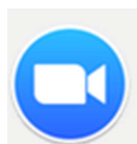


Schedule a Conference Room – Zoom Web Conference

Last Revised: January 5, 2016

Prerequisites: Zoom Outlook Plugin, Zoom Client (Mac or PC) or a Web Browser – install Zoom software using the links in the getting started guide or by following the Zoom Install links on the WIAA Web Conference website: <http://wiaawi.zoom.us>

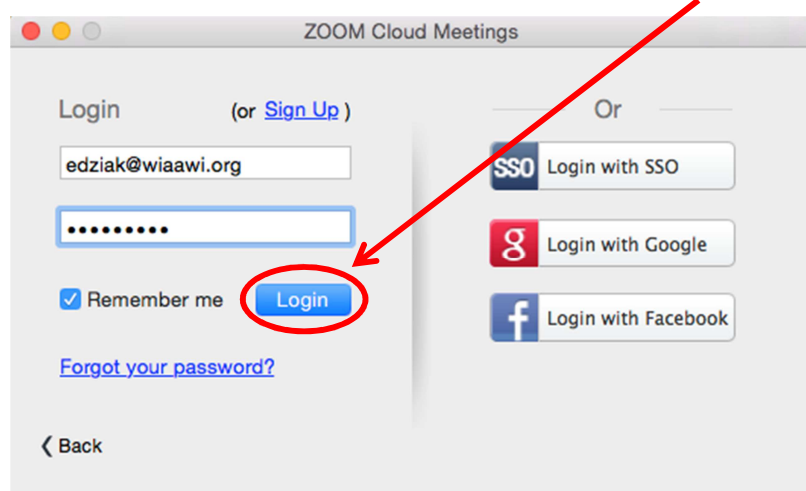
1. Launch Zoom Client



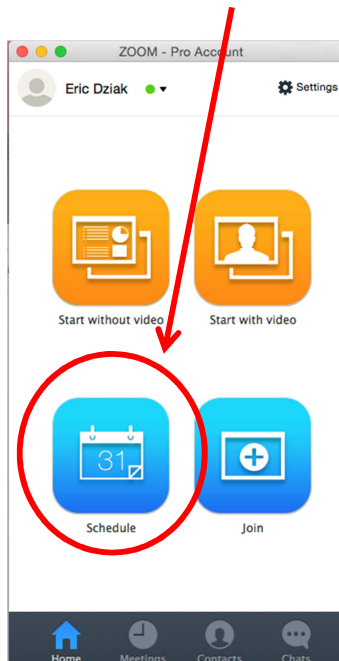
2. Ensure you are logged into the Zoom client.

This is the username and password you created when first being added by the Zoom administrator. If you cannot remember this information and are not automatically logged in please contact Eric Dziak or use the **'Forgot your password'** feature which will email you a link to reset your account password.

If you have not yet logged into the Zoom Client you will see the following login box. Login by typing in your email, password, and then clicking the **'Login'** button.

A screenshot of the Zoom Cloud Meetings login window. The window has a title bar with standard macOS window controls (red, yellow, green buttons) and the text "ZOOM Cloud Meetings". The main content area is divided into two sections. The left section is titled "Login (or Sign Up)" and contains a text field with the email "edziak@wiaawi.org", a password field with masked characters "*****", a checked "Remember me" checkbox, and a blue "Login" button. A red circle is drawn around the "Login" button, and a red arrow points from the top right of the window towards it. Below the password field is a blue link that says "Forgot your password?". The right section is titled "Or" and contains three buttons: "SSO Login with SSO", "Login with Google" (with a Google 'g' logo), and "Login with Facebook" (with a Facebook 'f' logo). At the bottom left of the window is a "< Back" link.

3. Select the '**Schedule**' icon



4. Modify the '**Zoom Cloud Meeting - schedule entry**' form. See the table below for descriptions of how the options are used.

