

Creating Meetings in Zoom

GHC Libraries

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The Zoom logo is displayed in its characteristic blue, lowercase font.

Video Conferencing

Join

Connect to a meeting in progress

Host

Start a meeting

Sign in

Configure your account

Made with [Zoom](#)

Go to: <https://highlands.zoom.us/>

You will be directed to your GHC login page. Sign in to access your account.



EMPLOYEE LOGIN

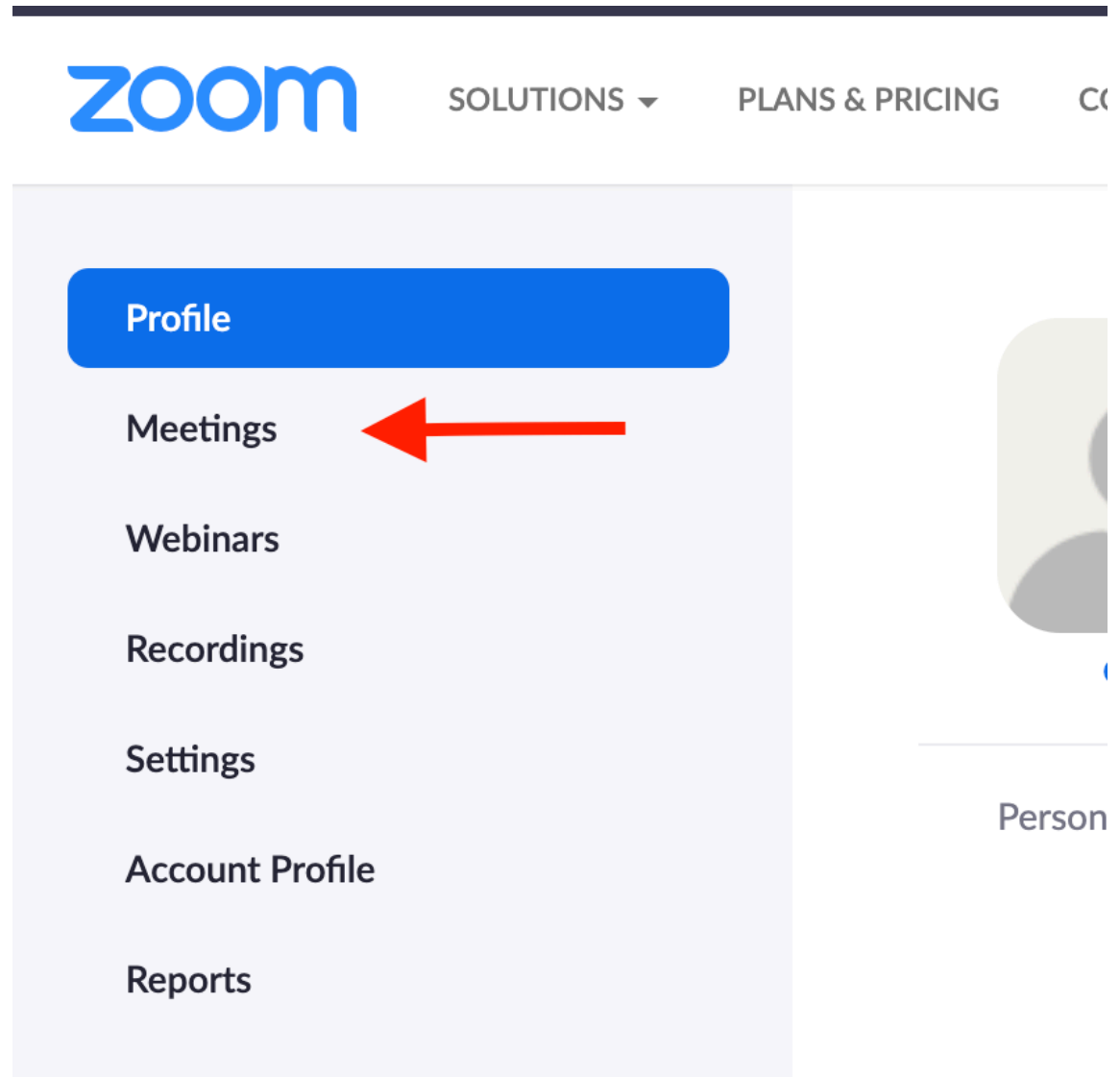
Sign in with your organizational account

Sign in

Trouble with Duo? [Click here for Duo help.](#)

**Help protect your GHC email account:
NEVER respond to an email that asks for your
account credentials.**

To set up a Zoom meeting, click on "Meetings" in the menu bar.





