

## STEP-BY-STEP GUIDE – SCHEDULING MEETINGS IN ZOOM

Dear Teachers

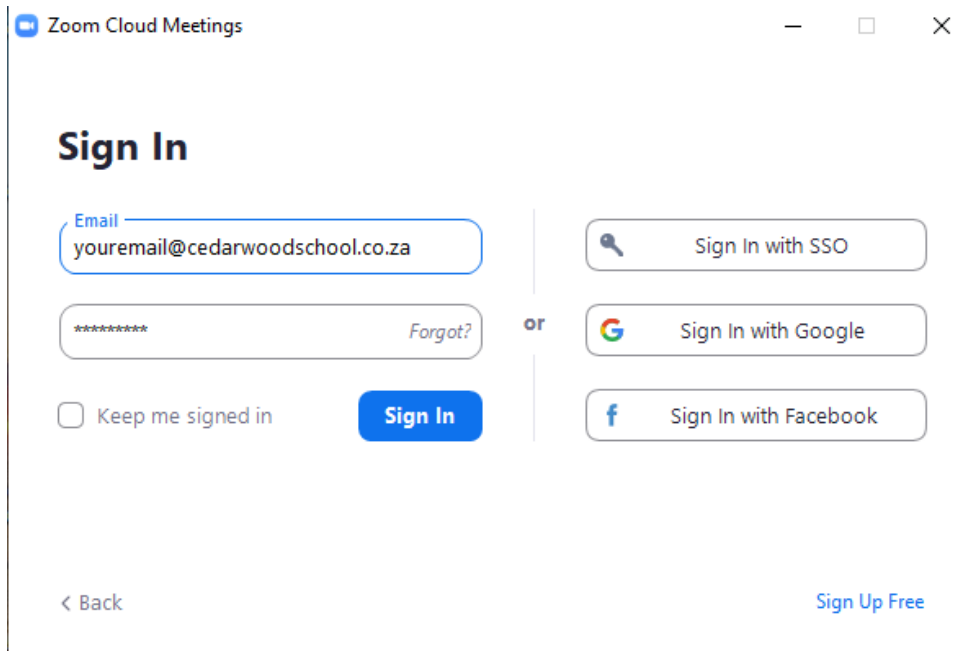
Please follow the steps below to schedule your classes as per your weekly timetables. If you are uncertain please feel free to pop us a message and we will try be as helpful as possible.

Once a meeting is scheduled, it will create and outlook invite – this invite needs to be emailed to the class/group (of which I will supply the group email addresses) but also capture the link on the google sheet for us to so send to parents once all meetings have been scheduled.

Please follow the steps below: (and please shout if you get stuck)

