

Tutorial for Zoom Cloud Meetings

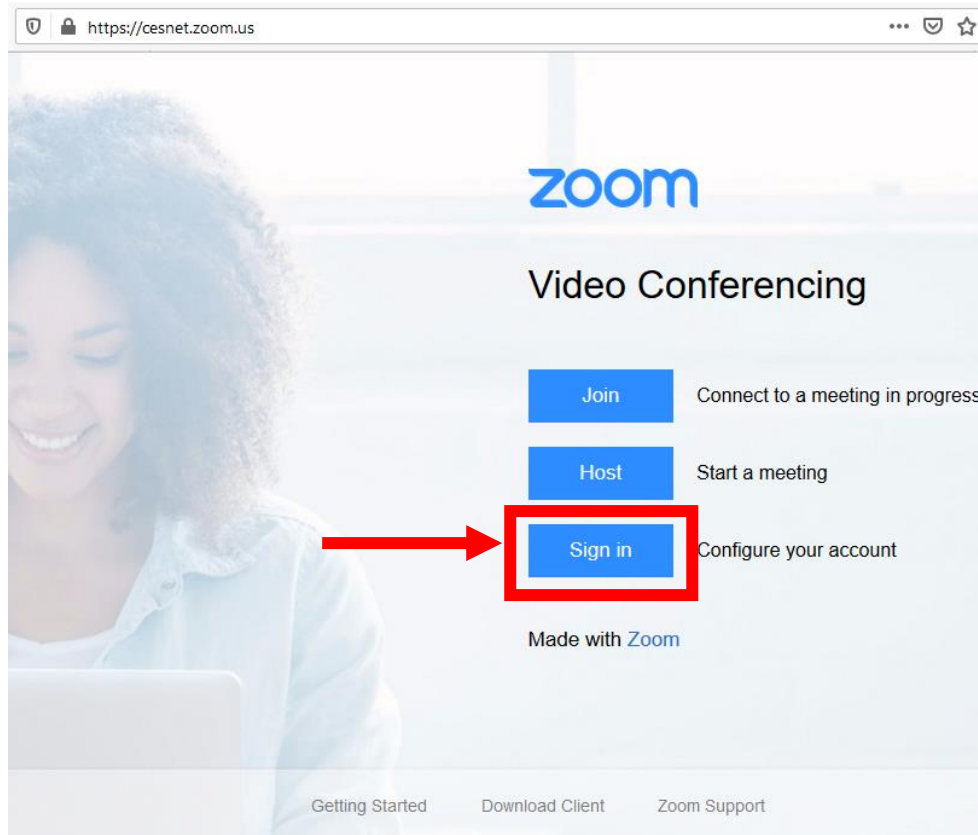


Content

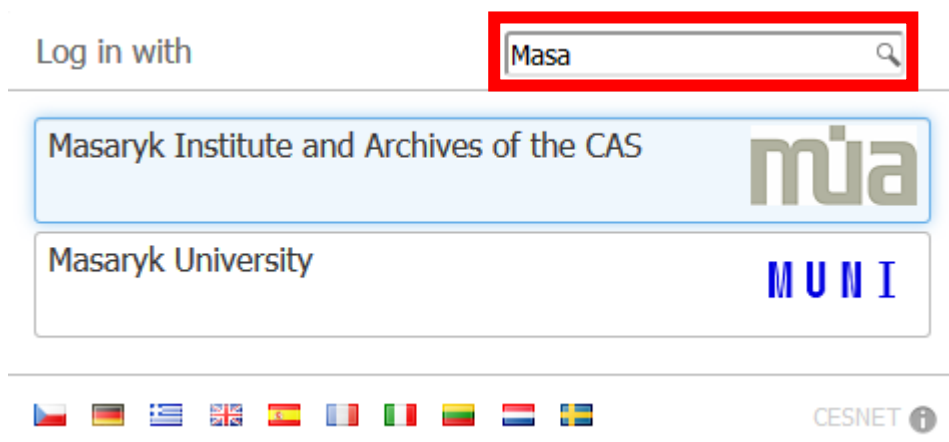
1. Log in to application.....	3
2. Schedule a meeting.....	4
3. Share a URL to connect to the room.....	7

