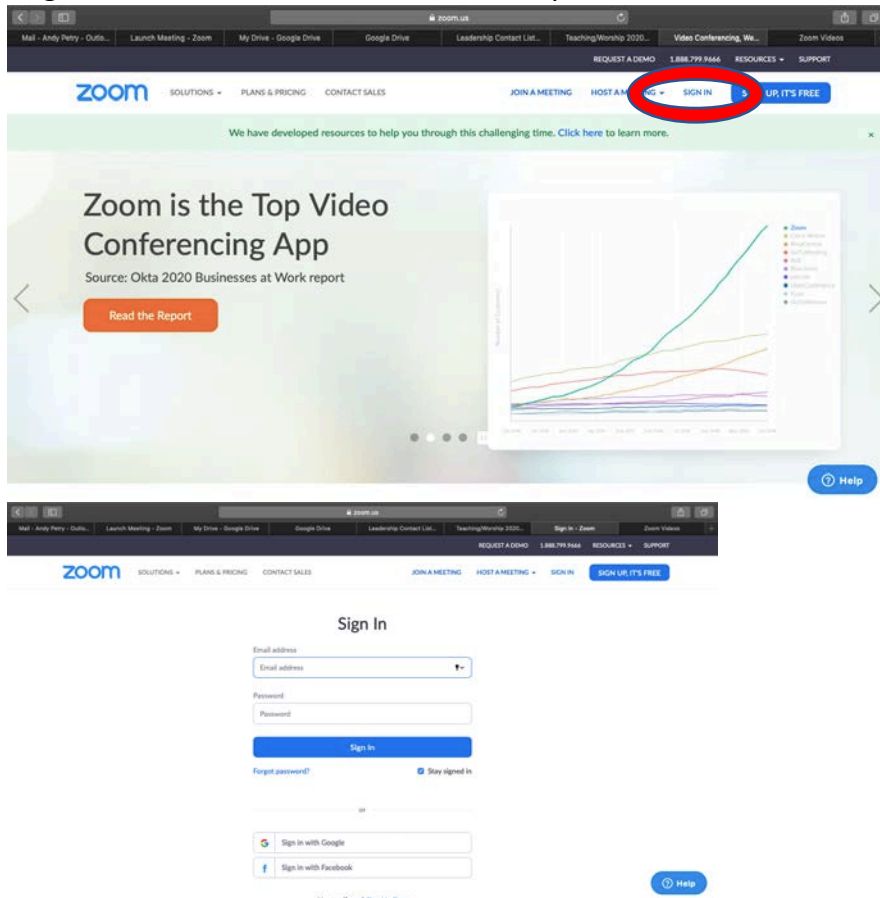
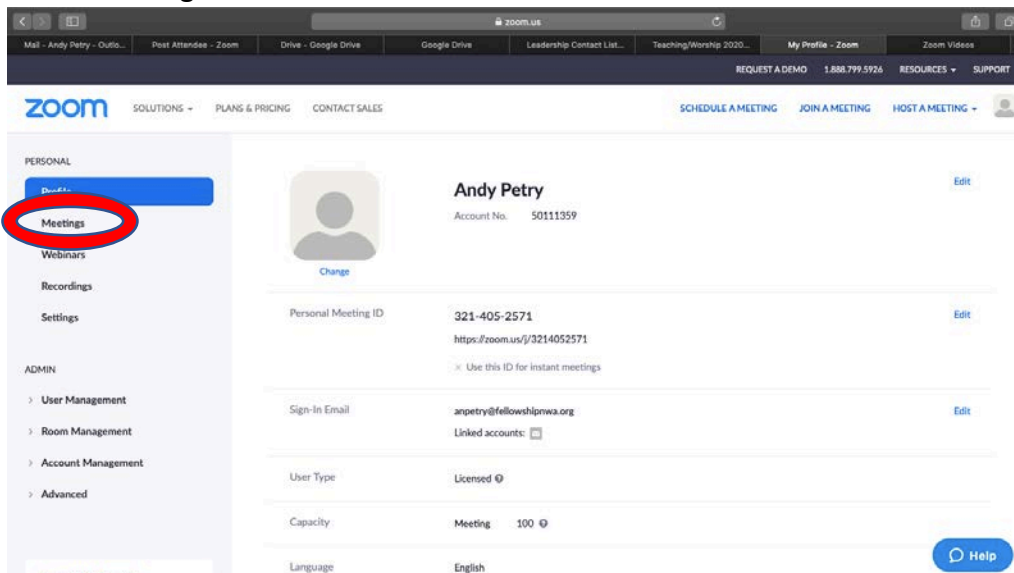


