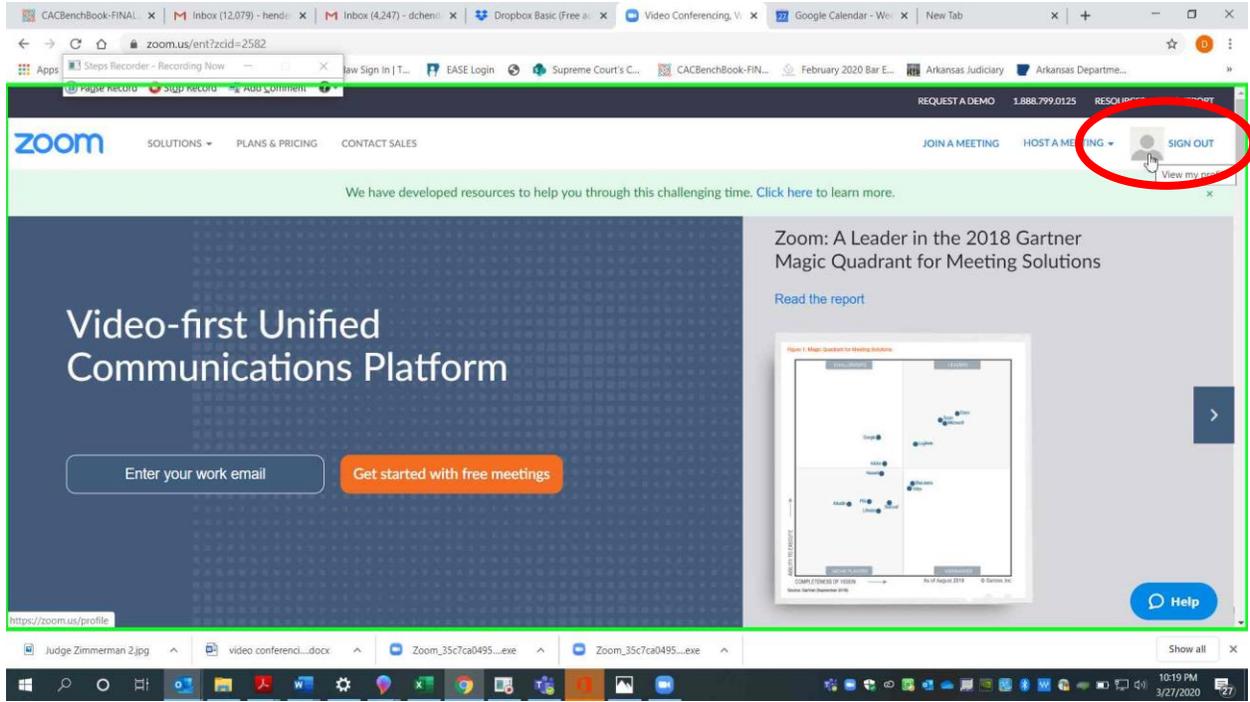


Creating and Sending Invitations

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

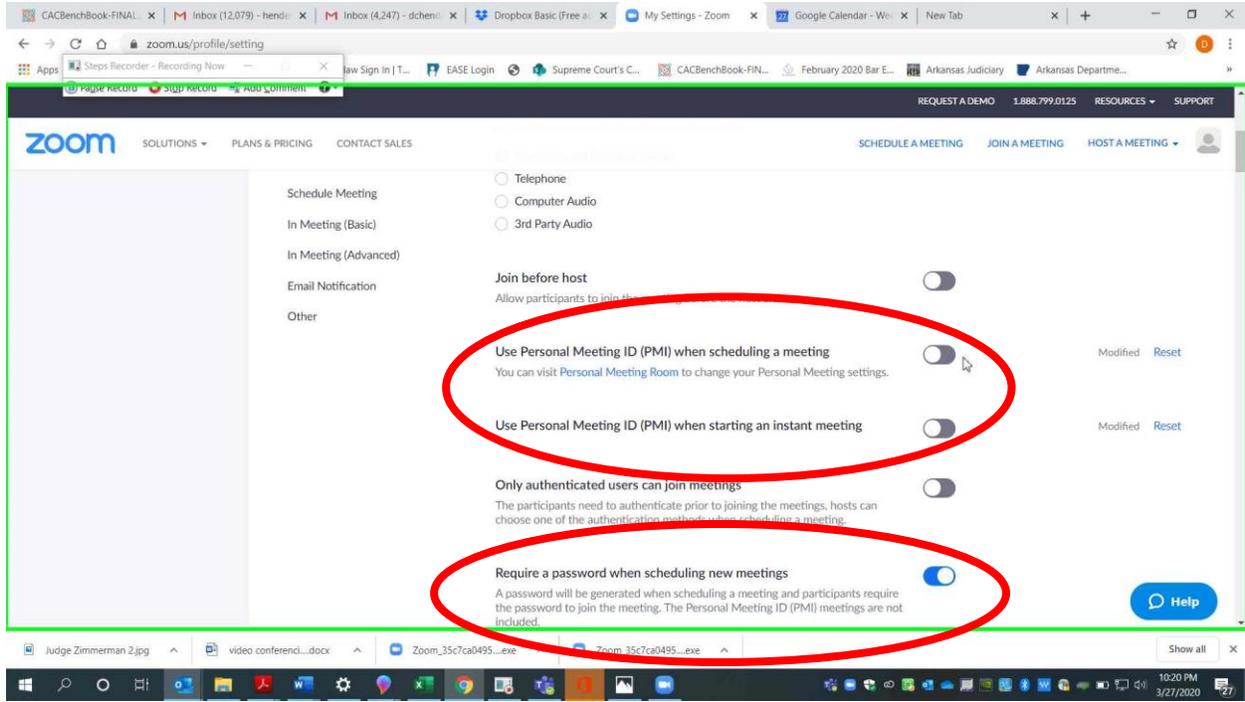
Please contact me with questions or for additional assistance.

