

Scheduling Your Audio Meeting

⚙️ Creating Your Audio Meeting

✦ Sign in to Zoom at <https://su.zoom.us>

[SCHEDULE A MEETING](#)

✦ Once you have signed in on the web browser, select "**Schedule a Meeting**" in the top right corner or in the menu.

✦ Fill in your information for your meeting. If this is an ongoing, regularly scheduled meeting, select "**Reoccurring Meeting**" and select when it is held.

✦ If you would like to use the same meeting ID for each meeting, select "**Use Personal Meeting ID**".

Video	Host	<input type="radio"/> on	<input checked="" type="radio"/> off
	Participant	<input type="radio"/> on	<input checked="" type="radio"/> off

✦ Under the video tab, turn the Host and Participant video to "**Off**"

After scheduling this meeting, the settings you change here will apply to all scheduled meetings with the Personal Meeting ID. [Revert Settings](#)

✦ Once you have made your selections and preferences, **save** your meeting.

⚙️ Sending Out Your Audio Meeting to Participants

✦ Once your meeting has been saved, select the [Copy Invitation](#) "**Copy Invitation**" link on the right-hand side of the screen.

✦ Select the blue "Copy Meeting Invitation" button at the bottom of the pop-out screen. This will save the information to your clipboard. [Copy Meeting Invitation](#)

✦ Create an email for all participants and paste the meeting information into the email. All participants will now be able to join your scheduled meeting via the link in the email.

Joining an Audio Meeting

⚙️ Joining an Audio Meeting through Google Calendar

- ⚙️ If you were invited to an audio meeting through Google Calendar, it will appear on your calendar with an embedded link.
- ⚙️ Click on the meeting, and then click on the link, which will redirect you to Zoom to sign in and join the audio meeting.
- ⚙️ When joining an audio meeting, your camera will not be turned on. This will be the same for participants and hosts.

⚙️ Joining an Audio Meeting through Email Link

- ⚙️ If you were invited to an audio meeting through an email, you can join the call by clicking on the link inside the email. The call will not start until the host has joined.
- ⚙️ Clicking on the link in the email will redirect you to Zoom to sign in and join the audio meeting.
- ⚙️ When joining an audio meeting, your camera will not be turned on. This will be the same for participants and hosts.