

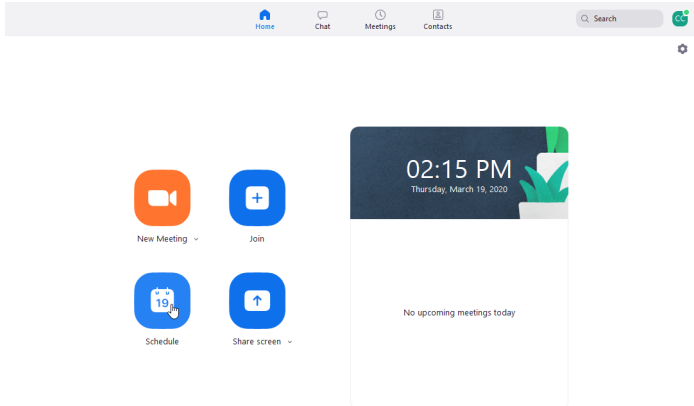
How to host a Zoom Meeting

Notice

NHTI Faculty and Staff are able to request a Zoom Pro account by contacting the NHTI Helpdesk. This guide is written assuming you are using a Zoom Pro Account.


Step 1:

On the main menu of Zoom click the button that says "Schedule"



Step 2:

A "Schedule Dialog" will then appear with a some options. Select the options that fit your needs and hit "Schedule".

 We recommend putting a password on your meetings so unauthorized people cannot join easily

Schedule Meeting

Topic
Example Meeting

Start: Thu March 19, 2020 03:00 PM

Duration: 1 hour 0 minutes

Recurring meeting Time Zone: Eastern Time (US and Canada)

Meeting ID
 Generate Automatically Personal Meeting ID (999 999 999)

Password
 Require meeting password

Video
Host: On Off Participant: On Off

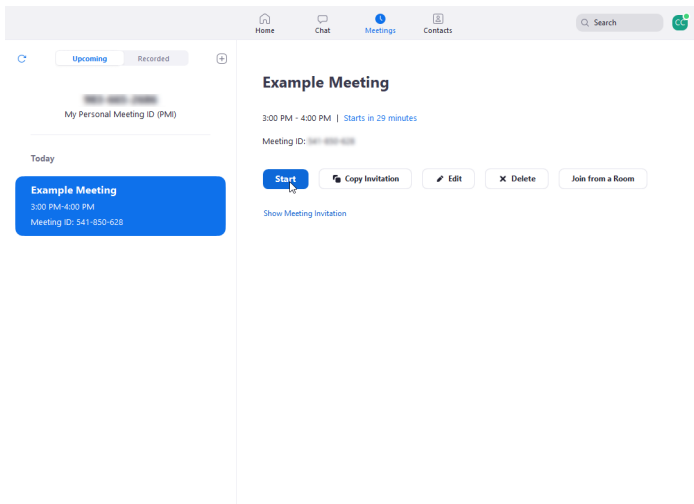
Audio
 Telephone Computer Audio
 Telephone and Computer Audio 3rd Party Audio
[Dial in from United States](#) [Edit](#)

Calendar
 Outlook Google Calendar Other Calendars

Advanced Options -

Step 3:

Once the meeting is scheduled you will see your new meeting under the meeting section of Zoom. To send the meeting information to others click the "Copy Invitation" button.



It will then copy something like this to your computers clipboard:

```
John Doe is inviting you to a scheduled Zoom meeting.

Topic: Example Meeting
Time: Mar 19, 1972 03:00 PM Eastern Time (US and Canada)

Join Zoom Meeting
https://ccsnh.zoom.us/j/541850XXX

Meeting ID: 541 850 XXX

One tap mobile
+12532158782,,541850XXX# US
+13017158592,,541850XXX# US

Dial by your location
+1 253 215 8782 US
+1 301 715 8592 US
+1 312 626 6799 US (Chicago)
+1 346 248 7799 US (Houston)
+1 646 558 8656 US (New York)
+1 669 900 6833 US (San Jose)

Meeting ID: 541 850 XXX
Find your local number: https://ccsnh.zoom.us/u/ab2uBXXXXX

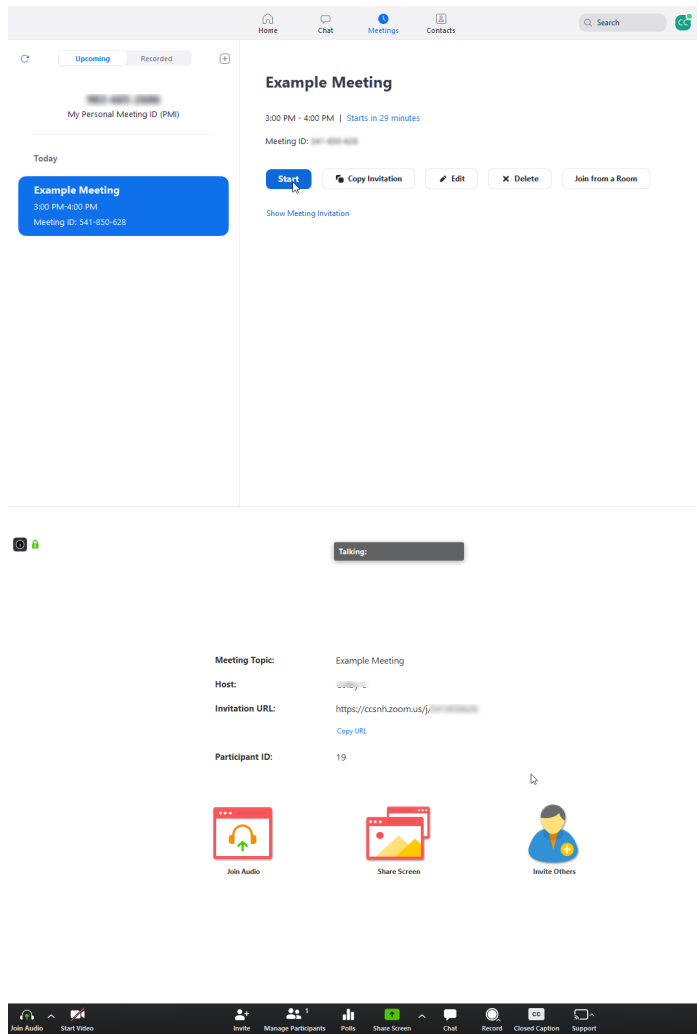
Join by SIP
541850XXX@zoomcrc.com


Join by H.323
162.255.37.11 (US West)
162.255.36.11 (US East)
221.122.88.195 (China)
115.114.131.7 (India Mumbai)
115.114.115.7 (India Hyderabad)
213.19.144.110 (EMEA)
103.122.166.55 (Australia)
209.9.211.110 (Hong Kong)
64.211.144.160 (Brazil)
69.174.57.160 (Canada)
207.226.132.110 (Japan)
Meeting ID: 541 850 XXX
```

Send this information along with the password to any participants that will be joining your meeting.

Step 4:

Once you are ready to start the meeting click "Start" under the meetings section of Zoom.



 Zoom meetings will not start until the organizer clicks start from Zoom.

Related articles

- [Hyflex/Zoom Tutorial and FAQ](#)
- [Zoom Tips and Important Information](#)
- [How to Enable Zoom in Canvas](#)
- [How to host a Zoom Meeting](#)