



# WVU TECH ZOOM MEETINGS QUICKSTART GUIDE

## Schedule a Meeting

---

1. Go to <http://wvu.zoom.us>
2. Click “sign in.”
3. Click on “meetings” from the menu on the left.
4. Click the “schedule a new meeting” button.
5. Fill in the topic, select the date and time, and any of the other information as necessary.
6. Click the “save” button at the bottom.
7. Copy the join URL from the confirmation page and give the link to the people you want in the meeting.

## Invite People to a Meeting

---

1. Go to <http://wvu.zoom.us>.
2. Click “sign in.”
3. Click on “meetings” from the menu on the left.
4. Click on the topic name of your meeting.
5. Copy the join URL from the middle of the page and give the link to the people you want in the meeting.

## Start a Meeting

---

1. Go to <http://wvu.zoom.us>.
2. Click “sign in.”
3. Click on “meetings” from the menu on the left.
4. Click on the topic name of your meeting.
5. Click the “start this meeting” button.

## Assign Someone Else to Schedule Meetings for You

---

1. Go to <http://wvu.zoom.us>.
2. Click “sign in.”
3. Click on “settings.”
4. Click “other.”
5. Click the + sign next to “assign scheduling privilege to.”
6. Type in the person’s email address.
7. Click “assign.”

# Schedule a Meeting for Someone Else

---

1. Go to <http://wvu.zoom.us>.
2. Click "sign in."
3. Click "meetings."
4. Click "schedule a meeting."
5. Click "advanced."
6. Choose the user for which to schedule a meeting from the drop-down box.
7. Click "save."