Zoom tutorial for beginners
Aug 8, 2021 01:00 PM Manila
Schedule a Meeting

My Meetings > Schedule a Meeting

Topic: My Meeting

Description (Optional): Enter your meeting description

When: 08/03/2021 3:00 PM

Duration: 1 hr 0 min

Time Zone: (GMT+8:00) Beijing, Shanghai

Contact information:
- REQUEST A DEMO: 1.888.799.5926
- RESOURCES
- SUPPORT
### Time Zone

- (GMT+2:00) Sarajevo, Skopje, Zagreb
- (GMT+2:00) Oslo
- (GMT+2:00) Copenhagen
- (GMT+2:00) Brussels
- (GMT+2:00) Amsterdam, Berlin, Rome, Stockholm, Vienna
- (GMT+2:00) Amsterdam
- (GMT+2:00) Rome

Select from the list to set the time zone.
Recurring meeting: Off
Registration: Required
Meeting ID: Auto-generated
Security: Passcode: 282067
Waiting Room: On
Video: Host on/off switch
Meeting ID: Generate Automatically or Personal Meeting ID 202 084 5027
Passcode: 282067
Room Management

Account Management

Advanced

Attend Live Training

Video Tutorials

Knowledge Base

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Recurring meeting

Required

Generate Automatically

Personal Meeting ID 202 084 5027

Passcode 282067

Only users who have the invite link or passcode can join the meeting

Waiting Room

Only users admitted by the host can join the meeting

Require authentication to join

Video

Host

on  off

---

Type here to search
Recurring meeting: Off
Registration: Required
Meeting ID: Generate Automatically
Security: Passcode: 298989
Waiting Room: On
Require authentication to join: Off
Video: Host: On
Registration

Approval

- Manually Approve
  
  The organizer must approve registrants before they receive information on how to join the meeting.

Notification

- Send an email to host when someone registers

Other options

- Close registration after event date
- Allow attendees to join from multiple devices
- Show social share buttons on registration page
<table>
<thead>
<tr>
<th>Zip/Postal Code</th>
<th>State/Province</th>
<th>Phone</th>
<th>Industry</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Organization</td>
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<tr>
<td>Job Title</td>
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<tr>
<td>Purchasing Time Frame</td>
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<tr>
<td>Role in Purchase Process</td>
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<td></td>
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<tr>
<td>Number of Employees</td>
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<tr>
<td>Questions &amp; Comments</td>
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</tr>
</tbody>
</table>

![Save All button](Save All button.png)
Create Your Own Question
You are prohibited from soliciting confidential personal information (such as credit card information or social security numbers) in your registration questions.

New Question

Save All  Cancel
Registration

Create Your Own Question

You are prohibited from soliciting confidential personal information (such as credit card information or social security numbers) in your registration questions.

New Question
Create Your Own Question

You are prohibited from soliciting confidential personal information (such as credit card information or social security numbers) in your registration questions.

<table>
<thead>
<tr>
<th>Order</th>
<th>Your Questions</th>
<th>Required</th>
</tr>
</thead>
</table>

Type:  
- Short Answer  
- Single answer
Required:  
Question:  
Who is the head of the family?
Create:  
Save All:  
Cancel: 
<table>
<thead>
<tr>
<th>Registration</th>
<th>Email Settings</th>
<th>Branding</th>
<th>Live Streaming</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select Email Language:</td>
<td>Same as recipients’ default language</td>
<td>Email Contact:</td>
<td>IAWRT, <a href="mailto:jolagirl@gmail.com">jolagirl@gmail.com</a></td>
</tr>
<tr>
<td>Confirmation Email to Registrants:</td>
<td>Send upon registration</td>
<td>Send me a preview email</td>
<td></td>
</tr>
</tbody>
</table>

[Image]
Edit Contact Email Address

You may change the contact information that attendees can use if they have questions about the meeting.

Name
IAWRT

Email Address
jolagirl@gmail.com

[Save] [Cancel]
Click **Open Zoom Meetings** on the dialog shown by your browser.

If you don’t see a dialog, click **Launch Meeting** below.

By clicking “Launch Meeting”, you agree to our Terms of Service and Privacy Statement.
Testing microphone...

Speak and pause, do you hear a replay?

Yes  No
Thank you for Listening!
When you join meetings and webinars hosted on Zoom, your profile information, including your name and profile picture, may be visible to other participants. Your name and email address will also be visible to the account owner and host when you join meetings or webinars on their account while you're signed in. The account owner and others in the meeting can share this information with apps and others.

IAWRT International
IAWRT

**Personal**

- **Phone**: Not set
- **Language**: English
- **Time Zone**: (GMT+8:00) Beijing, Shanghai
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First Name: IAWRT
Last Name: International
Display Name: IAWRT
Pronouns: Enter your pronouns
How would you like to share your pronouns?
Pronouns are always visible to your contacts on your profile card
Department: