How do I schedule a Zoom Meeting?

To schedule a Meeting from the website:
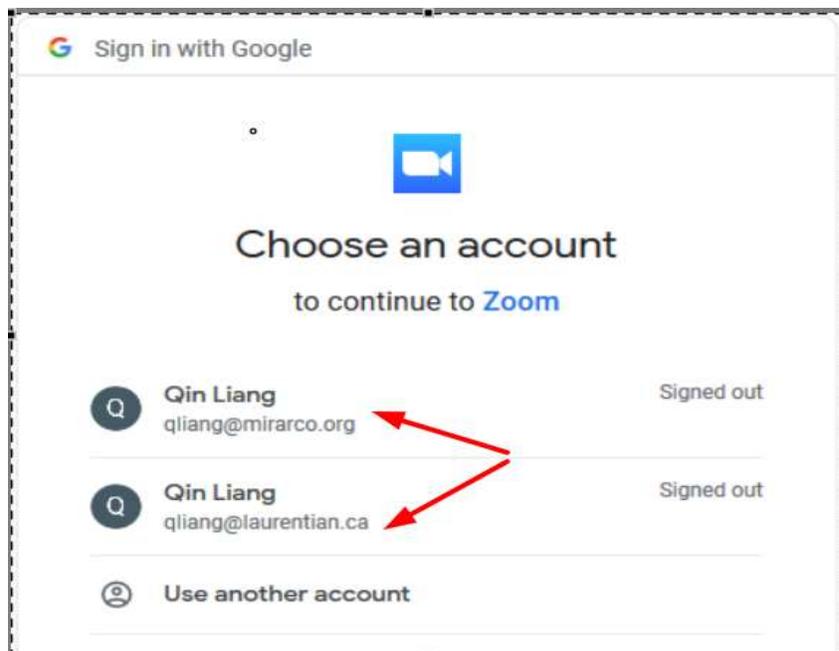
1. Go to https://laurentian.zoom.us/meeting and Sign in with your MIRARCO email account or LU email account.
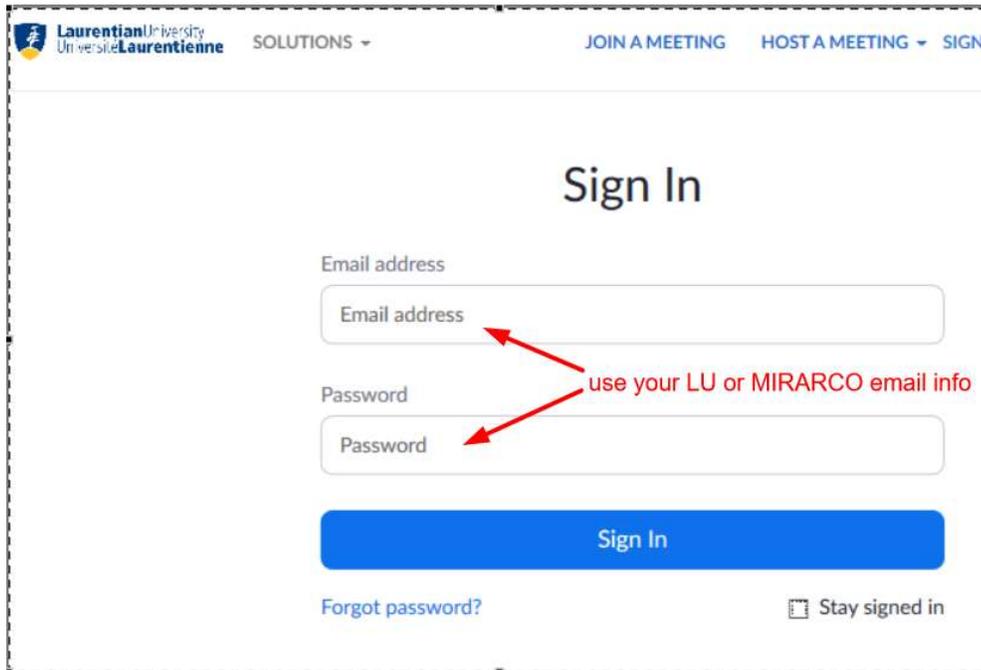
* You need to choose an account if you have more than 1 account available:

Laurentian University
Université Laurentienne

Central Authentication Service (CAS)