1. Log in to application

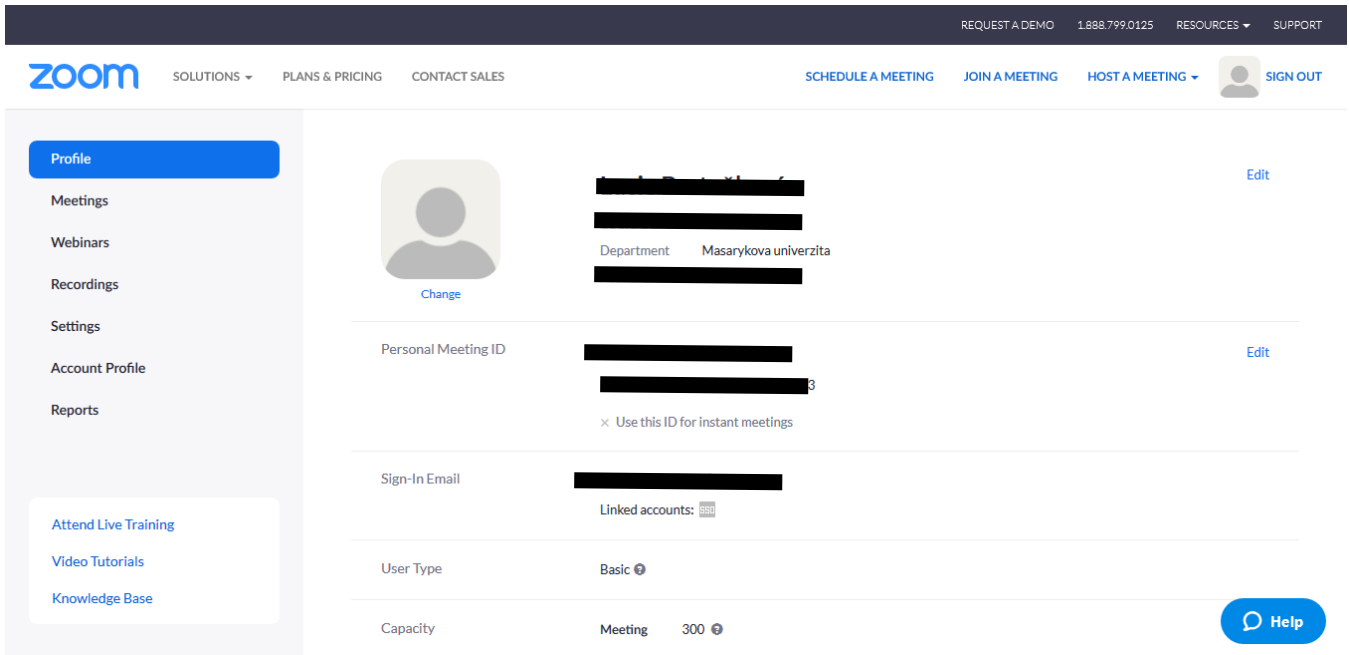
- a) On page <https://cesnet.zoom.us/> click on a "Sign in" button.



- b) Using the search box, find your institution, click on it and log in with your credentials.

