

## Zoom Meeting: Creating / joining a meeting

### Joining a meeting

- Join a meeting using one of these methods.
  - Click join a meeting if you would like to join without signing in. (Figure 1)
  - Create/sign in to Zoom and click join. (Figure 2)
- Enter The meeting ID and password, this should be provided by meeting organizer. (Figure 3)
  - If you're signed in, change your name if you don't want your default name to appear.
  - If you're not signed in, enter a display name.

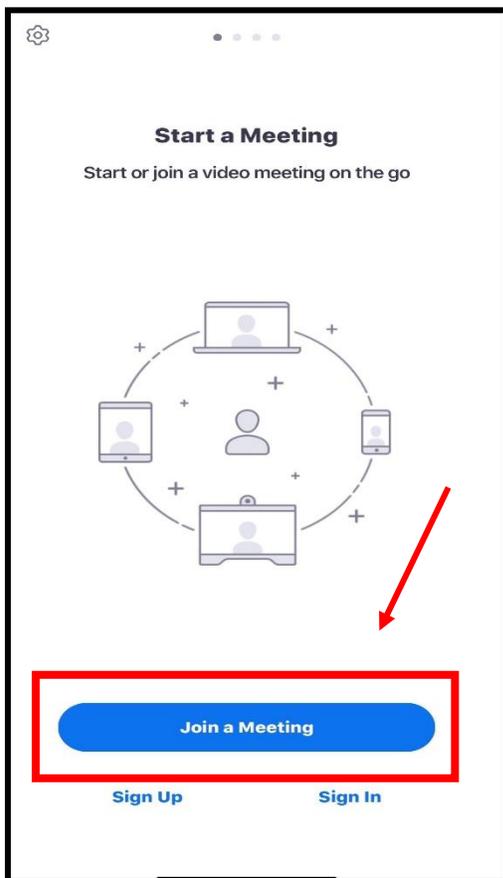


Figure 1

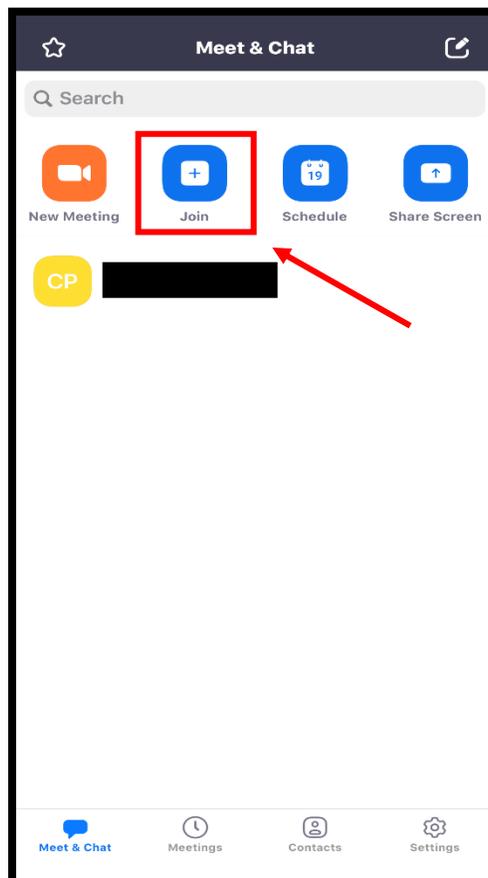


Figure 2

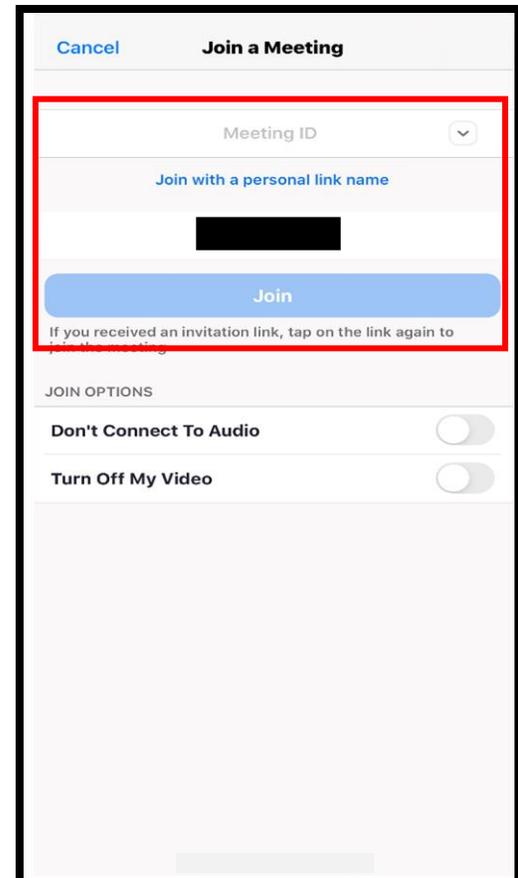


Figure 3

## Creating/ starting a meeting

- Start a meeting using one of these methods.
  - Click new meeting. (Figure 4)
    - Provide meeting ID and password to attendee and click start a meeting. (Figure 5)
    - Meeting ID or PMI (personal meeting ID) and password can be found prior to starting the meeting or once in the meeting simply use the Zoom drop down. (Figure 5)
  - Click Schedule a meeting (Figure 4)
    - Set a meeting title, start date, and time. Be sure to enable Personal meeting ID. (Figure 6)
    - Select done and provide meeting ID/password and the meeting date/time.