👤 Username

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

🔒 Password

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.
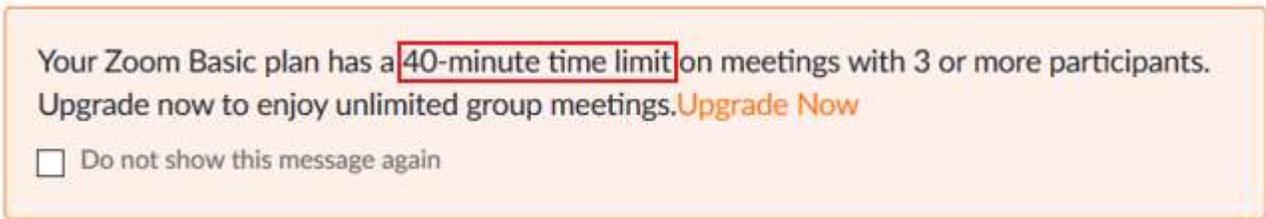
Change Email Address

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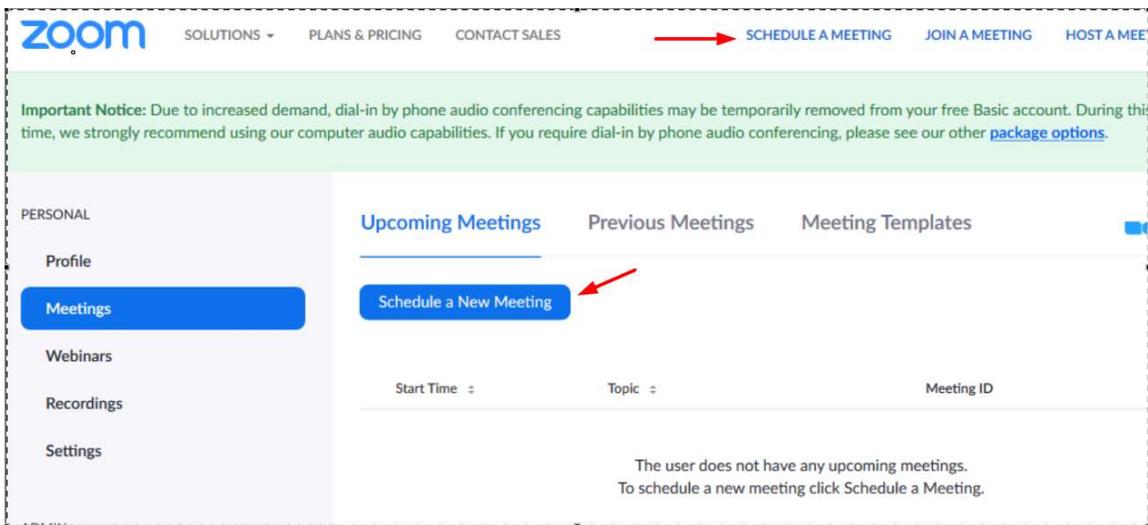
Continue

Skip for This Time

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

Your Zoom Basic plan has a 40-minute time limit on meetings with 3 or more participants. Upgrade now to enjoy unlimited group meetings. Upgrade Now

☐ Do not show this message again

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 f**eature 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.

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.

   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**
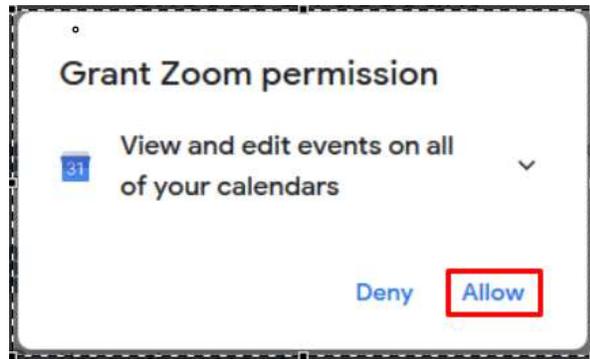
      Important Notes 1:

      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.
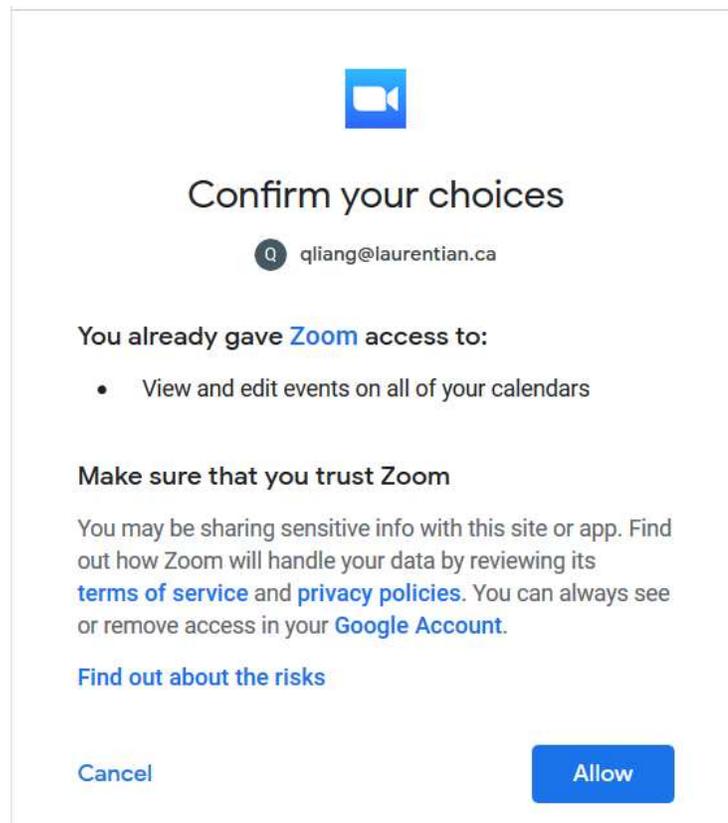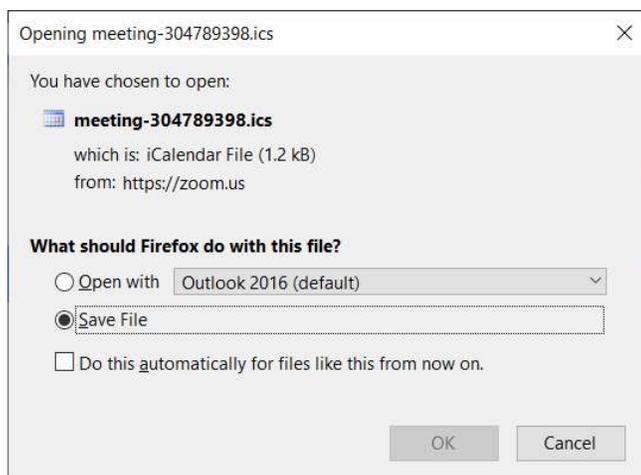
Or

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.
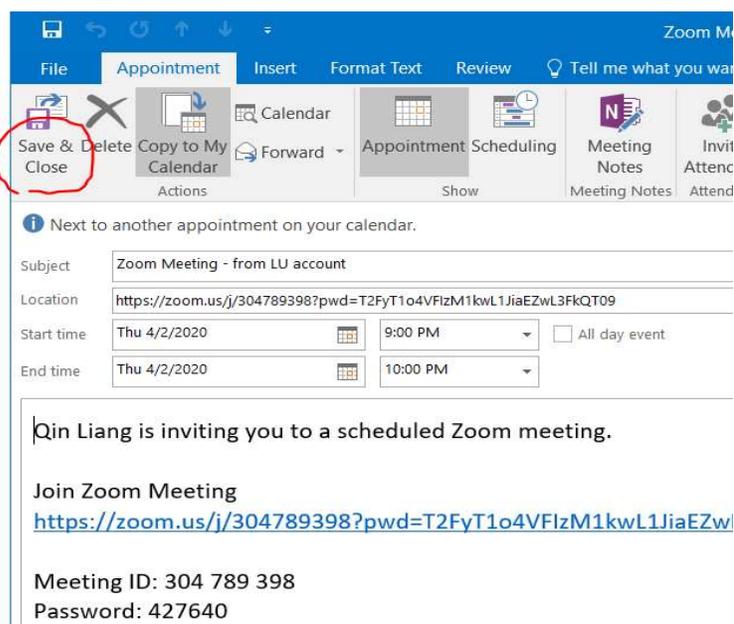
- If select "**Save File**"

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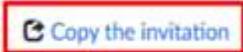
  (------------------------) to others, so they can open/save it into their calendar if needed.