A screenshot of the 'Zoom Cloud Meetings - Schedule a Meeting' form. The form is titled 'ZOOM Cloud Meetings - Schedule a Meeting'. It has several sections: 'Topic' (a text field with 'Eric Dziak's Zoom Meeting'), 'When' (containing 'Start' (date/time: 1/6/2016, 4:00 PM), 'Duration' (1 Hr, 0 Min), 'Time Zone' (GMT-06:00 US/Central), and a checkbox for 'Recurring meeting'), 'Schedule For' (a dropdown menu showing 'Board Room'), 'Video (when joining a meeting)' (with 'Host' and 'Participant' options set to 'On'), 'Audio Options' (with 'Telephone Only', 'Voip Only', and 'Both' options, where 'Both' is selected), 'Meeting Options' (with checkboxes for 'Require meeting password' and 'Enable join before host', where 'Enable join before host' is checked), and 'Calendar' (with radio buttons for 'iCal', 'Google Calendar', and 'Other Calendars', where 'Other Calendars' is selected). A blue 'Schedule' button is at the bottom right. Red circles with letters A through E are overlaid on the form: A is on the 'Start' field, B is on the 'Duration' field, C is on the 'Schedule For' dropdown, D is on the 'Other Calendars' radio button, and E is on the 'Schedule' button.

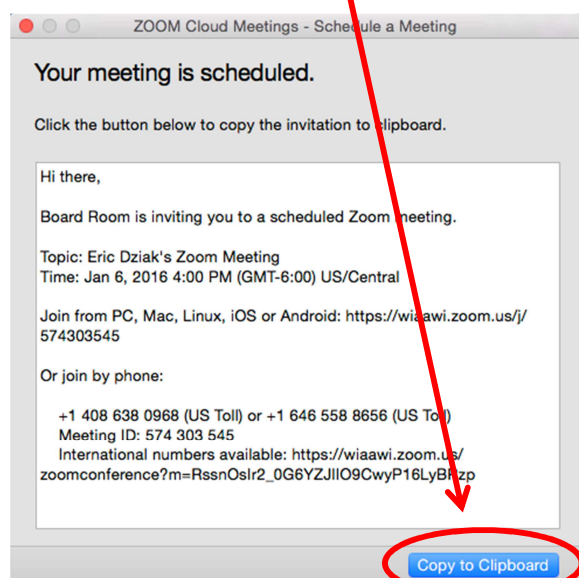
Mac users should select '**Other Calendars**' (D). When finished click the '**Schedule**' button (E).

The minimum information which should be modified includes the **'Start date/time' (A)**, **'Duration' (B)**, and setting the **'Schedule For' dropdown (C)**, and **'Other Calendars' (E)**.

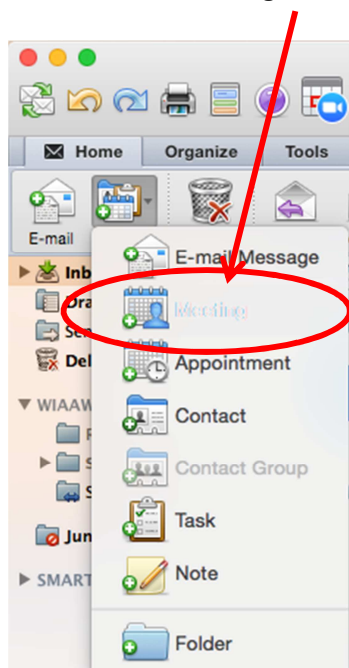
The other settings control the meeting as follows:

Option	Description of use
Recurring meeting	Not used at this time
Video, Host	Controls if your video (webcam) starts automatically when you start / join the meeting
Video, Participant	Controls if the participants video (webcam) starts automatically when they join the meeting
Audio Options	Determines which types of voice options are available for your meeting. Telephone only is for a phone dial in – all users, VoIP Only allows for just voice using a computer microphone, and Both presents both options to the meeting participant (along with yourself). 'Both' is the suggested default choice.
Meeting Options, Require meeting password	Require the participants to enter a password when joining the meeting (defined by the host).
Meeting Options, Enable join before host	Allows the participants to enter into the meeting space before you rather than a pop-up dialog telling them the meeting has not yet started (suggested).
Calendar	On a Mac use other calendar and proceed to copy and create an email message as outlined in the steps below. A PC will display 'Outlook' underneath 'Calendar' which eliminates creating the new meeting email and using the copy and paste steps.

A pop-up dialog should appear displaying the default meeting message with links for participants to join the meeting. Copy the email message to the clipboard (Mac Users) using the button titled **'Copy to Clipboard'**.