derek.henderson@arcourts.gov

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).



Page 2 of 7

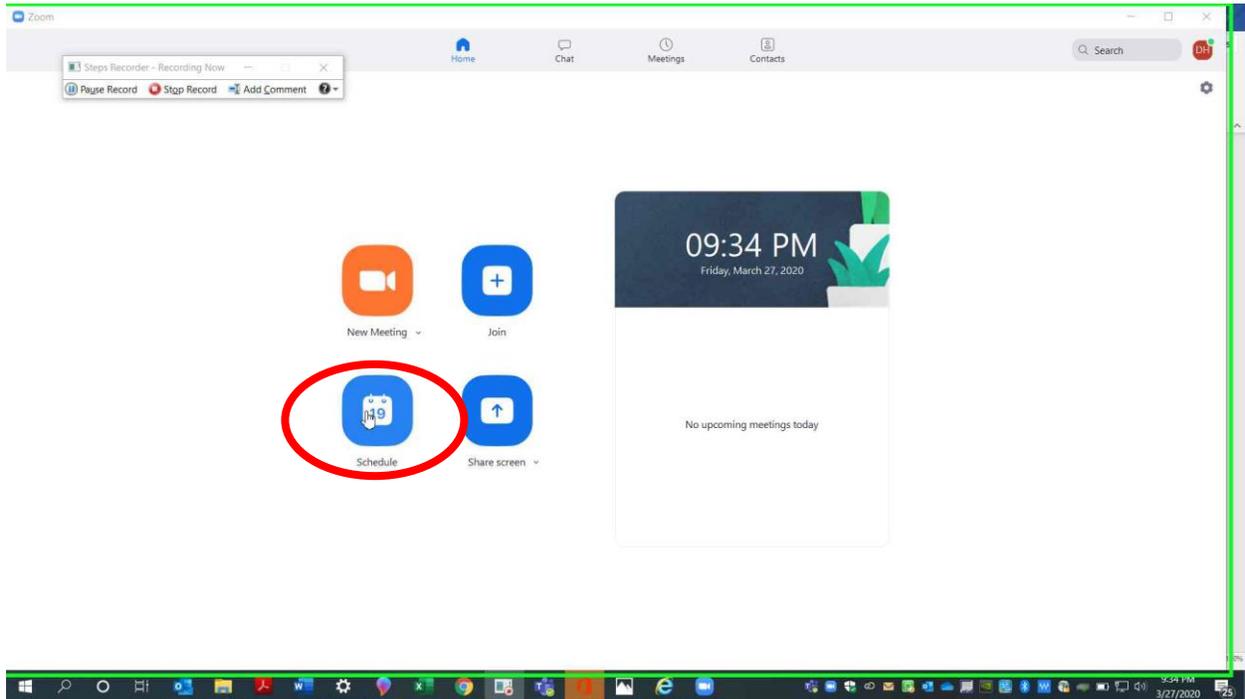
Please contact me with questions or for additional assistance.