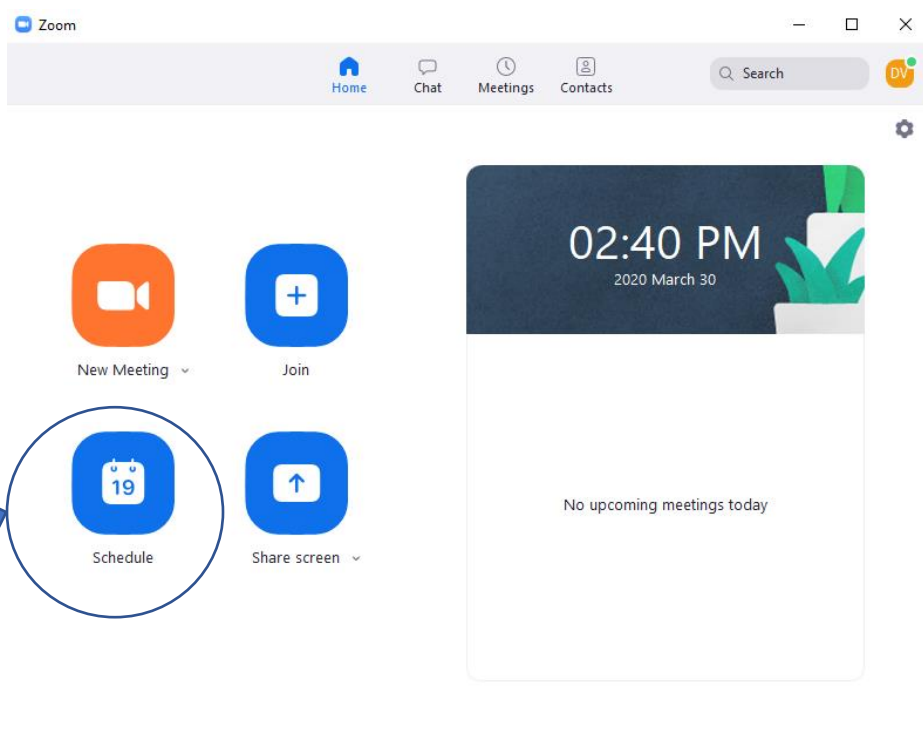
### **Step 1:**

**Open the application Zoom and sign in with your created details**



### **Step 2:**

**It will open the default homepage of zoom. Please click on schedule as per below**



### Step 3:

Once you have clicked on schedule, it will bring up a pop-up screen. I will break this step down in sections for your convenience.

#### 3.1

Schedule meeting

### Schedule Meeting

Topic

Gr7DC - English Home Language

Start:

Tue April 14, 2020

09:00 AM

Duration:

0 hour

45 minutes

Recurring meeting

Time Zone: Harare, Pretoria

Your Zoom Basic plan has a 40-minute time limit on meetings with 3 or more participants.

[Upgrade now](#) to enjoy unlimited group meetings.

Do not show this message again

Please rename to your lesson/class

Eg: Asdan Foodwise or Gr11Key1 Maths etc

Please select a date and time as per your timetable (keep in mind we only have 40mins)

Please select the 45min slot.

#### Important:

Please DO NOT TICK recurring meeting.

Because we only have 40 minutes available on the free version, you will get this message. Please tick 'do not show this message again and continue'

#### 3.2

Schedule meeting

Start: Tue April 14, 2020

09:00 AM

Duration:

0 hour

45 minutes

Recurring meeting

Time Zone: Harare, Pretoria

Your Zoom Basic plan has a 40-minute time limit on meetings with 3 or more participants.

[Upgrade now](#) to enjoy unlimited group meetings.

Do not show this message again

Meeting ID: Select generate automatically

Meeting ID

Generate Automatically

Personal Meeting ID 498-297-6006

Password

Require meeting password

Video: Please select the video setting:

for host (on) and for participants (on)

Video

Host:  On  Off

Participants:  On  Off

Audio: Please select telephone and computer audio

Audio

Telephone

Computer Audio

Telephone and Computer Audio

[Edit](#)

Calendar

Outlook

Google Calendar

Other Calendars

Calendar: Please select outlook

Advanced Options

Enable waiting room

Enable join before host

Tick only these 2

Schedule

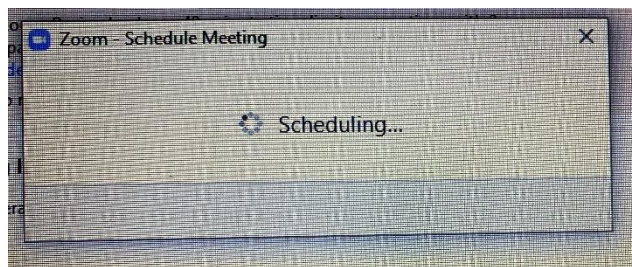
Cancel

Final step here, please **click on schedule**. This will bring up another pop up...please see below.

