Creating and Sending Invitations

You will need to adjust some settings before sending invitations for meetings. Open your web browser and go to zoom.us. Sign in, or click the logo to access your profile.



Page 1 of 7 Please contact me with questions or for additional assistance. <u>derek.henderson@arcourts.gov</u> 501-682-6803 or 910-389-1362 if phones are busy.

Creating and Sending Invitations

In settings, scroll down. Make sure the two PMI settings circled below are turned off (gray). Make sure the password setting circled below is turned on (blue).

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Email Notification	Allow participants to join the		
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	You can visit Personal Meeting Room to change your Personal Meeting settings.		Houmed Nearer
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	Lice Percental Meeting ID (PMI) when starting an instant meeting		Medified Report
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	Only authenticated users can join meetings		
	The participants need to authenticate prior to joining the meetings, hosts can choose one of the authentication methods when scheduling a meeting.		
	Require a password when scheduling new meetings		
	A password will be generated when scheduling a meeting and participants require		Quete
	the password to join the meeting. The Personal Meeting ID (PMI) meetings are not included.		D meip
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Page 2 of 7 Please contact me with questions or for additional assistance. <u>derek.henderson@arcourts.gov</u> 501-682-6803 or 910-389-1362 if phones are busy.



After you have adjusted the settings, open the Zoom app. Choose "Schedule."

If you use Outlook, then set the time and choose Outlook.

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Page 3 of 7 Please contact me with questions or for additional assistance. <u>derek.henderson@arcourts.gov</u> 501-682-6803 or 910-389-1362 if phones are busy. Outlook will generate an invite in a popup invitation. Enter email addresses for meeting participants.

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Derek Hende Join Zoom M <u>https://zoom</u> Meeting ID: (eeting 1.us/i/606667: 506 667 316	g you to a scheduled Zoom meeting. 316		Supported times:
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If you use Google calendar, choose that option in scheduling.

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Page 4 of 7 Please contact me with questions or for additional assistance. <u>derek.henderson@arcourts.gov</u> 501-682-6803 or 910-389-1362 if phones are busy. You will be prompted to log in or choose the appropriate Google account.

W Page Record Stop Record Add Comment		
	G Sign in with Google	
	Choose an account to continue to Zoom	
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	Before using this app, you can review Zoom's privacy policy and terms of service.	
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You will be prompted to give Zoom permission to access your account.



Page 5 of 7 Please contact me with questions or for additional assistance. <u>derek.henderson@arcourts.gov</u> 501-682-6803 or 910-389-1362 if phones are busy. A Google invite will pop up. Set the appropriate time and add email addresses for participants.

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If you do not use Outlook or Google, choose "Other Calendars."

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Page 6 of 7 Please contact me with questions or for additional assistance. <u>derek.henderson@arcourts.gov</u> 501-682-6803 or 910-389-1362 if phones are busy. When you schedule, it will generate an invitation that you can copy and email.



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