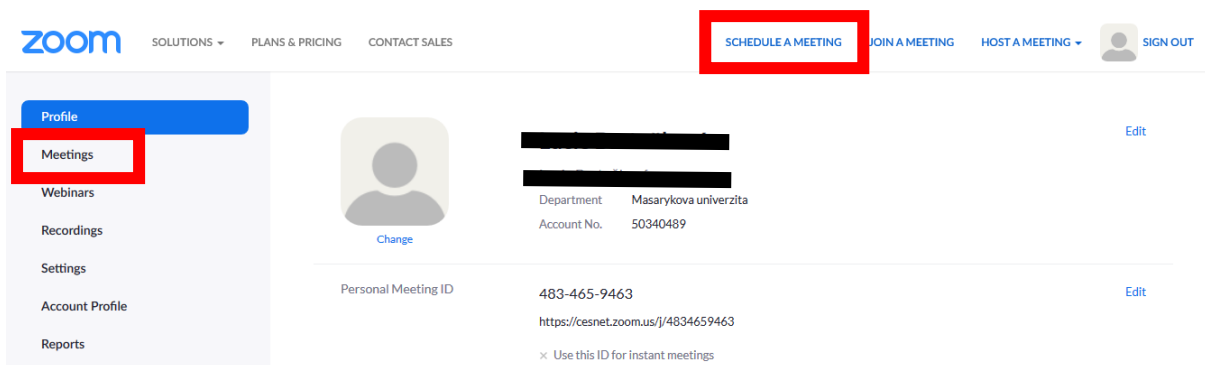


c) You will see your profile in Zoom.



2. Schedule a meeting

a) After log in you can click on the top of the page on a **“Schedule a meeting”** button or on the left menu on **“Meetings”** button and then on **“Schedule a New Meeting”** in the middle of the screen.



b) The form for scheduling a new meeting will be displayed. It is necessary to fill in the topic of the meeting (e.g. Daily Stand-up) and is possible to fill in short meeting description.

[My Meetings](#) > [Schedule a Meeting](#)

Schedule a Meeting


Topic

Daily Stand-up

Description (Optional)

What obstacles are impeding my progress?
What has progressed?

- c) Set **when** will the meeting start, **how long** it will take and **in which time zone** you set the time.

When 

Duration hr min

Time Zone

Recurring meeting

- d) Using a “**Recurring meeting**” checkbox you can set, whether the meeting is a one-time meeting or whether the meeting should be repeated in a specific interval.


In case of **repeated** meeting(s) you check the checkbox and set:

- whether the meeting will be repeated daily, weekly or monthly
- how often the meeting will be repeated (e.g. every 3 days)
- and set the ending condition for repeating – some specific date or after number of occurrences (e.g. after 7 calls)

Recurring meeting **Every 3 days, until Apr 18, 2020, 11 occurrence(s)**

Recurrence

Repeat every day

End date By  After occurrences

This information will appear in the meeting invitation or you can import the meeting directly to the Google, Yahoo or Outlook calendar.

If you want to use the room irregularly, then select “No Fixed Time” in “Recurrence” and all the time fields will disappear from the form.

- e) Choose whether to use your “Personal Meeting” for this meeting or to create a new room. “Personal meeting” is mostly used for one-to-one calls. For team meetings it is better to create a new room.

Meeting ID Generated ID 284-194-308 Personal Meeting ID 483-465-9463

- g) If you want to ensure, that only a person with a password can enter the room, click on a “**Require meeting password**” checkbox and fill in the room password.

Meeting Password Require meeting password

- h) Choose whether to automatically start the **video** when logging in to the room for the organizer ("Host") and for the participant ("Participant")

Video

Host on off

Participant on off

- i) In the “**Audio**” section, select whether to make calls only by telephone, via computer or both. If you allow calling from a telephone (“Telephone” or “Both”), it is necessary to select country, which sets the telephone number for participants.

Audio Telephone Computer Audio Both

Dial from **Czechia** Edit

- j) In the last section “**Meeting Options**” you can set several things:

Meeting Options

Enable join before host ← Participants can join the room before the host.

Mute participants upon entry ← When entering the room, participants will have their microphone muted.

Enable waiting room ← The participants will first get to the “waiting list”, from where the host will connect them one by one or all at once.