On the Meeting page, select "Schedule a New Meeting."

Schedule A Meeting Page

zoom SOLUTIONS · PLANS & PRICING CONTACT SALES

Profile [My Meetings](#) > Schedule a Meeting

Meetings Schedule a Meeting

Webinars Topic **Mv Meeting**

Recordings Description (Optional) Enter your meeting description

Settings

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When 03/26 8:00 AM

Duration 1 hr 0 min

Time Zone (GMT-7:00) Pacific Time

Recurring meeting

Registration Required

Meeting ID Generate Automatically Personal Meeting ID 707-035-1483

Meeting Password Require meeting password 069085

Video Host on off

Participant on off

Audio Telephone Computer Audio Both

Dial from United States of America [Edit](#)

Meeting Options Enable join before host

Mute participants upon entry

Enable waiting room

Only authenticated users can join

Record the meeting automatically

Alternative Hosts Example: marv@company.com. peter@school.edu

[Save](#) [Cancel](#)

[My Meetings](#) > Schedule a Meeting

Schedule a Meeting


Topic

My Meeting

Description (Optional)

Enter your meeting description

Title & Describe the Meeting.

When 

Duration hr min

Time Zone

Recurring meeting

Select meeting date, time, duration, and time zone. If you select recurring meeting, the link will not be limited to onetime use.

Registration	<input type="checkbox"/> Required
Meeting ID	<input checked="" type="radio"/> Generate Automatically <input type="radio"/> Personal Meeting ID <input type="text"/>
Meeting Password	<input checked="" type="checkbox"/> Require meeting password <input type="text"/>

Checking "Registration," will require attendees to register before entering the session.

Select "Generate Automatically" for "Meeting ID."

Adding a password to your meeting is the best practice. Zoom will autogenerate a password for you. Please send your students the password separately from the meeting invitation.

Video

Host

on off

Participant

on off

Select if you want video enabled for you and your participants.


Audio

Telephone Computer Audio Both

Dial from United States of America [Edit](#)

Select the audio options you want to be available during your meeting. Telephone allows attendees to call in to hear and speak during the meeting. Computer Audio uses the speakers and microphones connected to the computer.

Meeting Options

- Enable join before host
- Mute participants upon entry 
- Enable waiting room
- Only authenticated users can join
- Record the meeting automatically

Select meeting options if you want to allow attendees to join before you, be muted upon entering the room, enable a waiting room before the meeting to start, only allow authenticated users in, or to start recording upon entering the meeting.

Alternative Hosts

Example: mary@company.com, peter@school.edu

Save

Cancel

Lastly, enter the email of the alternative host, if you have one, and hit "Save."

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Upcoming Meetings Previous Meetings Personal Meeting Room Meeting Templates 

[Schedule a New Meeting](#) Join a meeting from an H.323/SIP room system




Start Time ↕	Topic ↕	Meeting ID	
Recurring	Zoom, QuickTime, and Captions: How to Record and Transcribe Your Lessons	256-270-721	Start Delete
Today 07:00 PM 10:00 PM Eastern Time (US and Canada)	My Meeting 	118-079-461	Start Delete

To get the meeting link or invitation, go to "Meetings," and click the meeting title.

My Meetings > Manage "My Meeting" Start this Meeting


Topic My Meeting



Time Mar 26, 2020 10:00 PM Eastern Time (US and Canada)

Add to  Google Calendar  Outlook Calendar (.ics)  Yahoo Calendar

Meeting ID 118-079-461

Meeting Password ✓ Require meeting password 256675

Invite Attendees Join URL: <https://highlands.zoom.us/j/118079461>  Copy the invitation



Once, "Manage My Meeting" opens, copy the meeting link or invitation. Share with you attendees, so they can access the meeting.

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Upcoming Meetings Previous Meetings Personal Meeting Room Meeting Templates [Get Training](#)

[Schedule a New Meeting](#) Join a meeting from an H.323/SIP room system

Start Time	Topic	Meeting ID	
Recurring	Zoom, QuickTime, and Captions: How to Record and Transcribe Your Lessons	256-270-721	Start Delete
Today 07:00 PM 10:00 PM Eastern Time (US and Canada)	My Meeting	118-079-461	Start Delete



When you are ready to start your meeting, go to the meeting page, and select "Start."

Congratulations! You have
set up a Zoom Meeting.

Questions? Reach out to GHC Libraries at
ask.highlands.libanswers.com