#### Important:

Please DO NOT tick the meeting password, leave it blank

**Once you have clicked on the schedule button you will see this:**

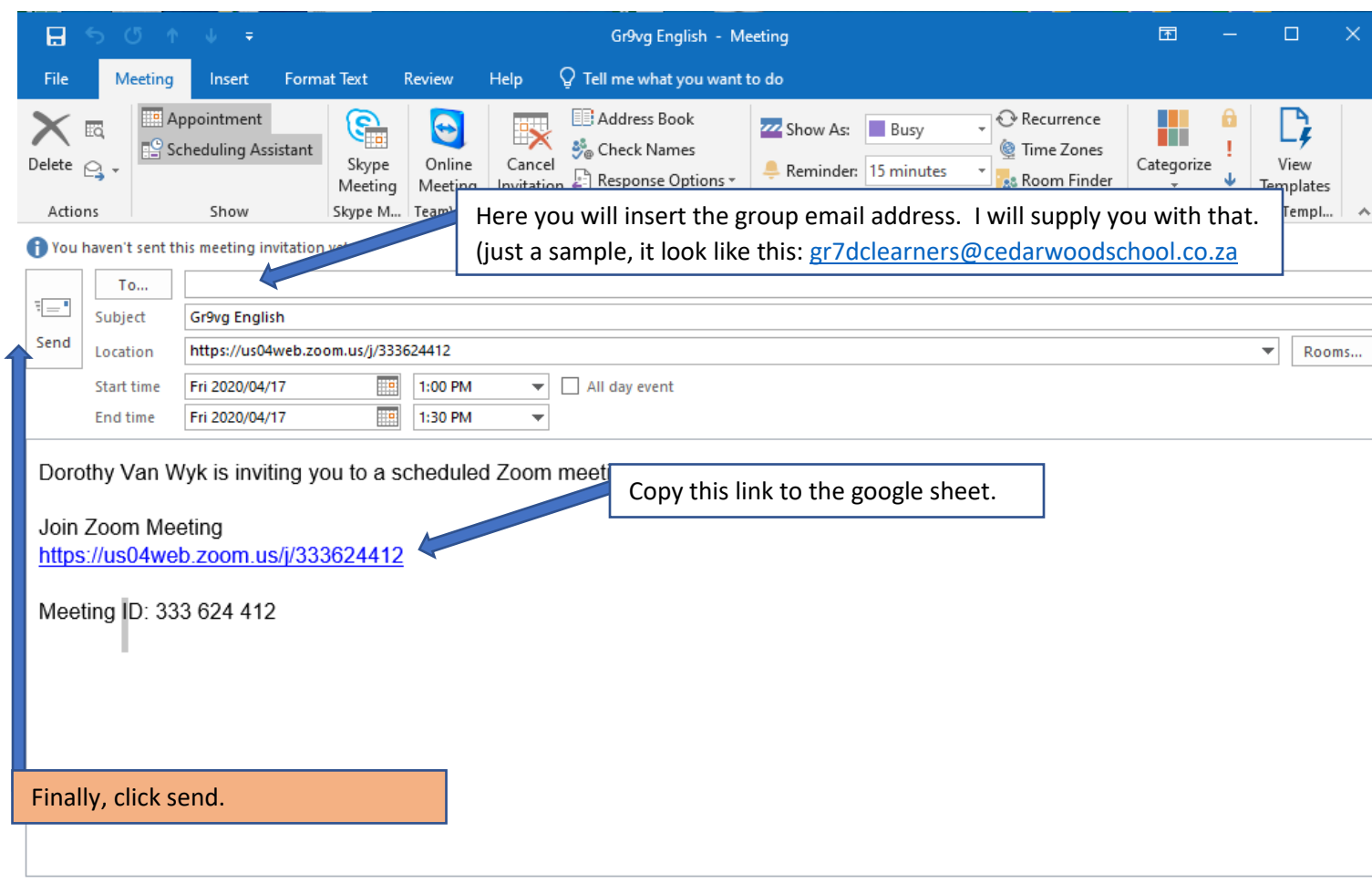


**NOW WE WILL MOVE TO THE NEXT SECTION – THIS TAKES PLACE IN OUTLOOK/EMAIL**

**Step 4: It will then open the screen below in your outlook/email.**

**This is the calendar invite you will email to the class. Please follow the steps below:**

#### **4.1**



The screenshot shows the Outlook 'Meeting' form for 'Gr9vg English'. The 'To...' field is empty, with an annotation: 'Here you will insert the group email address. I will supply you with that. (just a sample, it look like this: [gr7dclearners@cedarwoodschool.co.za](mailto:gr7dclearners@cedarwoodschool.co.za))'. The 'Subject' is 'Gr9vg English', 'Location' is 'https://us04web.zoom.us/j/333624412', 'Start time' is 'Fri 2020/04/17 1:00 PM', and 'End time' is 'Fri 2020/04/17 1:30 PM'. The meeting description includes: 'Dorothy Van Wyk is inviting you to a scheduled Zoom meet', 'Join Zoom Meeting', the same Zoom link, and 'Meeting ID: 333 624 412'. An annotation points to the link: 'Copy this link to the google sheet.' A 'Send' button is on the left, with an annotation: 'Finally, click send.'

You have now successfully created your class for the specific date and time.

**Please follow this process for each period you teach.**

**Also please have a few trial runs among each other.**

Please capture the meeting links to the google sheet: [Zoom Class/Lesson Links](#)