derek.henderson@arcourts.gov

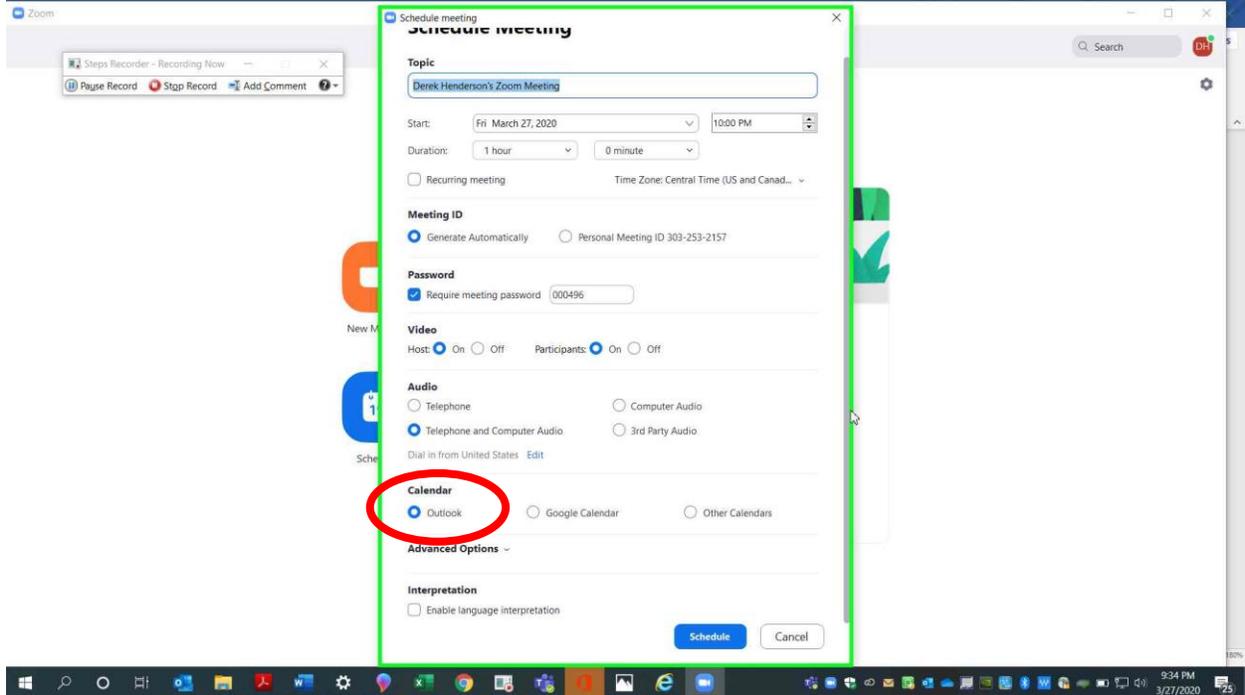
501-682-6803 or 910-389-1362 if phones are busy.