Scheduling a Zoom Call (from Website)

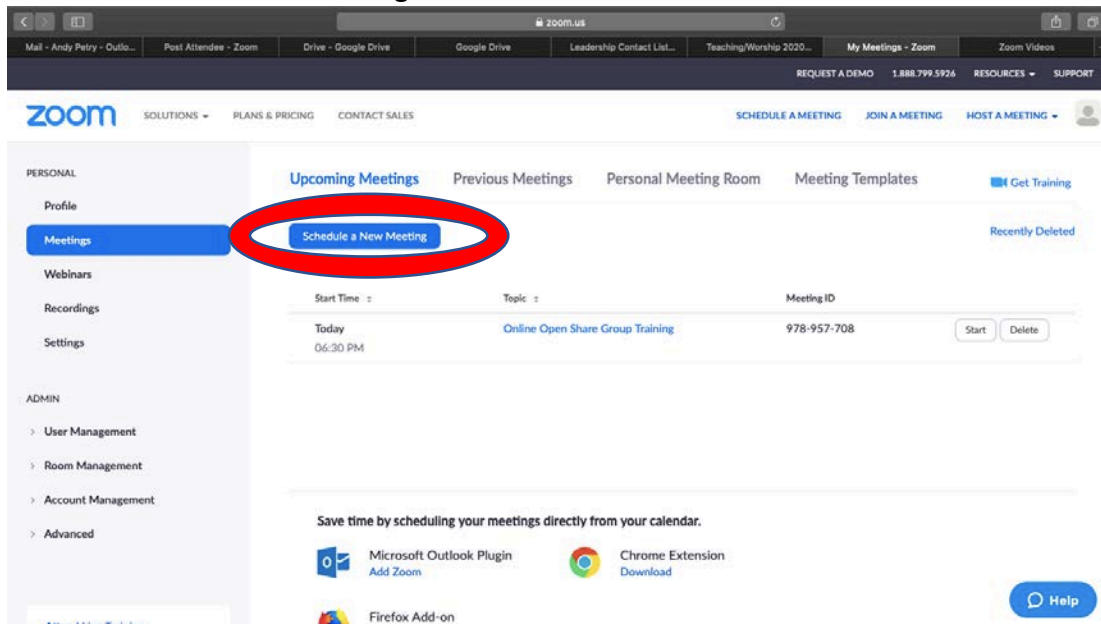
1. Log in to the www.zoom.us website with your account.



