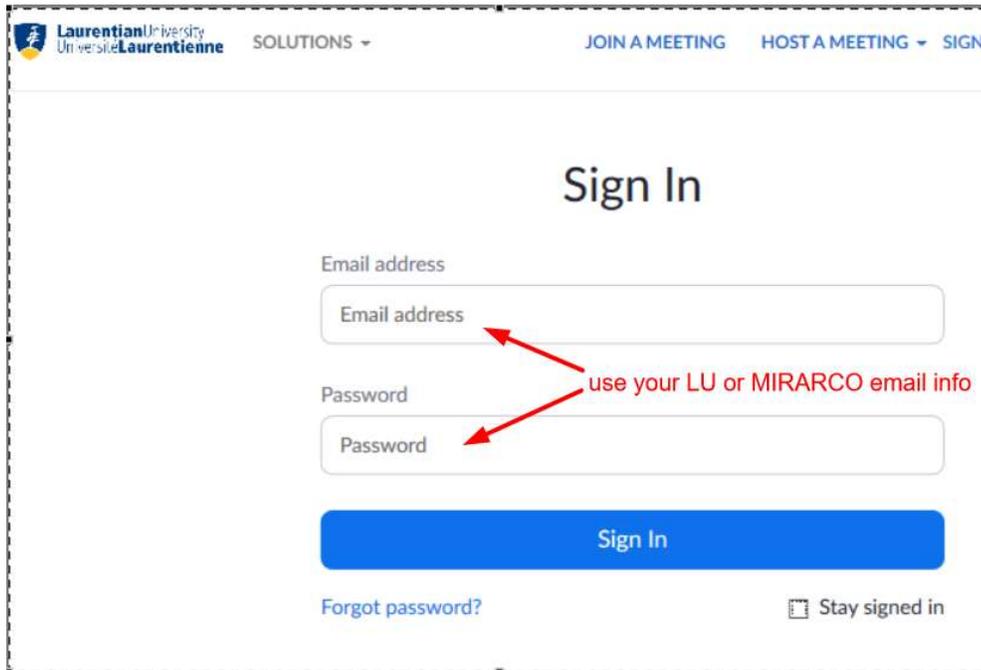


How do I schedule a Zoom Meeting?

To schedule a Meeting from the website:

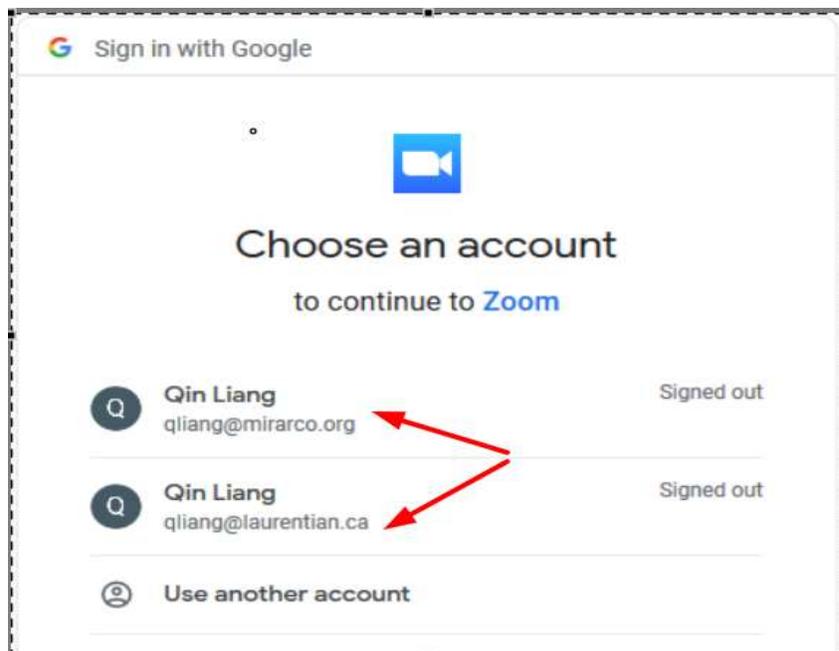
1. Go to <https://laurentian.zoom.us/meeting> and Sign in with your MIRARCO email account or LU email account.



The screenshot shows the Zoom Sign In page for Laurentian University. The page header includes the Laurentian University logo, the text "SOLUTIONS", and navigation links for "JOIN A MEETING", "HOST A MEETING", and "SIGN". The main heading is "Sign In". Below the heading are two input fields: "Email address" and "Password". A red arrow points from the text "use your LU or MIRARCO email info" to both input fields. Below the input fields is a blue "Sign In" button. At the bottom left, there is a link for "Forgot password?", and at the bottom right, there is a checkbox labeled "Stay signed in".

*

You need to choose an account if you have more than 1 account available:



The screenshot shows the Google account selection screen for Zoom. The header says "Sign in with Google". Below the header is a Zoom logo and the text "Choose an account to continue to Zoom". There are two account options listed, each with a profile picture icon, a name, an email address, and a status: "Signed out". The first account is "Qin Liang" with email "qliang@mirarco.org". The second account is "Qin Liang" with email "qliang@laurentian.ca". A red arrow points from the text "Choose an account" to both account options. At the bottom, there is a link for "Use another account".



Laurentian University
Université Laurentienne

Central Authentication Service (CAS)

Username

Password

should be consistent with the account you used above (Step1 *)

SIGN IN

Select **“Join the Account”** (Strongly recommend):

Laurentian University
Université Laurentienne

Support Eng

Join I.T's Zoom Account

We are setting up a Business account with I.T. Since your Zoom account uses an email address with "laurentian.ca", you need to choose either join the account or change to a new email address. [Learn More](#)

Join the Account

You will join the new account as a member. After joining the new account, the current account settings will be lost.

Change Email Address

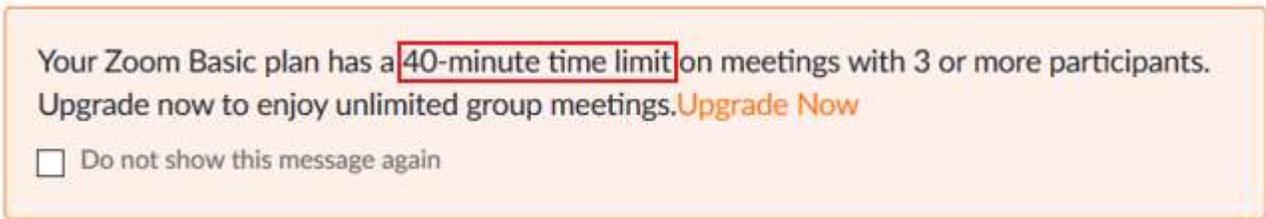
You will not join the new account, you need to change to a new email address for signing in Zoom.

Continue

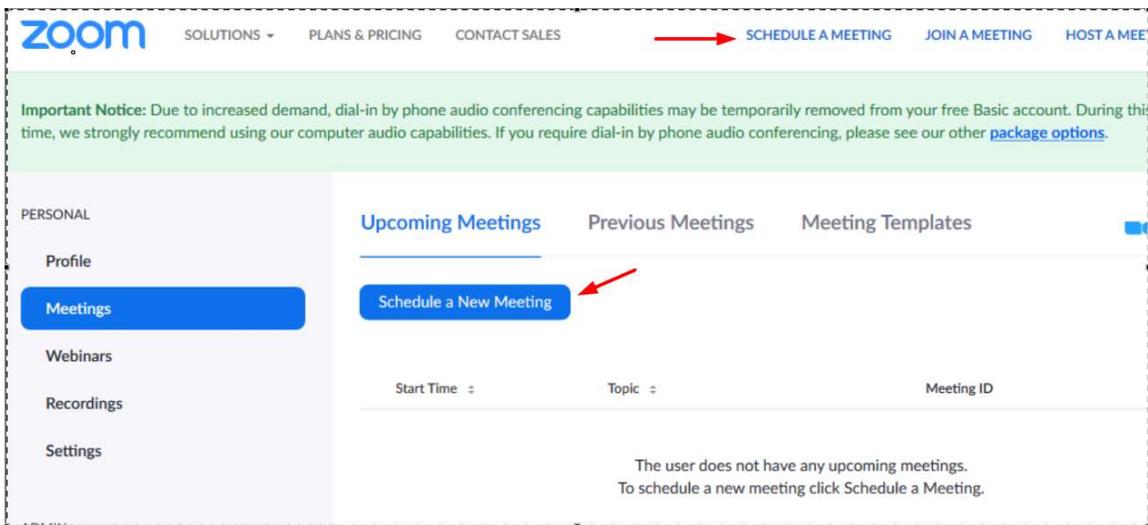
[Skip for This Time](#)