Creating and Sending Invitations

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



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



Page 3 of 7

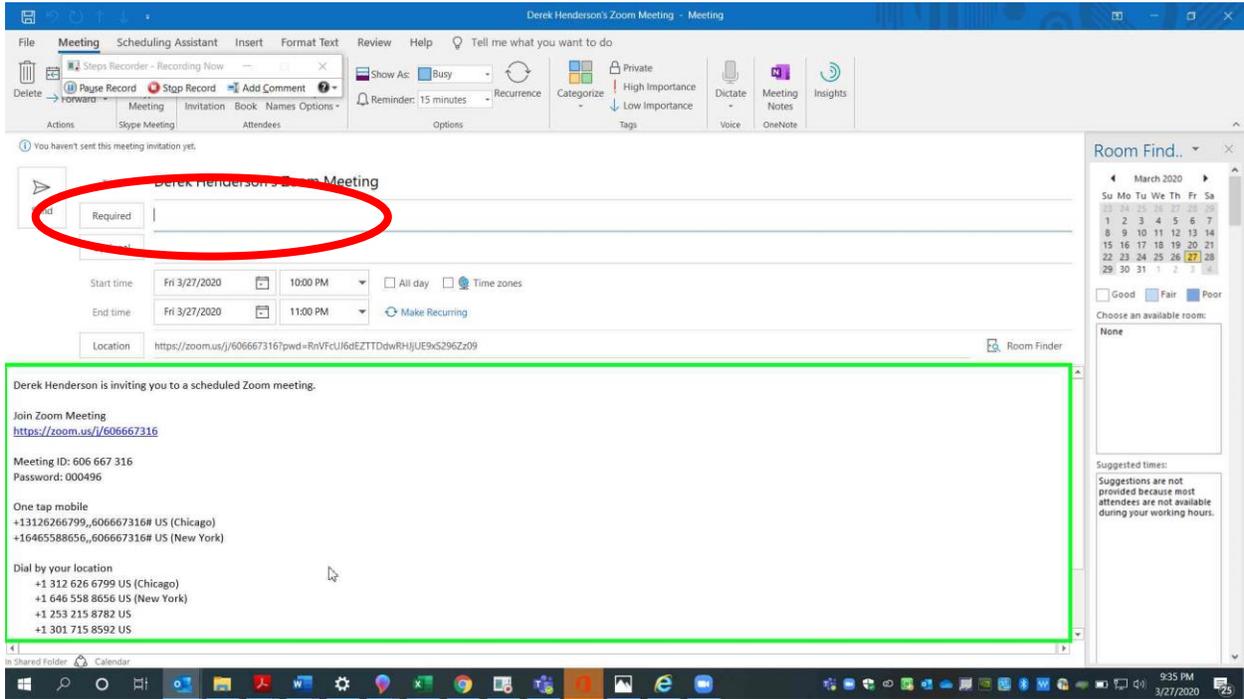
Please contact me with questions or for additional assistance.

derek.henderson@arcourts.gov

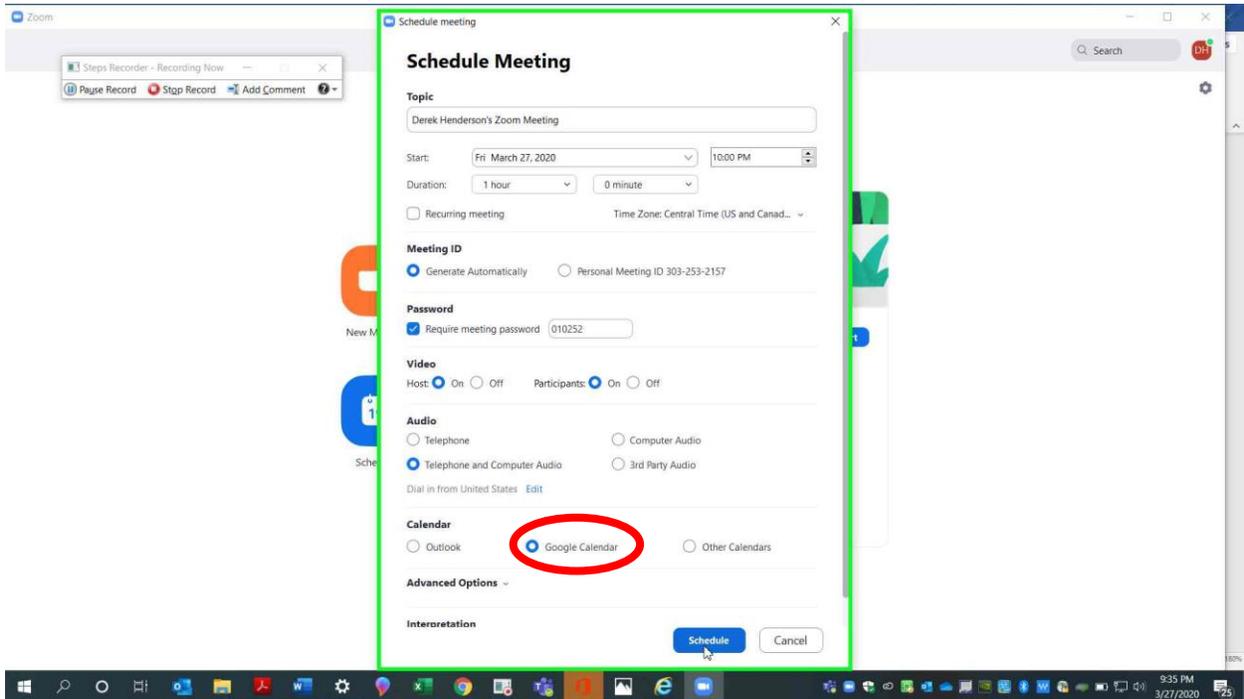
501-682-6803 or 910-389-1362 if phones are busy.

