How to schedule a Zoom meeting: desktop app

1. Open the Zoom app.
2. Log in to your Zoom account.
3. Click Schedule.
How to schedule a Zoom meeting: desktop app (cont.)

4. Enter the meeting information.
   a. Topic;
   b. Date and Time;
   c. Click if the meeting will be a recurring event (you can choose how often you want the meeting to repeat);
   d. Choose the Time Zone;
   e. Meeting ID can be generated automatically by Zoom, or you can use your Personal Meeting ID number;
   f. To secure your meeting, you can set up a Password;
   g. You can select who can show their video during the meeting;
   h. You can create a reminder in your calendar by selecting the options;
   i. You can select meeting options: enable waiting room; enable join the meeting before host; mute control; record meeting.

5. Click **Schedule** at the bottom of the screen.