Notes:

If you selected “Skip for This Time”, then you will use Zoom Basic plan, and later you will see the message:



- i) Click on the **Schedule a (New) Meeting**.



- ii) Follow the screen dialog to fill the ‘form’, such as Topic, When, Time Zone,



Zoom has added a new **password** feature and changed other default behaviors to force users that are not already authenticated or from a different organization to authenticate.



Due to security concerns, you can use Waiting Room – The Waiting Room is a virtual staging area that stops your guests from joining until you’re ready for them.

Meeting Options

- Enable join before host
- Mute participants upon entry
- Enable waiting room
- Record the meeting automatically on the local computer

2. Complete the form and click **Save**. Then you have a chance to add this event to “Google Calendar” or “Outlook Calendar”.

But before your choice, please **Copy the invitation** first.

Join URL: <https://zoom.us/j/304789398?pwd=T2FyT1o4VFZlM1kwL1JiaEZwL3FkQT09> Copy the invitation

Click “Copy the invitation” (it contains all info that the meeting requested), then past into an email (using Outlook or web interface, it doesn’t matter) as (part of) email content. So you can send the email to people you invite. *(It’s very straight forward, a safe way)*

Next, make you choice:

1. to add this event to **Google Calendar**



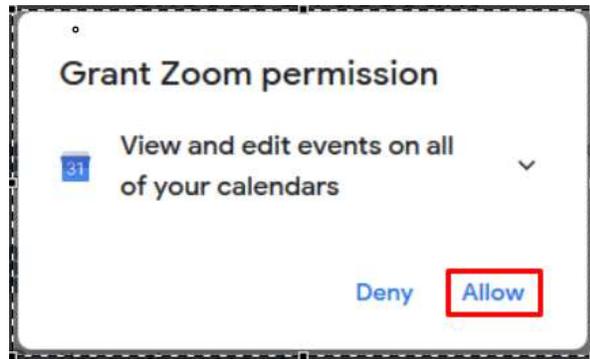
Important Notes 1:

It depends which account you choose. The booking info will only shows on the Calendar that you select to login here, even you setup forwarding one account to another, the booking info will not sync between the accounts.

