## Schedule a Zoom Meeting.

If for some reason you get disconnected from this meeting (you were the Host), you **do not have to restart a new meeting**. Instead you can **use the same meeting link and re-join to the meeting**. Your participants will remain connected.



Step 1: Sign in to Zoom and Click on Schedule.

**Step 2:** Select the required details (Type in appropriate Topic, Select the desired Start date, Time and Duration for the meeting) and **click on Schedule**.

Schedule Meeting
Торіс
Ashwani Kumar's Zoom Meeting
Start: Mon April 13, 2020
Duration: 1 hour ~ 0 minute ~
Recurring meeting Time Zone: Fiji Islands, Marshall Islands ~
Meeting ID
• Generate Automatically • Personal Meeting ID 679-998-4197
Decement
Require meeting password     021289     Feature enabled by default
Video Host: On Off Participants: O On Off
Audio
O Telephone O Computer Audio
Telephone and Computer Audio
Dial in from United States Edit
Calendar Outlook Google Calendar Other Calendars
Advanced Options
Enable waiting room
Enable join before host
Schedule Cancel

**Step 3:** Zoom software will open up your **Outlook calendar**. Type in participant's email address and fill in the required details to schedule a meeting. Click on **Send**.

Meeting password is encrypted and embedded in the meeting invite link Meeting ID and password are also stated separately

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File	Meetin	g Insert	Format Te	kt Review	${\mathbb Q}$ Tell me what you want to do									
1 You h	You haven't sent this meeting invitation yet.													
	From	Ashwani.	Kumar@fnu.ac	fj										
=	То													
Send	Subject	Ashwani	Ashwani Kumar's Zoom Meeting											
	Location https://fijinationaluniversity.zoom.us/j/93922944157?pwd=Y1VmYVdmSWJOQnBxOE0zcDduV3FzUT09													
	Start time	Mon 13/0	04/2020		5:00 PM									
	End time	Mon 13/0	04/2020		6:00 PM +									
Ashwani Kumar is inviting you to a scheduled Zoom meeting. Join Zoom Meeting https://fijinationaluniversity.zoom.us/i/93922944157 pwd=Y1VmYVdmSWJOQnBxOE0zcDduV3FzUT09														
Meetin Passwo	ng ID: 939 ord: 0212	9 2294 4157 89	]	L			J							

Step 4: To start your meeting, open the Zoom software and click on Meetings. Click onStart to start the meeting.

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	G Home	⊂ Chat	<b>(</b> Meetings	Contacts		Q Search	
C Upcoming Recorded	+						
679-998-4197 My Personal Meeting ID (PMI)		Ashwani Kumar's Zoom Meeting 3:00 PM - 4:00 PM   Starts in 24 minutes					
Тодау		Meeting ID: 456	-041-877				
Ashwani Kumar's Zoom Meeting 3:00 PM-4:00 PM Meeting ID: 456-041-877		Start Join from a Show Meeting Ir	Copy In Room	vitation		X Delete	