

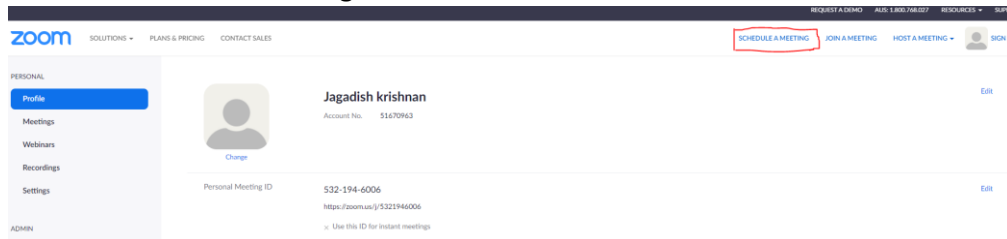
Steps to set up Zoom Meeting:

1. Sign in to <https://zoom.us/>

2. Email address: devi@codd.com.au

Password: P@ssw0rd

3. Select **Schedule a meeting**



4. Enter the details of the Meeting: Topic, when, Duration

A screenshot of the 'Schedule a Meeting' form in the Zoom web application. The left sidebar shows 'PERSONAL' and 'ADMIN' sections. Under 'PERSONAL', 'Meetings' is highlighted in blue. The main content area shows the 'Schedule a Meeting' form. The form includes fields for 'Topic' (filled with 'Coronavirus Update meeting for nurses'), 'Description (Optional)' (filled with 'Enter your meeting description'), 'When' (date '03/12/2020', time '7:00 PM'), 'Duration' (1 hr, 0 min), 'Time Zone' (GMT+8:00 Perth), 'Recurring meeting' (checkbox), 'Registration' (checkbox), 'Meeting ID' (radio buttons for 'Generate Automatically' and 'Personal Meeting ID 532-194-6006'), and 'Meeting Password' (checkbox).

5. Please Ensure the following is selected and save the meeting.

Video is turned off for the participant,

Meetings options-Mute participants upon entry

Record the meeting automatically in the cloud.

Video

Host ☒ on ☐ off

Participant ☐ on ☒ off

Audio

☐ Telephone ☐ Computer Audio ☒ Both

Dial from Australia and other 1 country [Edit](#)

Meeting Options

☒ Enable join before host

☒ Mute participants upon entry [1/2](#)

☐ Enable waiting room

☐ Only authenticated users can join

☒ Record the meeting automatically ☐ On the local computer ☒ In the cloud

6. Copy the invitation and sent the invite to all the participants.

PERSONAL

Profile

Meetings

Webinars

Recordings

Settings

ADMIN

Dashboard

> User Management

> Room Management

> Account Management

> Advanced

[Attend Live Training](#)

[Video Tutorials](#)

My Meetings > Manage "Coronavirus Update meeting for nurses"

[Start this Meeting](#)

Topic Coronavirus Update meeting for nurses

Time Mar 12, 2020 07:00 PM Perth

Add to [Google Calendar](#) [Outlook Calendar \(.ics\)](#) [Yahoo Calendar](#)

Meeting ID 299-938-787

Meeting Password [x](#) Require meeting password

Invite Attendees Join URL: <https://zoom.us/j/299938787> [Copy the invitation](#)

Video Host On
Participant Off

Audio Telephone and Computer Audio

Dial from Australia and other 1 country

Meeting Options ☒ Enable join before host