Creating and Sending Invitations

Outlook will generate an invite in a popup invitation. Enter email addresses for meeting participants.

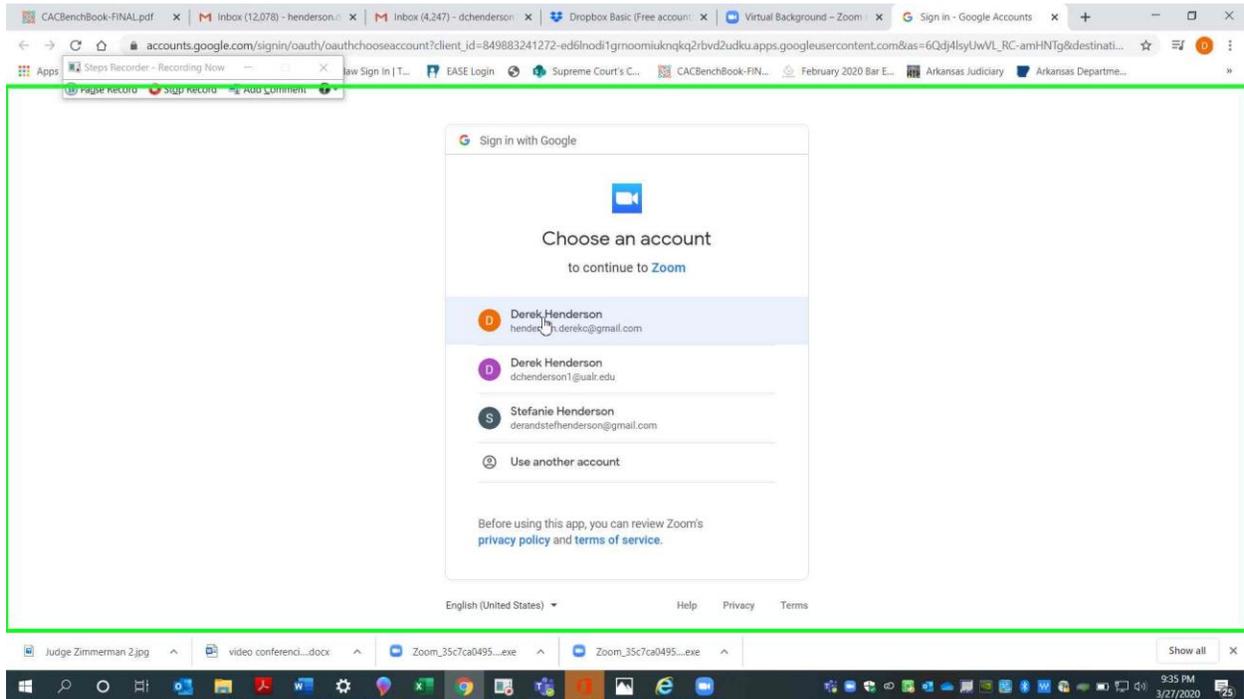


If you use Google calendar, choose that option in scheduling.

