

# Once you create your account, Sign in



SOLUTIONS ▾ PLANS & PRICING CONTACT SALES

JOIN A MEETING

HOST A MEETING ▾

SIGN IN

SIGN UP, IT'S FREE

Enter your email and password:

## Sign In

Email address

j.s.hillo@att.net

Password

.....

Sign In

Forgot password?

Stay signed in

Click on the meetings tab then click on schedule a new meeting



SOLUTIONS ▾ PLANS & PRICING CONTACT SALES

SCHEDULE A MEETING

JOIN A MEETING

HOST A MEETING ▾



SIGN OUT

PERSONAL

Profile

Meetings

Webinars

Recordings

Settings

Upcoming Meetings

Previous Meetings

Personal Meeting Room

Meeting Templates

Get Training

Schedule a New Meeting

Start Time ▾

Topic ▾

Meeting ID

The user does not have any upcoming meetings.  
To schedule a new meeting click Schedule a Meeting.

Fill in the highlighted data (note if the check reoccurring if applicable-students will use the same invitation to join each class).

Topic

DU Receptionist get-together

Description (Optional)

Just to say Hi and catch up!

When

04/28/2020



7:30

PM

Duration

1

hr

0

min

Time Zone

(GMT-4:00) Eastern Time (US and Canada)



Recurring meeting

Every week on Tue, until Jun 7, 2020, 6 occurrence(s)

**Meeting Password**  Require meeting password DUoffice

---

**Video**

Host  on  off

Participant  on  off

---

**Audio**

Telephone  Computer Audio  Both

---

**Meeting Options**

Enable join before host

Mute participants upon entry 🔒

Enable waiting room

Record the meeting automatically on the local computer

Once you're ready to start the meeting, click on my meetings and choose the class you want to start.

zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING ▾ SIGN OUT

PERSONAL

- Profile
- Meetings**
- Webinars
- Recordings
- Settings

Upcoming Meetings Previous Meetings Personal Meeting Room Meeting Templates 📺 Get Training

[Schedule a New Meeting](#)

Start Time ▾	Topic ▾	Meeting ID	
Today 08:30 PM	My Meeting	645-613-751	<a href="#">Start</a> <a href="#">Delete</a>

### Notes:

Reminder to keep all students muted so they can see you and you don't lose control of the screen (anyone that's not muted will take over the screen when they speak).

They can use the chat feature (at the bottom of the screen to ask questions).

As the host you can give control to another teacher in the meeting by clicking in their name choose more and make them the host they will have to do the same to give control back to you.

In your email let parents know to save the email because the link you send will be the same for each time that class repeats virtually.