

3. How to Schedule a Zoom Meeting and Invite Your Classmates *(sheet 1 of 2)*

(ONLY FOR MEETING HOSTS, e.g., Coordinators and Techies)

NO LONGER NECESSARY FOR OMNILORE — Omnilore's Zoom-Support team has already scheduled a perpetual, Meet-Anytime meeting for each SDG.

From any computer, tablet, or smart phone with a web browser:

1. In a web browser window, go to <https://zoom.us/> (or just click on url to the left).

2. **OMNILORE HAS CREATED ZOOM ACCOUNTS ABLE TO SCHEDULE MEETINGS LONGER THAN 40 MINUTES:**

FOR SUMMER 2021 SDGs: We scheduled an April pre-meeting and all May-Aug. class meetings for each SDG – all with the same perpetual (Meet-Anytime) meeting ID & same web address/link to join the meetings, to make it easy for your classmates. To check details of your SDG's scheduled "Meet-Anytime" Zoom meeting:

- **SIGN IN** at [Zoom.us](https://zoom.us/) to the individual Zoom account created for every SDG: **SDG@Omnilore.org**, with password = "???" where "SDG" is your SDG's 3-character ID. For example, **BWS's** sign-in is **BWS@Omnilore.org**. ([Click Here for Zoom password help](#)).
- After signing-in, click "**Meetings**" at left and then "**Upcoming Meetings**" at top, to see the perpetual Meet-Anytime meeting we scheduled for you. If you're satisfied with this meeting, **YOU'RE ALMOST DONE — jump to [instruction 4.ix](#) (copy & compose "Meeting Invitation" to your classmates) on next page.**
- *Otherwise, change any meeting's date or time* by clicking that meeting's link, then "**Edit this Meeting**" at bottom (or click "**Delete**" at right to cancel any meeting). Remember to click "**Save**" at bottom when done.
 - Or, email Zoom-Support@Omnilore.org and we'll make any changes you request.
 - Or, **continue with "3" below to schedule another meeting if that's really necessary. (It isn't for Omnilore SDGs.)**

3. Select/click on "**SCHEDULE A MEETING**". This will open the "Schedule a Meeting – Zoom" browser window.

4. In that browser window, fill in "Topic" (put your SDG's 3-character ID as part of Topic field) and "Description" boxes as desired, and then carefully set each of the following fields:

- WHEN** – select **Date** and **Time** for your class meeting to start; **please adhere to the dates and AM/PM previously assigned to your SDG** to avoid simultaneous meetings by multiple SDGs.
 - *We recommend setting your Zoom meeting's Start Time as your actual SDG start time to avoid confusing members in the Meeting invitation with an earlier time. We have learned you may start your meeting earlier than that time to check out presentations & other Screen Sharing, and other side meetings etc.*
- DURATION:** We recommend "**2.5 Hours**" or more (but whatever duration you choose is not enforced in our @Omnilore.org accounts).
- MEETING ID:** Click "**Generate Automatically**"
- MEETING PASSWORD:** Be sure "**Meeting Password**" is **checked**, and accept the 6-digit password Zoom generates for your meeting. (Invitees to your meeting do not even need to know there's a password because the password is encrypted and embedded in the hyperlink your classmates will click to join the meeting.)
- VIDEO:** Select "**ON**" for both Host & Participant.
- AUDIO:** Select "**BOTH**"

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- vii. **MEETING OPTIONS:** Turn **ON** (click the box left of) "**Enable join before host**" (enabling prior side meetings) and leave the other 3 unchecked.
 - viii. Click **SAVE** at bottom of window. This opens a "Meeting Information" window.
 - ix. Click "**Copy the Invitation**" on the right side of the window. This brings up a pop-up window labeled "Copy Meeting Invitation".
 - x. In that pop-up window, click "**Copy Meeting Invitation**" at bottom.
5. In your email system, compose a new email to your SDG@Omnilore.org classmates, and **paste** the Meeting Invitation copied in the previous step into the message body. Add a meaningful "Subject" like "**BWS Will Meet this Wed. (May 14) via Zoom**" because Description and Phone # fields do not get filled in via this Copy/Paste,
- i. Copy over (and/or edit) **Description** you composed in step #4 above.
 - ii. If a recurring meeting, delete copied-over lines listing your other dates.
 - iii. Add "**Phone number = (408)638-0968**" (see example on #2 "How to Join...")
 - iv. If it's present in the copied Meeting Invitation, delete the line (probably at the bottom) stating "Find your local number" because the linked web address does not work. (see screenshot example on #2 "How to Join...")
6. Add any necessary info specific to your SDG to the body of that email,
1. making sure the automatically copy/pasted meeting date & time and especially the web address for classmates to **Join** the meeting (**<https://us04web.zoom.us/j/>** followed by a **9- or 10-digit number & more characters**) are prominent or **highlighted** (perhaps make them **bold**).
 2. Add words if you think it's necessary, saying that your classmates should save this email because they will Join the meeting by simply clicking on that web address (or *copy/paste it into a new browser window*) when it's time for your meeting to start.
 3. **Send** that email to your classmates.
7. Recommended: Send a reminder email closer to the date/time of the meeting, including the same key information about how to Join your meeting.