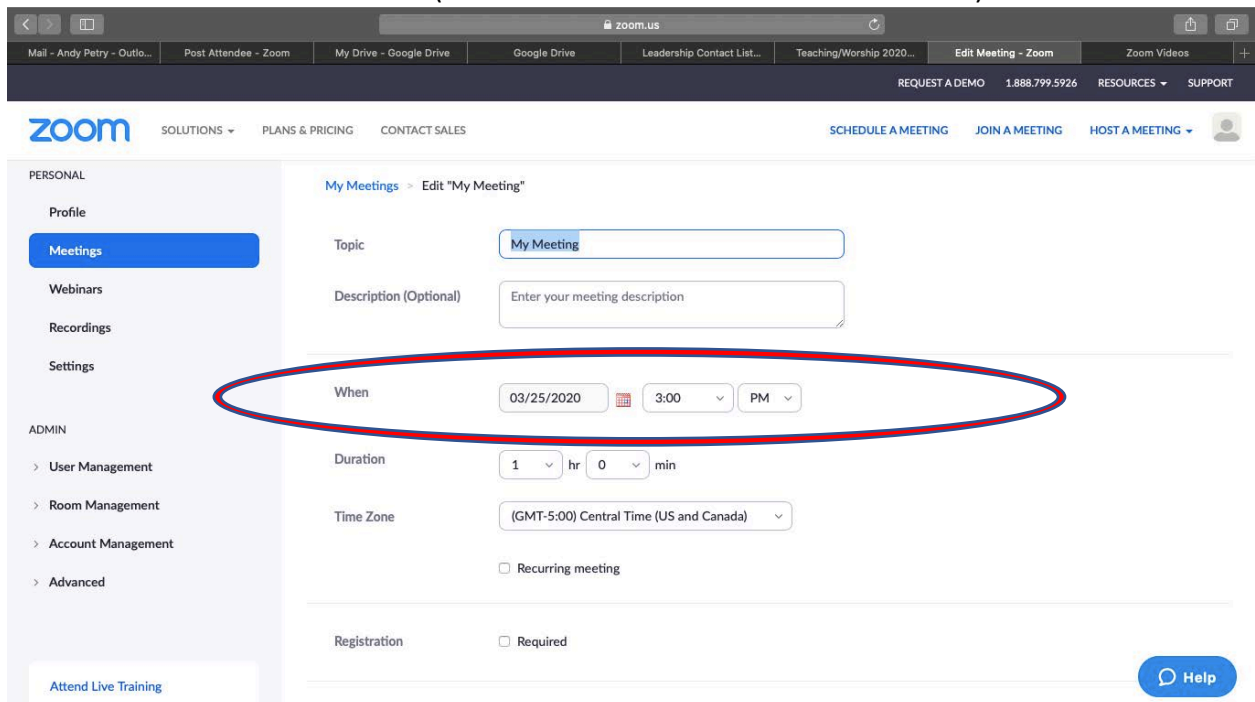
2. Click "Meetings" on the menu to the left



