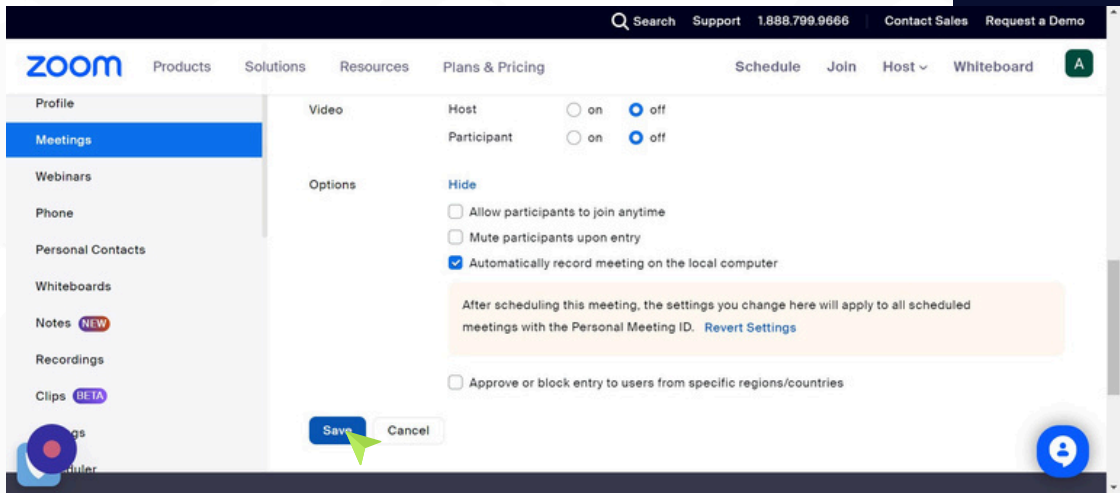
**20**

Click Options for permissions.

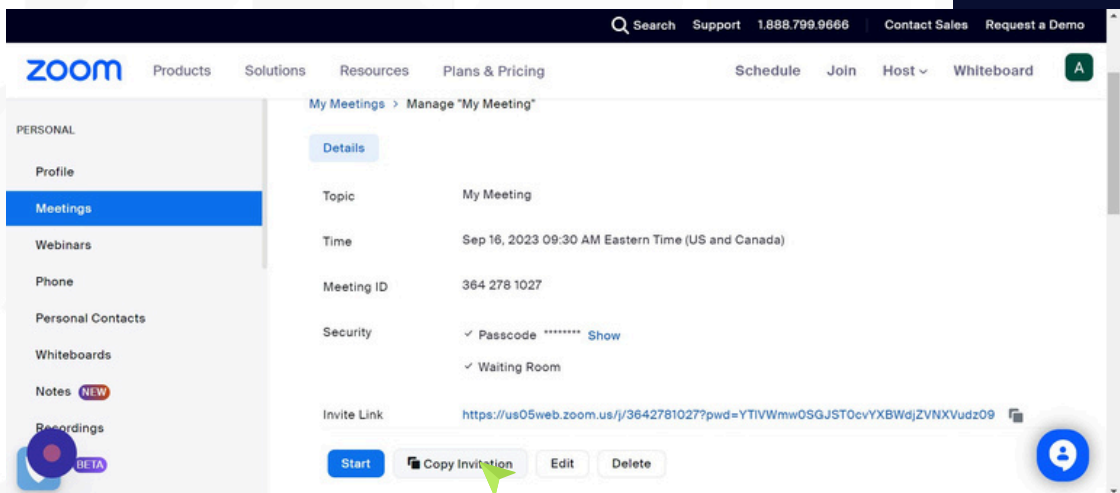


21

Click "Save"

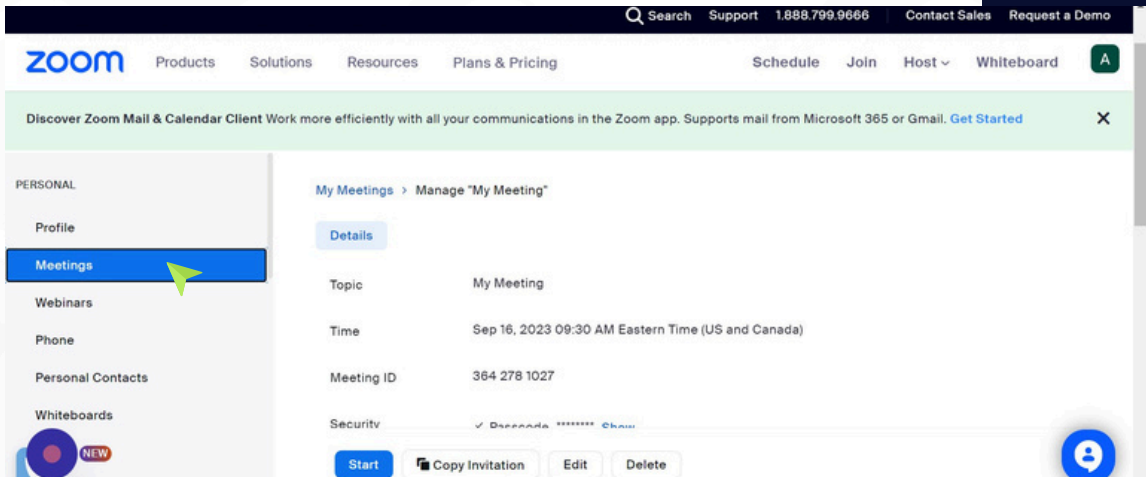
**22**

Click "Copy Invitation". [Optional]

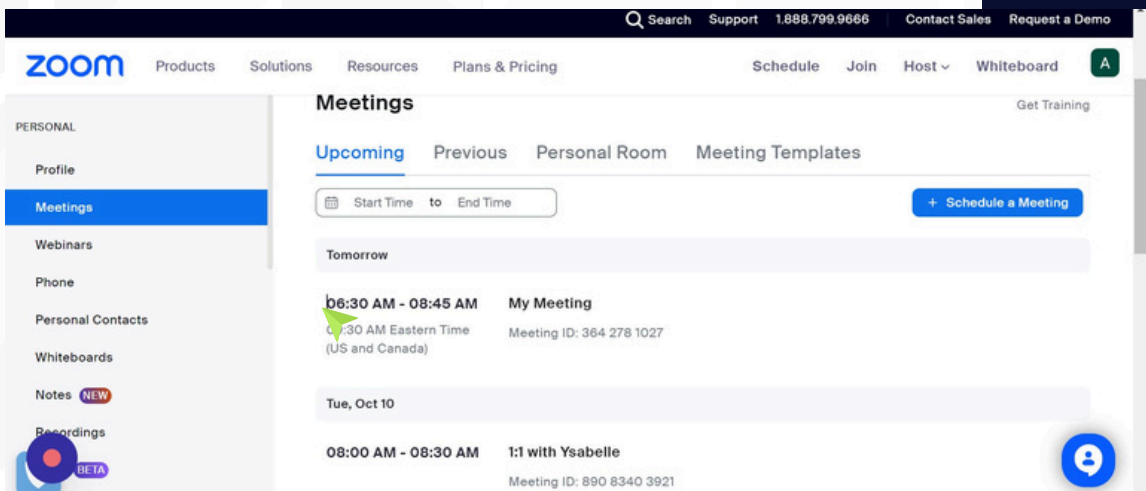


23

Click "Meetings"

**24**

Done



**SCAN
CALENDAR**



BOOK A STRATEGY CALL

Jeff J Hunter

*Founder VA Staffer
Pre-Trained, Pre-Vetted Executive
Assistants*

