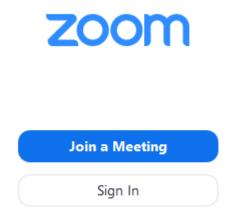# Schedule a Zoom meeting from a computer

A host has control over the options for their scheduled meetings except for settings that an administrator has locked for all users in the account or for all members of a specific group.

If you do NOT have the Zoom app installed, go to zoom.us and select "Host a Meeting" to start the installation.
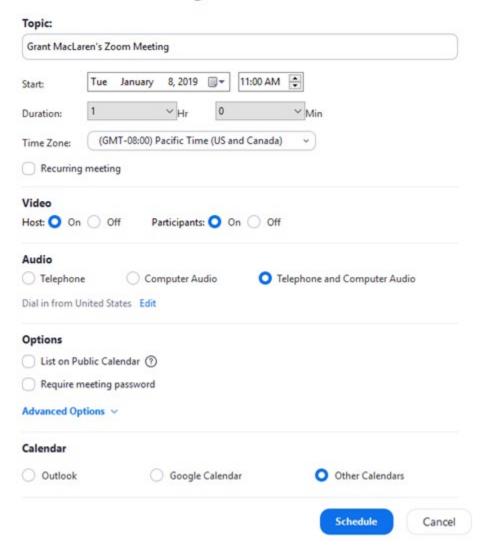
If you DO have the App installed:

1. Open your Zoom app on your desktop and click **Sign In.**

2. Zoom may automatically log you in using the account you used to log into your computer. If it doesn't, enter your Dakota County user ID and password. If it rejects your login, or if you do not have a Dakota County Zoom account, please contact the IT Help Desk at 651-438-4346 or helpdesk@co.dakota.mn.us.

3. Click the downward arrow and select **Start with video**, then click **New Meeting**.

4. Select your meeting settings. Note that some of these options might not be available if they've been disabled countywide.

Schedule a Meeting

Topic:

Grant MacLaren's Zoom Meeting

Start: Tue   January   8, 2019   ▦▾   11:00 AM   ⬍

Duration: 1   ⌄ Hr   0   ⌄ Min

Time Zone: (GMT-08:00) Pacific Time (US and Canada)   ⌄

◯ Recurring meeting

Video

Host: ⬤ On ◯ Off   Participants: ⬤ On ◯ Off

Audio

◯ Telephone   ◯ Computer Audio   ⬤ Telephone and Computer Audio

Dial in from United States Edit

Options

◯ List on Public Calendar ⑦

◯ Require meeting password

Advanced Options ⌄

Calendar

◯ Outlook   ◯ Google Calendar   ⬤ Other Calendars

[Schedule]   [Cancel]

- **Topic**: Enter a topic or name for your meeting.

- **Start**: Select a date and time for your meeting. You can start your meeting at any time before the scheduled time.

- **Duration**: Choose the approximate duration of the meeting. This is only for scheduling purposes. The meeting will not end after this length of time.

- **Time Zone:** By default, Zoom will use your computer's time zone. Click the drop-down menu to select a different time zone.

- **Recurring meeting**: Choose if you would like a recurring meeting (the meeting ID will remain the same for each session).

- **Meeting ID:** Check this if you want to use your Personal Meeting ID. If not selected, a random unique meeting ID will be generated.

- **Password:_____**

- **Host:** Choose if you would like the host video on or off when joining the meeting. Even if you choose off, the host will have the option to start their video.

- **Participant:** Choose if you would like the participants' videos on or off when joining the meeting. Even if you turn off, the participants will have the option to start their video.

- **Audio**: Choose whether to allow users to call in via Telephone only, Computer Audio only, or both.

- **Calendar:** Select a calendar service to add the meeting to and send out invites to participants. This should default to Outlook.

- **Advanced Options:** Click on the arrow to view additional meeting options.

- **Enable Waiting Room:** Enabled and locked by default, this requires participants to enter a virtual waiting room. After you've joined the meeting, ou must admit them into the meeting from the waiting room.

- **Enable join before host:** Allow participants to join the meeting without you or before you join. The meeting will end after 40-minutes for Basic (free) users if 3 or more people join the meeting.

- **Mute participants on entry**: Enabled and locked by default, this will mute participants as they join the meeting. Participants can unmute themselves after joining the meeting.

- **Only authenticated users can join: Sign in to Zoom:** Enabled and locked by default, meeting participants must be registered with Zoom in order to join your meeting. This is required for security purposes.

5. Click **Schedule**. Zoom should automatically open a new Outlook meeting invite with most of the meeting information already filled in.

6. Enter the names or email addresses of whomever you're inviting to the meeting. Add additional info to the invite and click **Send** to send out the meeting invitation.

The meeting will automatically be added to your Zoom client and to your Outlook calendar.