3. Click "Schedule a New Meeting"

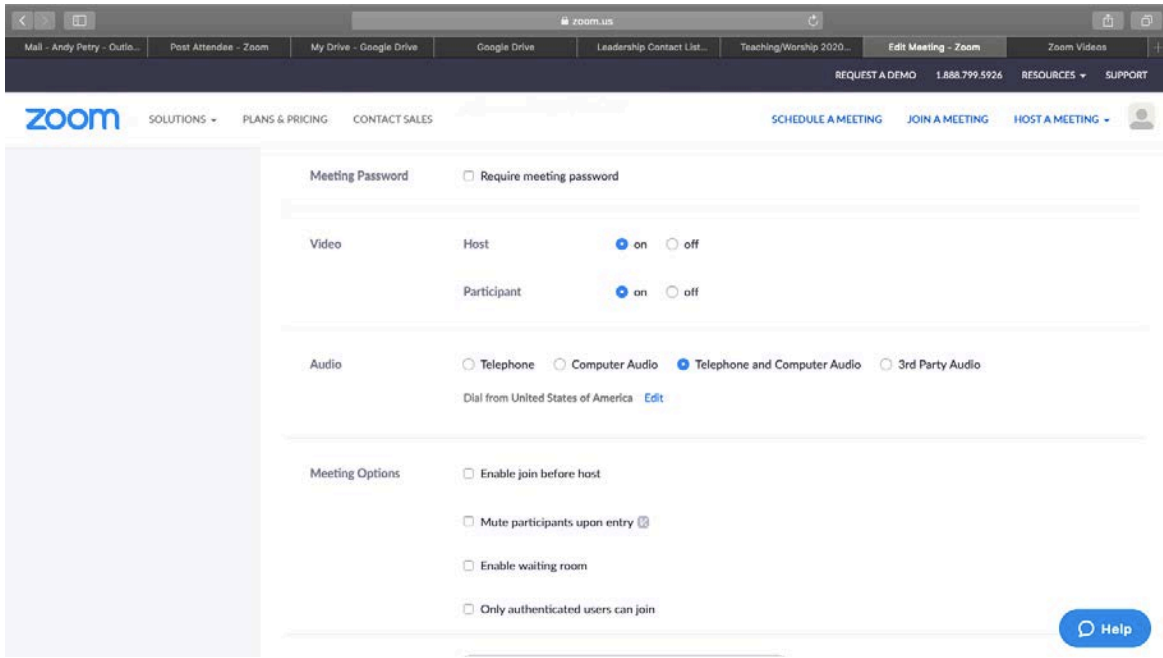


4. Select Date and time of the call. (Max duration for free user is 40 minutes.)

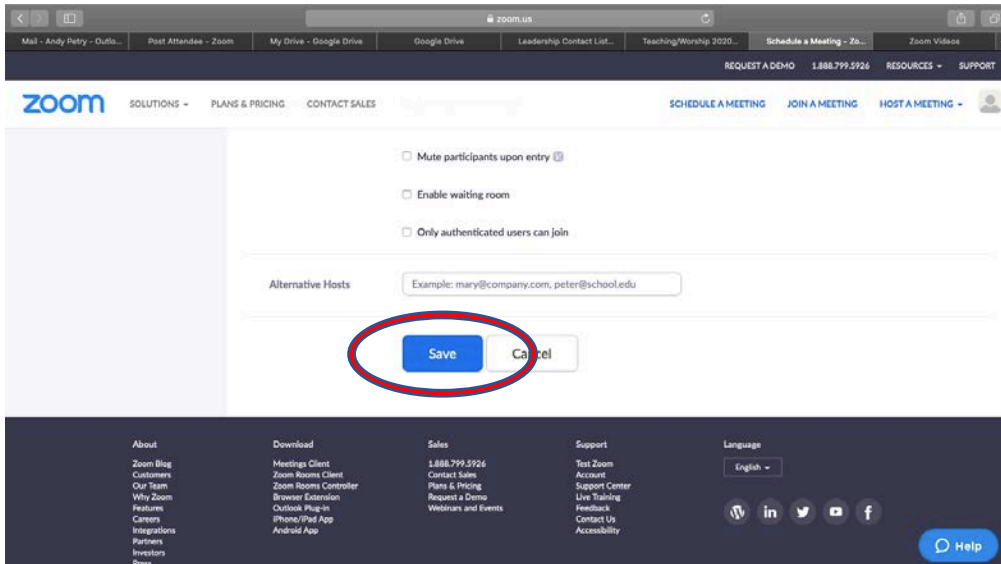


5. Select "Generate Automatically" in "Meeting ID" section

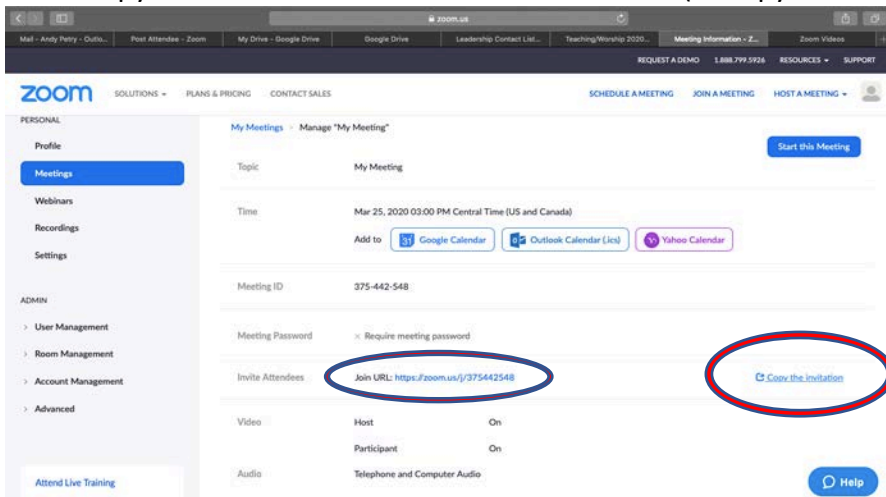
6. Match the remainder of settings in accordance to below picture:



7. Click "Save"



8. Click "Copy Invitation" in "Invite Attendees" section (or copy the "Join URL" link)



9. Paste invitation or URL link into email.

10. Send to participant.