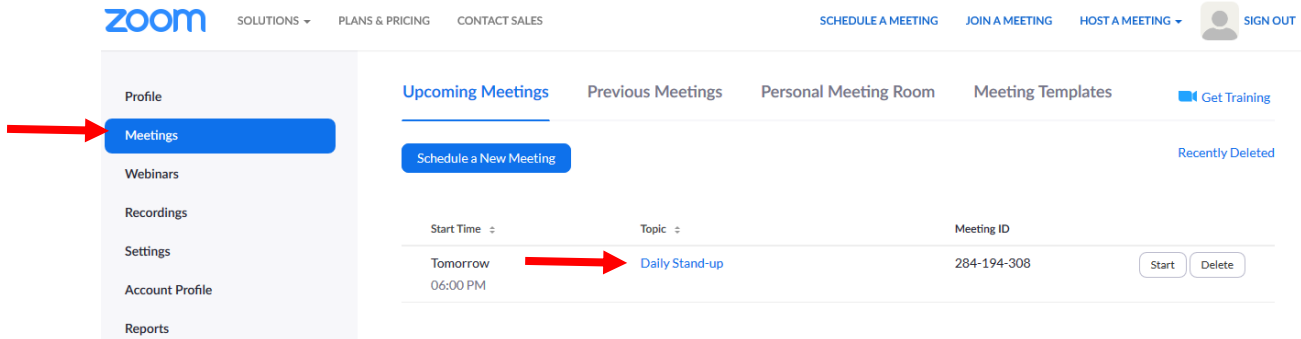
Only authenticated users can join ← Only a user with a Zoom account will be able to join the room.

Record the meeting automatically on the local computer ↑ All calls in the room will be automatically recorded and stored in the local storage.

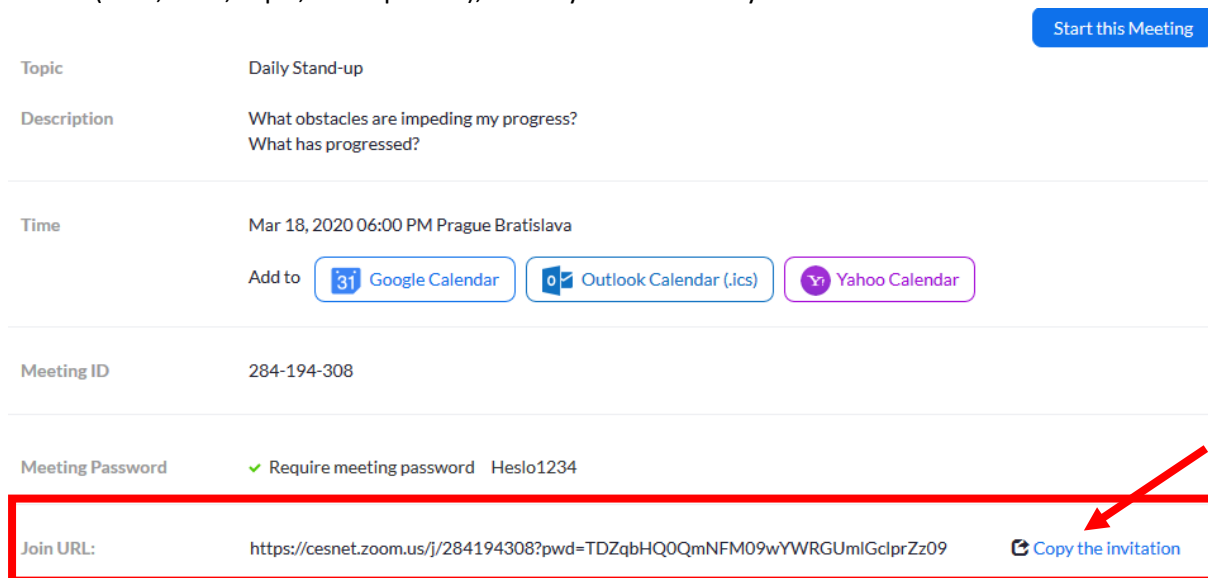
- k) After completing the room setup, click on the “Save” button to save the room settings.

3. Share a URL to connect to the room

After saving the meeting with the "Save" button, you will see the detail of the room or you can display it by clicking on "Meetings" and in "Upcoming meetings" where you can click on the topic of the room.



In the detail of the room you will find a section "Join URL" with a web address which participants can use to connect to the room. They can either install Zoom on their computer or use a browser. Alternatively, after clicking on "Copy the invitation", you will see a message with all the meeting details (date, time, topic, description...), which you can send by email.



After clicking on the link and selecting one of the options (download and run Zoom, start from your browser), the participants will be asked to write the **password** to enter the room and write their **name**.

Please enter your meeting password and name to join the meeting

You can find the meeting password in the email invitation

Meeting Password

Your Name

Join