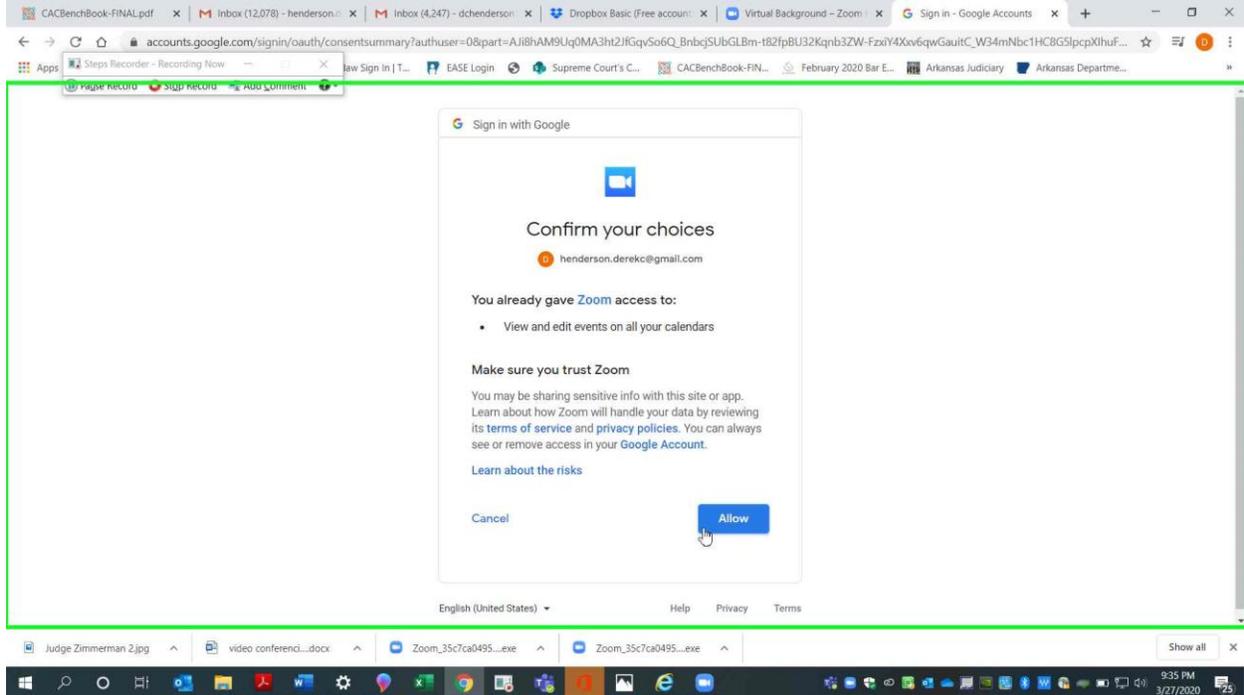


Creating and Sending Invitations

You will be prompted to log in or choose the appropriate Google account.



You will be prompted to give Zoom permission to access your account.