5. Open MS Outlook (Mac Users)
6. Click the Meeting Icon / button



7. A meeting request email message form will appear. Paste the content of the clipboard into the body of the email (A). Edit the message as desired leaving the hyperlinks intact.

 A screenshot of the 'Meeting' form in Microsoft Outlook (Mac). The form is titled 'Untitled 2 - Meeting'. It shows the 'From' field as 'Wiaawi (Eric Dziak)'. The 'To' field is empty. The 'Subject' field is empty. The 'Location' field is empty. The 'Starts' field is '1/ 4/2016 4:00 PM' and the 'Ends' field is '1/ 4/2016 4:30 PM'. The 'Duration' is '30 Minutes'. The 'Status' is 'Busy'. The 'Reminder' is '15 Minutes'. The 'Recurrence' is 'None'. The 'Request Responses' button is visible. The 'Add Zoom Meeting' button is visible. The email body content is as follows:

Hi there,

Board Room is inviting you to a scheduled Zoom meeting.

Topic: Eric Dziak's Zoom Meeting
Time: Jan 6, 2016 4:00 PM (GMT-6:00) US/Central

Join from PC, Mac, Linux, iOS or Android: <https://wiaawi.zoom.us/j/574303545>

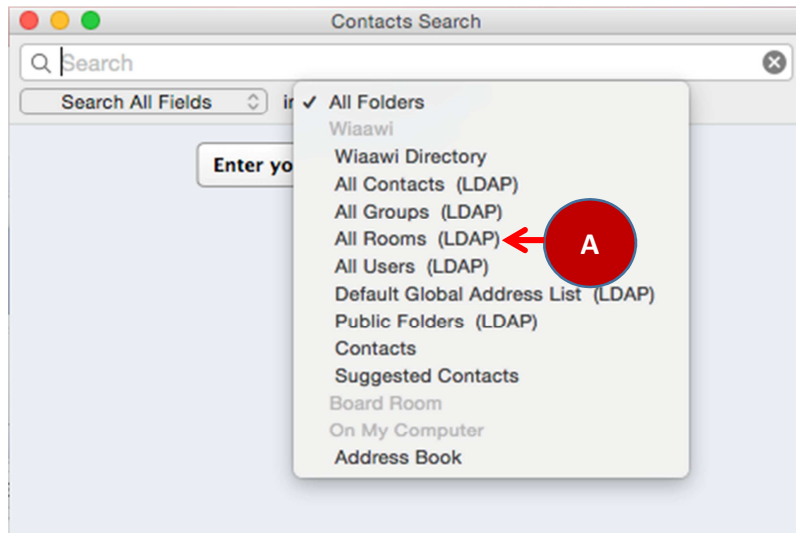
Or join by phone:

+1 408 638 0968 (US Toll) or +1 646 558 8656 (US Toll)
Meeting ID: 574 303 545
International numbers available: https://wiaawi.zoom.us/join?m=RssnOslr2_OG6YZJlI09CwyP16Ly8Rzp

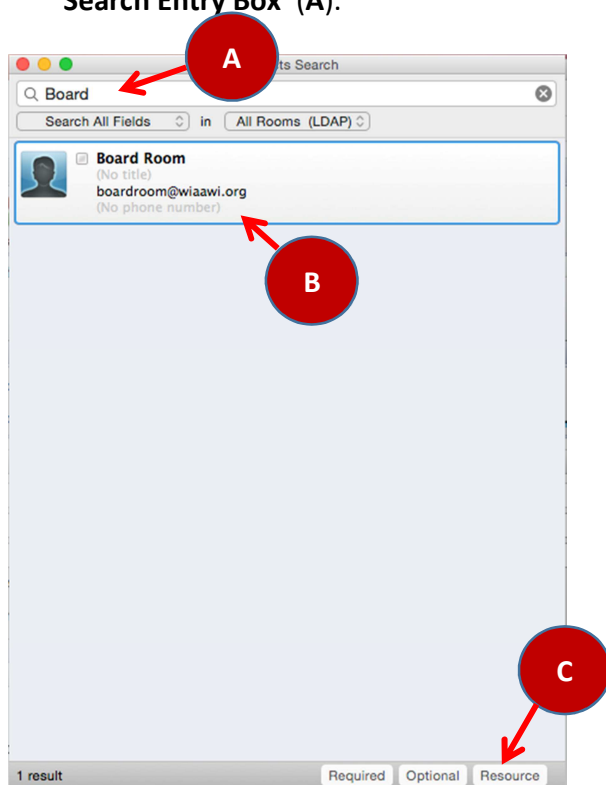
 A red circle labeled 'A' is placed over the email body content. A red circle labeled 'B' is placed over the 'Contact Search' icon (a magnifying glass icon) on the far right side of the 'Location' entry box.

