

Zoom Basics – Coach

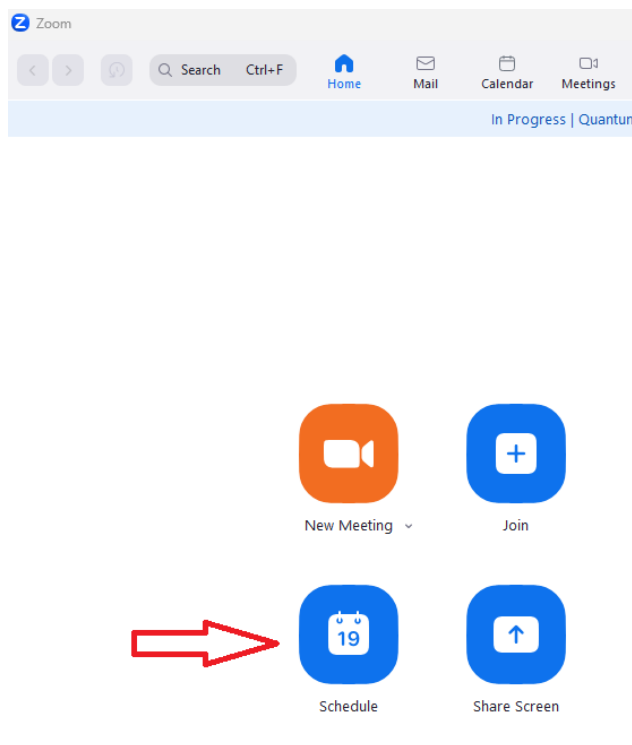
If you are new to zoom and will be hosting meetings. Please work through all the steps in the **Zoom Basics – Client** document first. This document will deal with **hosting** a meeting.

If you have a free account, any meeting you host will *be limited to 45 minutes*. The meeting will abruptly terminate after a short count down. If you plan to have 1-hour meetings or longer, you will need a paid account.

For your meetings you need to be presented professionally. This does not only mean your appearance, but you also need to consider where you are.

For example, hosting a meeting whilst in your bedroom is **not** the greatest idea, neither is while you are running between meetings or jobs. You need to be in a quiet well-lit place with no bright light behind you (if there is a light or window behind you your face will appear very dark).

To schedule a meeting, click on 'schedule' from the home screen.



A window will pop up where you can name your meeting, set the date and time, and review other settings. When happy, click 'save'.

Schedule Meeting

Topic
Your Zoom Meeting

Attendees
Email or name

☒ Enable Continuous Meeting Chat ⓘ
Added attendees will have access to the Meeting Group Chat before and after the meeting.

Date & Time
11/11/2023 6:30 PM to 7:00 PM 11/11/2023
Time Zone: Brisbane

☐ Recurring meeting

Meeting ID
☒ Generate Automatically ☐ Personal Meeting ID 626 810 4037

Template
None

Security
☒ Passcode 265542 ⓘ

Cancel Save

You can then find the meeting in 'Meetings' in the main menu and from their 'Copy invitation' to send the details to your client.

From the same screen, you can also 'Start' the meeting.

Zoom

Search Ctrl+F Home Mail Calendar **Meetings** Apps Whiteboards Contacts Team Chat Clips Notes

Upcoming Recorded

Your Zoom Meeting
6:30 PM - 7:00 PM
Host: [Redacted]
Meeting ID: 879 3576 2745

Your Zoom Meeting
6:30 PM - 7:00 PM | Starts in 21 minutes
Host: [Redacted]
Meeting ID: 879 3576 2745

Start Chat with Everyone **Copy Invitation** Edit Delete

Show Meeting Invitation

That covers setting up a zoom meeting ahead of time.

Please note, if you are using a calendar system (calendly, cal, YCBM, etc) it can do this process for you and all you need to do is join the meeting at the start time.