Page 5 of 7

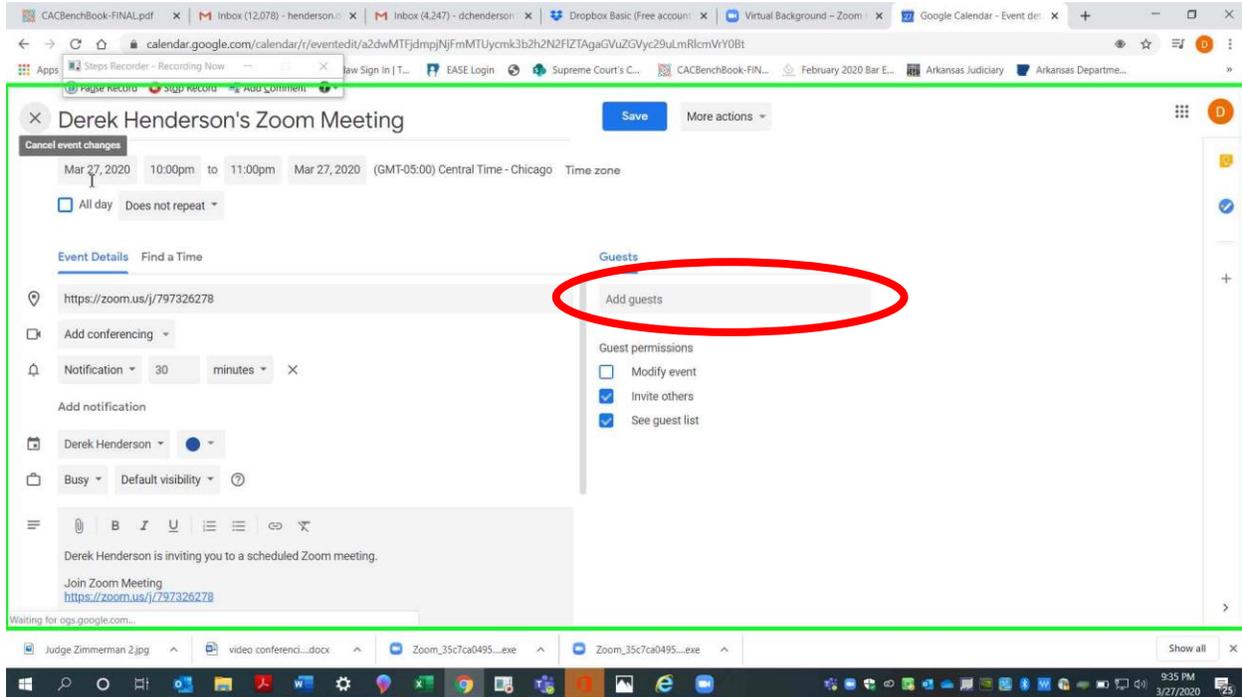
Please contact me with questions or for additional assistance.

derek.henderson@arcourts.gov

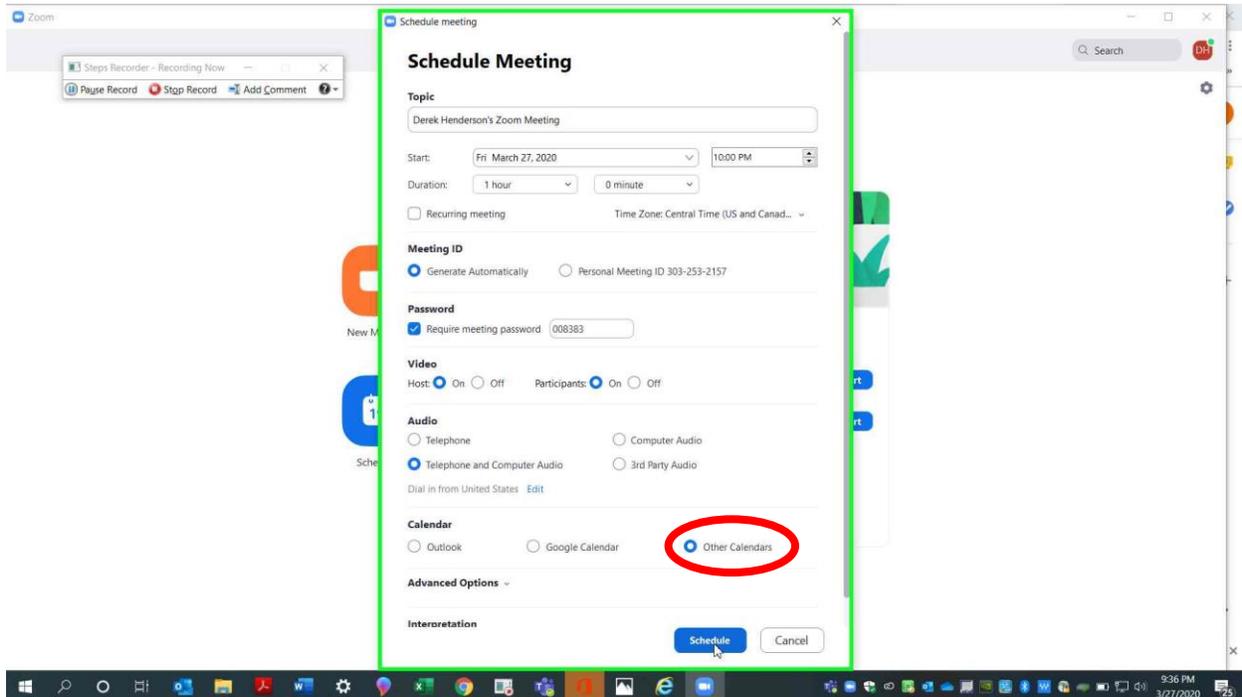
501-682-6803 or 910-389-1362 if phones are busy.