8. Click the '**Contact Search**' icon (B) on the far right side of the 'Location' entry box.

9. Click '**Search In**' dropdown which will present a list of available search topics. Select '**All Rooms (LDAP)**' from the dropdown list (A).



10. Begin typing in the name of the Meeting Room (Board Room, or Media Room) in the '**Search Entry Box**' (A).



11. When the meeting room desired appears in the list click it once to select it (B). Then click the '**Resource**' button (C).

12. The meeting room will appear in the 'To' (A) of the email. Please leave it in this list as it will send an email and 'book' the meeting on the appropriate meeting room Outlook calendar.

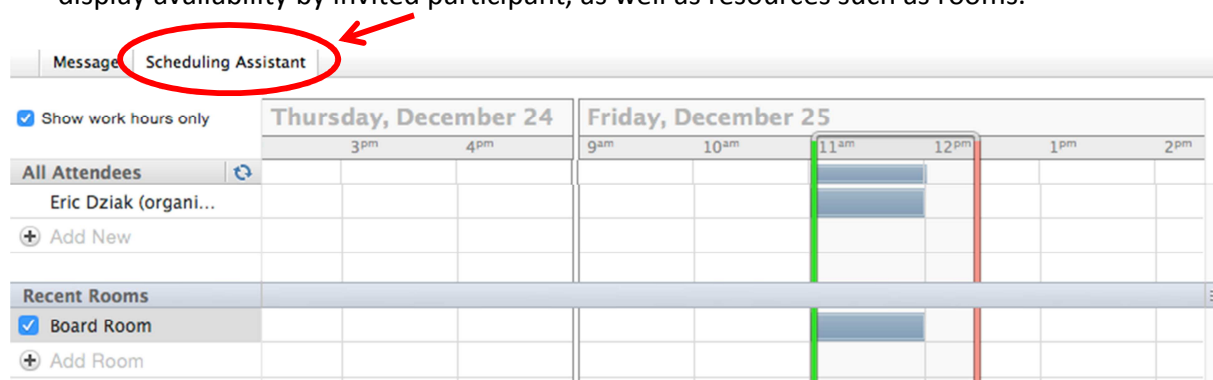
The screenshot shows the Outlook 'Meeting' window with the following details:

- From:** Wiaawi (Eric Dziak)
- To:** Board Room (labeled A)
- Subject:** (labeled B)
- Location:** Board Room (labeled C)
- Starts:** 1/ 4/ 2016 4:00 PM
- Ends:** 1/ 4/ 2016 4:30 PM
- Duration:** 30 Minutes
- Status:** Busy
- Reminder:** 15 Minutes
- Recurrence:** None
- Time Zone:** UTC-05:00 Eastern Standard Time
- Request Responses:** Button
- Check Names:** Button
- Categorize:** Button
- Private:** Button
- Add Zoom Meeting:** Button
- Message:** Tab selected
- Scheduling Assistant:** Tab visible
- Show work hours only:** Checked
- All Attendees:** Eric Dziak (organi...)
- Recent Rooms:** Board Room (selected)
- Calendar:** Meeting on Monday, January 4, 4:00 PM to 4:30 PM
- Status Bar:** Busy, Tentative, Out of Office, No information

Modify the following items on the email message:

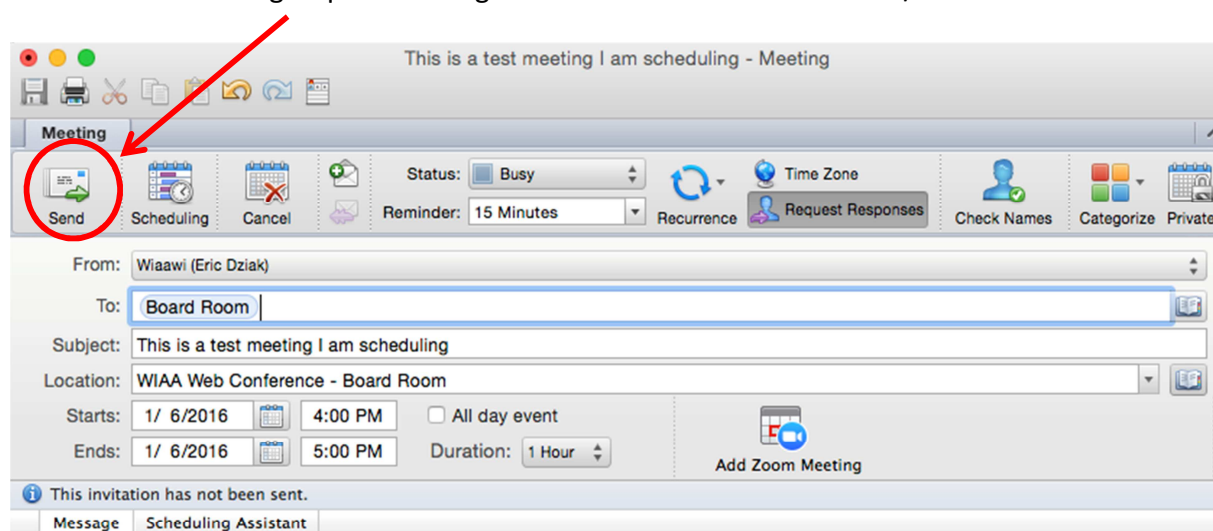
Field	Description of change
Recipients (A)	Email addresses of participants for the meeting
Subject (B)	Meeting / Email subject
Location Text (C)	This can be changed to whatever friendly name you wish to use.
Start and End Date/Time (D)	The date/time of the meeting (start and ending). The duration dropdown will assist in setting the end time if a start time is selected first.

13. When finished entering the participant list click the '**Scheduling Assistant**' tab. This will display availability by invited participant, as well as resources such as rooms.



Grey areas indicate the participant or resource is 'booked' and not free at that particular time. If a subject was provided for the meeting it will be shown within the highlighted grey area for that person / resource. Ensure all desired participants and resources are free at the date/time desired.

14. Once the meeting request message is finished click the '**Send**' icon / button.



Hi there,

Board Room is inviting you to a scheduled Zoom meeting.

Topic: Eric Dziak's Zoom Meeting
Time: Jan 6, 2016 4:00 PM (GMT-6:00) US/Central

Join from PC, Mac, Linux, iOS or Android: <https://wiaawi.zoom.us/j/574303545>

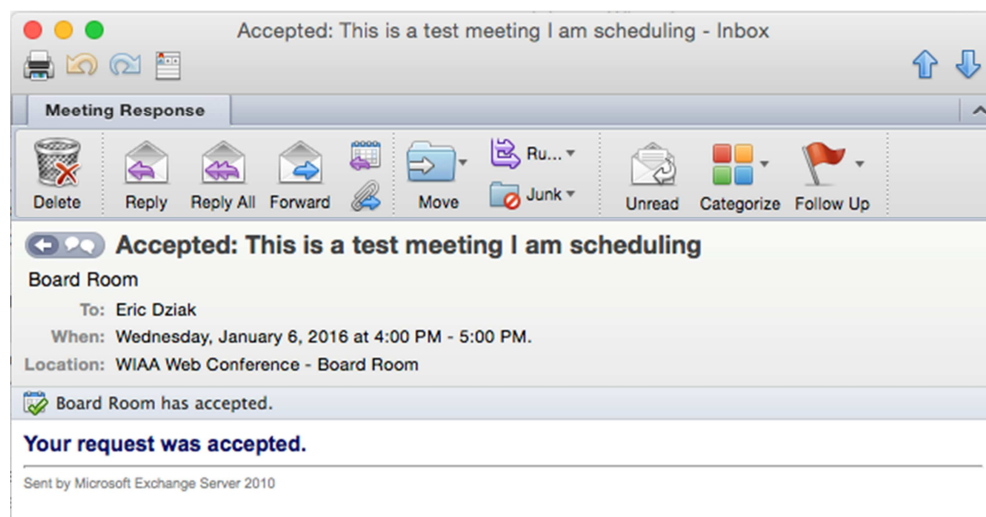
Or join by phone:

+1 408 638 0968 (US Toll) or +1 646 558 8656 (US Toll)

Meeting ID: 574 303 545

International numbers available: https://wiaawi.zoom.us/join?m=RssnOslr2_OG6YJlIO9CwyP16LyBRzp

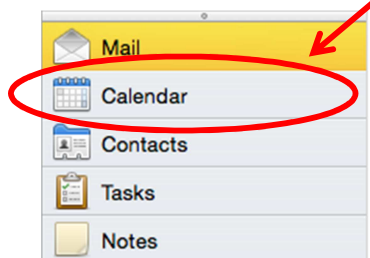
15. If the resource room is free at the time desired (as checked during the previous steps) you will receive a message back from the room that your request was accepted.



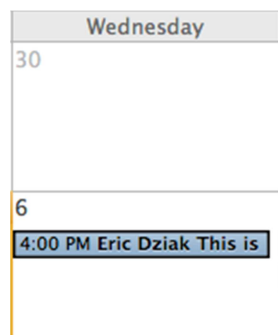
The meeting should now be visible in two places, within Outlook, on your calendar, and the meeting room, which was scheduled, as well as within the Zoom Client.

To view this meeting in your Outlook calendar

- A. Launch Outlook and click on '**Calendar**' on the bottom left hand side of the Outlook window.

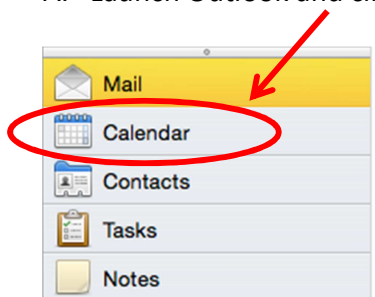


The appointment will be visible on your calendar at the date and time you specified.

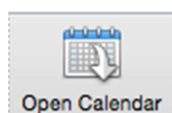


To View the meeting on the Meeting Room's Outlook Calendar

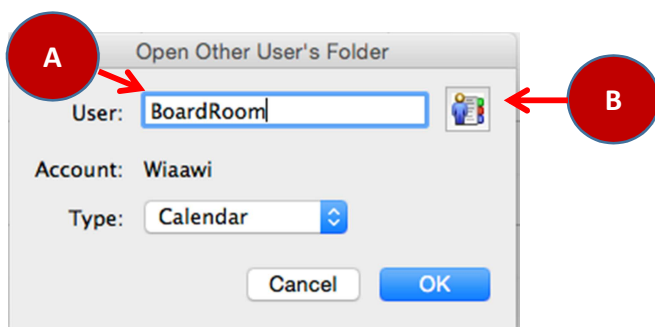
A. Launch Outlook and click on '**Calendar**'



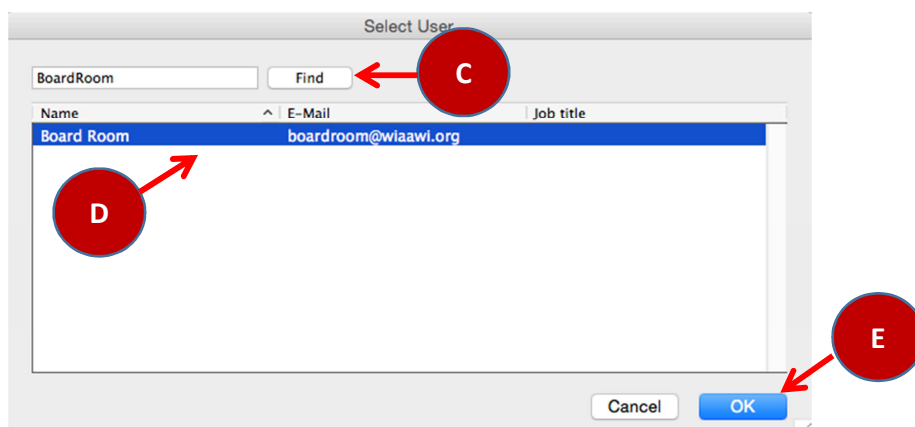
B. On the Outlook toolbar at the top of the calendar window click the '**Open Calendar**' button



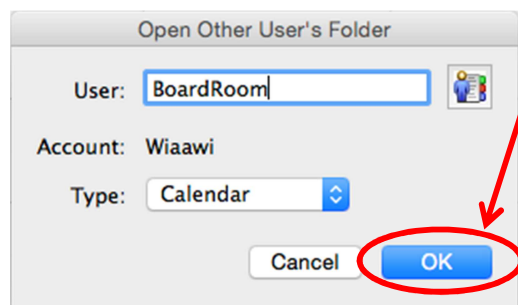
C. Enter in the name of the room in the user box (A) and / or click the '**Search**' icon/button (B).