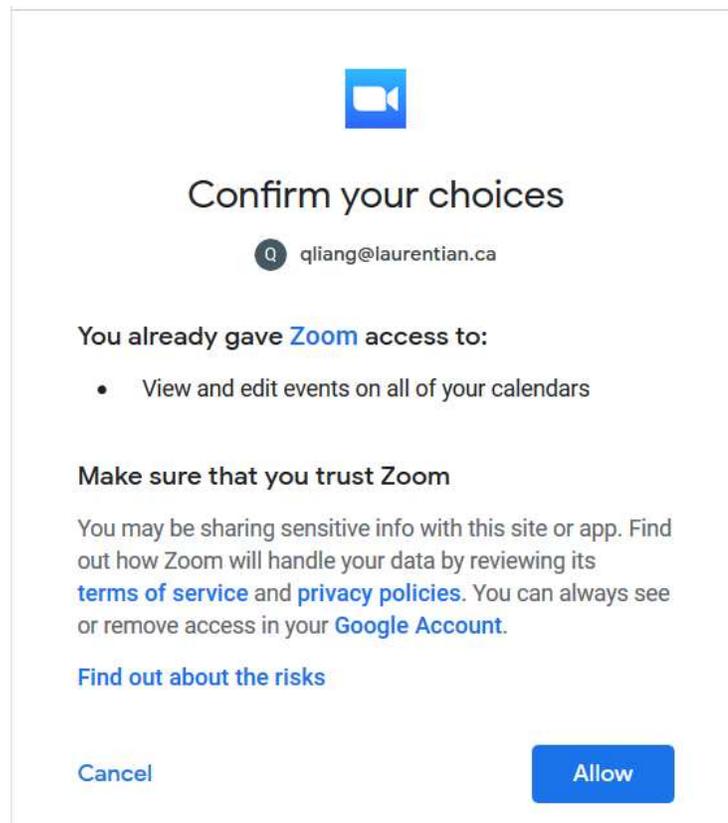
Sign in with Google

Choose an account
to continue to Zoom

Q	Qin Liang qiang@mirarco.org	Signed out
Q	Qin Liang qiang@laurentian.ca	Signed out
	Use another account	



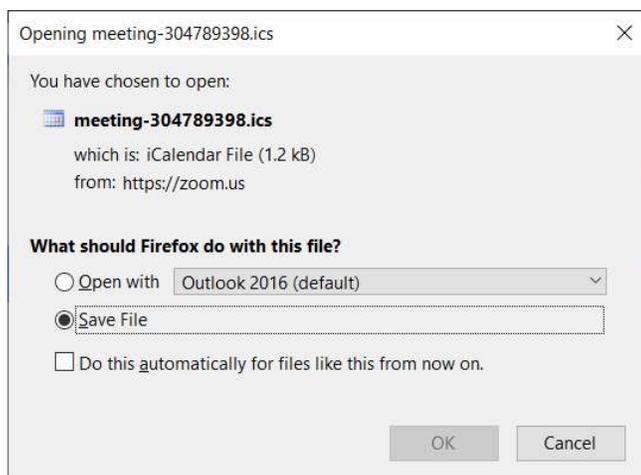
Or



It will open a web page to let you review things. After confirmed, click **Save**

2. to add this event into **Outlook Calendar**.

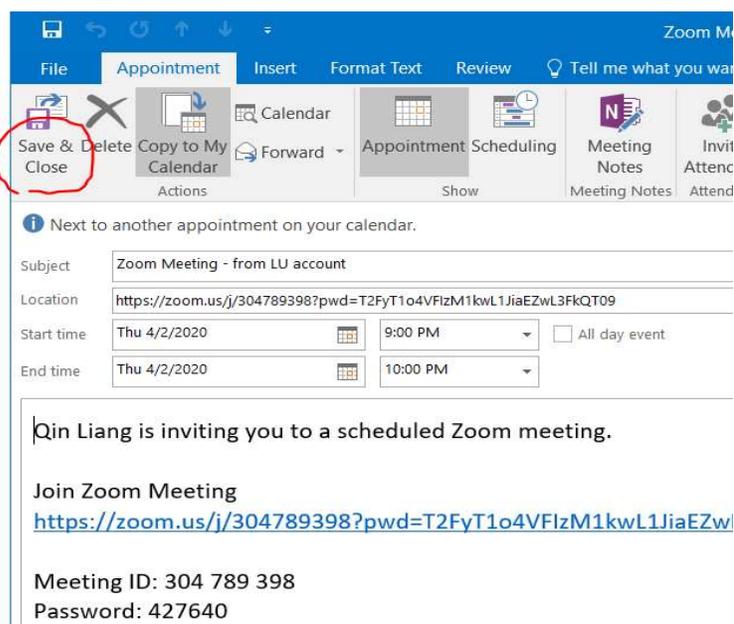




Important Notes 2:

- If select “**Open with [Outlook 2016 (default)]**”, (assuming your Outlook was configured with MIRARCO email account), it will open in your Outlook.

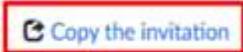
Now you can review/edit meeting info and invite people at this time, and save it. It doesn't matter you scheduled the Zoom meeting with your MIRARCO or LU account, the event booking will be saved in your MIRARCO calendar.



- If select “**Save File**”

This will download a .ics file, which people can open it with Outlook. The .ics file will include the meeting details and automatically populate the invitation.

Also you can send this .ics file as attachment along with content you copied in Step 2

() to others, so they can open/save it into their calendar if needed.