Creating and Sending Invitations

A Google invite will pop up. Set the appropriate time and add email addresses for participants.



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



Page 6 of 7

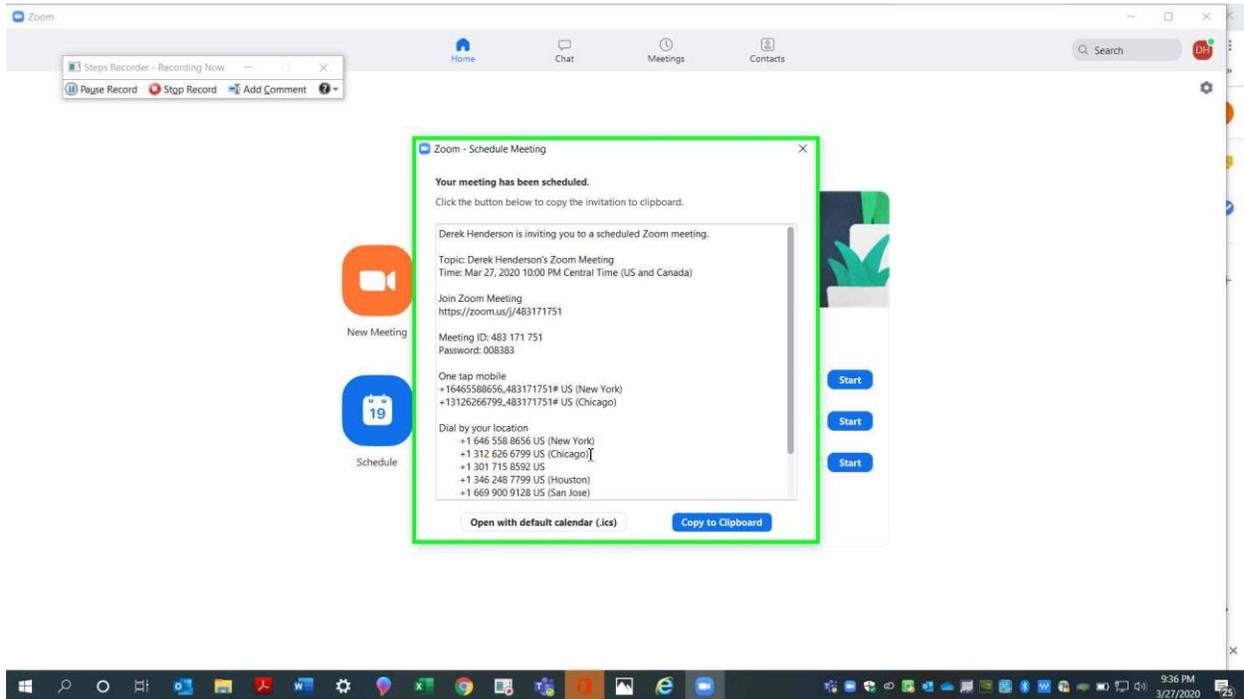
Please contact me with questions or for additional assistance.

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Creating and Sending Invitations

When you schedule, it will generate an invitation that you can copy and email.



Page 7 of 7

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derek.henderson@arcourts.gov

501-682-6803 or 910-389-1362 if phones are busy.