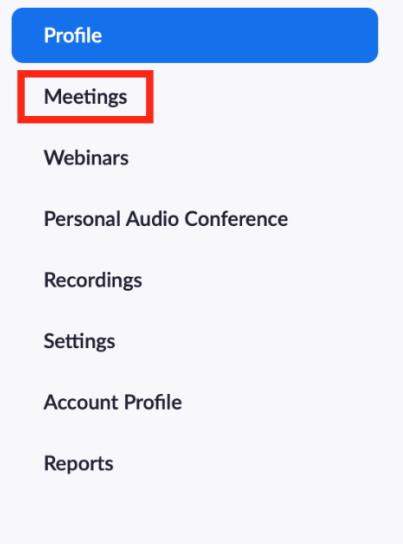
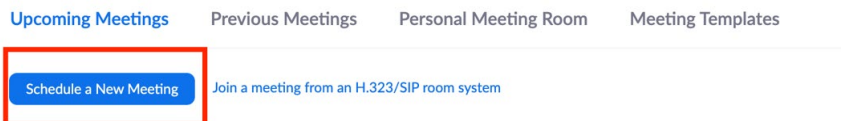


Scheduling a Zoom Meeting on Desktop/Laptop

1. Browse to <https://brown.zoom.us>
2. Click “Login” and login with your Brown username and password
3. Click on “Meetings” on the left side navigation bar

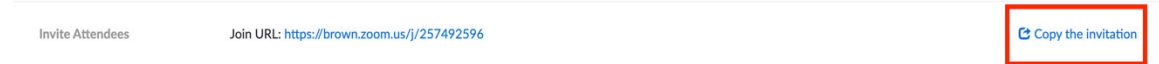


- a.
4. Click “Schedule a New Meeting”



- a.
5. Fill out the following fields:
 - a. Topic
 - b. When
 - c. Duration
 - d. Meeting ID
 - i. Check “Generate Automatically”
 - e. Video
 - i. Select “On” for Host and Participant
 - f. Audio
 - i. Select “Telephone and Computer Audio”
 - g. Meeting Options
 - i. Select “Enable join before host”
6. Click “Save”

7. Next click the “Copy the Invitation” link



8. Finally click “Copy Meeting Invitation”. Open your email and paste the invitation into email message and send it to your participants.

Meeting Invitation

A screenshot of a Zoom meeting invitation card. The card is light gray with rounded corners and contains the following text:

Jared Dichiara is inviting you to a scheduled Zoom meeting.

Topic: My Meeting
Time: Mar 17, 2020 03:00 PM Eastern Time (US and Canada)

Join Zoom Meeting
<https://brown.zoom.us/j/257492596>

Meeting ID: 257 492 596

One tap mobile
+13126266799,,257492596# US (Chicago)
+16465588656,,257492596# US (New York)

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



Scheduling a Zoom Meeting on Smartphone/iPad

1. Open the Zoom App
2. Tap “Schedule”
3. Fill out the following fields:
 - a. Topic
 - b. Start
 - c. Duration
 - d. Host Video On
 - i. Tap the switch to turn this option on
 - e. Participant Video On
 - i. Tap the switch to turn this option on
 - f. Audio Option
 - i. Select “Telephone and Device Audio”
 - g. Advanced Options
 - i. Make sure “Allow join Before Host” is on
 - h. Tap “done”
- 4.** It will open your messaging application. Text the meeting information to participants.