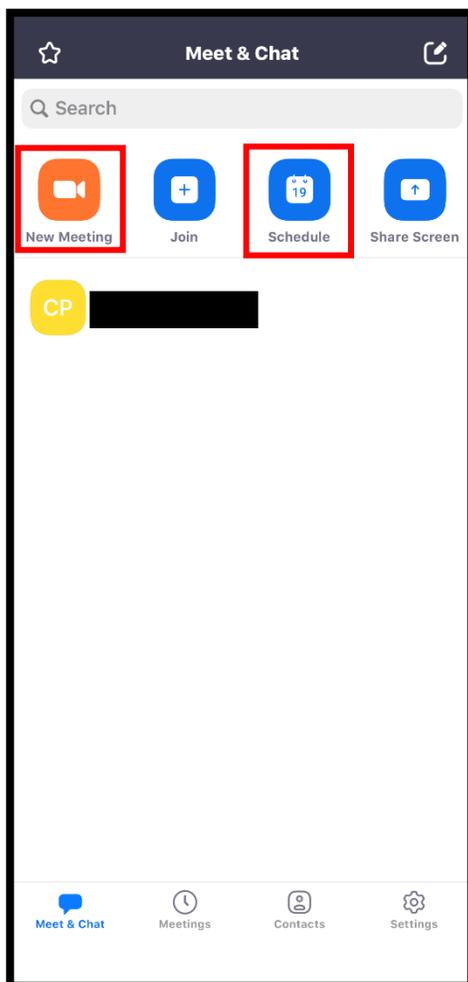


Figure 4

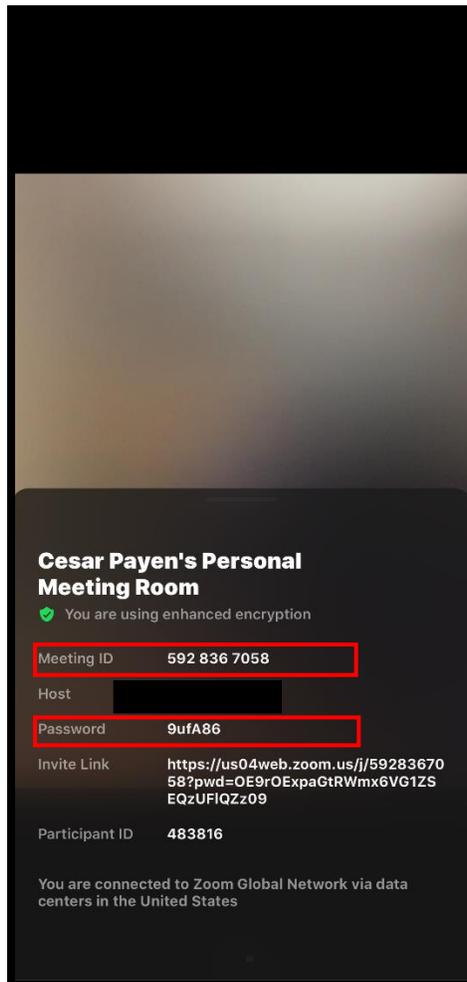


Figure 5

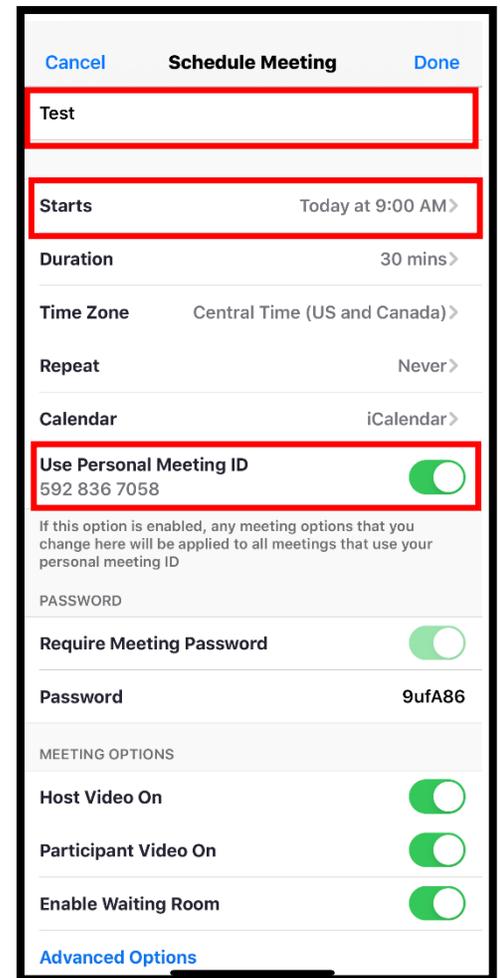


Figure 6