Scheduling A Meting

1. Open the zoom desktop app and sign in to your account.
2. Tab to “schedule” and press enter.
3. You will be automatically placed in the field to provide a topic for the meeting. Type in your desired topic and tab to the next option.
4. The next option will be a combo box to choose the start date. To choose a date, press enter on the combo box. It will then open up a calendar, where you can use all4 of your arrow keys to navigate to the date that you want. When you find the desired date, press enter to select it. Then tab to the next option.
5. The next option is the start time. Press enter to expand the list of times and use either your up or down arrow to find the desired time. Then once you find the time that you want, press enter to select it. Then tab to the next option.
6. The next option is the end time. Just like the start time option, press enter to open the list of times, and use your up or down arrow to find the time. Then press enter to select it. Then tab to the next option.
7. The next option is the end date. Similar to the start date, you have to press enter on this option to expand the calendar. Then use all 4 arrow keys to find the desired date, and press enter to select it. Then tab to the next option.
8. The next option is the time zone. Press enter on this option to expand the list of time zones, and you can use your up or down arrow in this list to find the correct time zone. Please note that zoom will set it to your computer’s default time zone by default. Then once you find the one that you want, press enter to select it. Then tab to the next options.
9. You will see a checkbox to set it as a recurring meeting. If this option is set, you will have the option to select the frequency of the meeting occurrence. This is good if you want to host a meeting multiple times, while maintaining the same link or meeting id.
10. The next option is the attendees. This is optional, and here you can enter the email or name of participants that you want to invite to your event. Note that if you use this option, it requires configuring the calendar and contacts integration with Zoom.
11. Next, you can tab to the meeting id option. Here is where you will choose your meeting ID. You are automatically placed on the “generate automatically” option, which will generate a random and unique meeting id for you. Alternatively, if you press your down arrow, you can choose to use your personal meeting ID instead. Then tab to the next option.
12. The next option is the password field. Here you will be able to enter a password for your meeting. Just type in the password that you want and tab to the next option.
13. The next option is the waiting room. If you want to enable a waiting room for your meeting, use your spacebar to check this checkbox. Otherwise, leave it unchecked. Then tab to the next option.
14. The next option says “host video”. This option sets the default for your video as the host when you join the meeting. By default, it is on “off”, but if you want to turn it on, you can up arrow to select “on”. Then tab to the next option.
15. The next option says “participants video”. This option sets the default for the participants video when they join the meeting. Similar to the host video option, this option is selected on “off” by default. if you want to turn it on, up arrow to the “on” option. Then tab to the next option.
16. The next option is the audio. It is selected on computer audio by default, but because this is the only option there, you can just tab to the next option.
17. The next option is the “calendar” option. This option allows you to Select which 3rd-party calendaring service you would like to export the meeting to. You can use your up or down arrow to select either outlook or google calendar. Alternatively, you can also choose other calendars to view and copy the meeting information. Then tab to the next option.
18. The next option is optional. Here you can choose to set some additional options for your meeting. Click enter on the additional options button to expand it. Then use your tab key to see the options. The first option is “allow participants to join anytime 5 minutes before start time”, the next option is “mute participants upon entry”, the next one is “automatically record meeting on the local computer” and the last one is “approve or block user entries from specific countries or regions”. You can change any of these options by using your spacebar to check or uncheck the checkbox.
19. The final step to scheduling the meeting is to tab to the save button and press enter.
20. You will then be given the meeting details that you can share for persons to join the meeting. Tab to the copy button to copy the meeting invite to your clipboard.