D. Click the '**Find**' button (C), select the room from the list (D), and click the '**OK**' button (E).

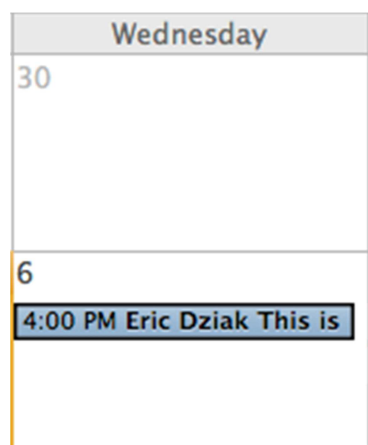


- E. The name of the room select on the search box will populate in the User entry box. Click the 'OK' button to add the calendar.



Note: You must type at least three characters in order to search for a room

The calendar will now appear within Outlook. If the calendar item was created by you it can be double clicked on to open, modify, or remove. If you do cancel the meeting for the room please do so both from the calendar as well as within your Zoom client schedule.



Checking and unchecking the Calendar name will cause the calendar to appear and not appear. You can add as many shared rooms or other calendars as you wish following the same process as outlined above.

To view the scheduled item within the Zoom Client

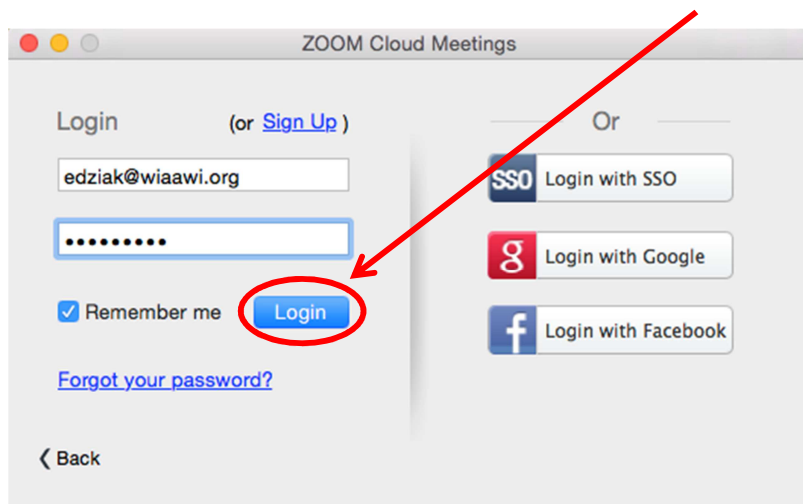
A. Launch the Zoom Client



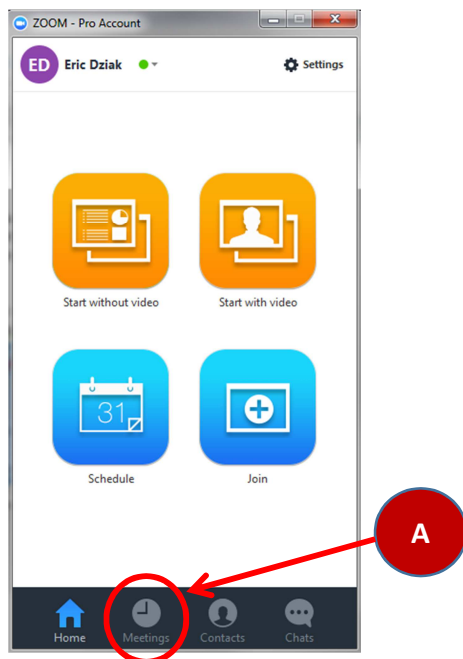
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C. Within the Zoom client select the '**Meetings**' icon (A) on the bottom toolbar.



D. The list of upcoming meetings will display and can be started by clicking the '**Start**' button next to the corresponding meeting.

