

From Sender to Receiver

1. The sender first needs the email address of the receiver to send the information to be communicated via email.
2. When the sender writes all the information in the email along with the email address of the receiver and clicks on the send button, the mail program transfers the message to the MTA (Mail Transfer Agent) which is transferred from the local computer of the sender to the mail server via the SMTP protocol.
3. Then the webmail server looks out for the similar mail transfer agent of the receiver and locates it whether it is using the same DNS (domain name server) or a different service.
4. The DNS looks for the mail exchanger service of the receiver. Now, the SMTP protocol transfers the message between both mail servers through their mailing agents.
5. Then the receiver's MTA finally transfers this message to the receiver's local computer.

2. HOW TO CREATE, ORGANIZE MEETING IN ZOOM/ GOOGLEMEET

1. Sign in to the Zoom desktop client.
 2. On the Home tab, click Schedule . This will open the scheduler window.
 3. Select your meeting settings. Note that some of these options might not be available if they were disabled and locked to the off position at the account or group level.
 - a. **Topic:** Enter a topic or name for your meeting.
 - b. **Date & Time:**
 - i. **Start:** Select a date and time for your meeting, but remember you can start your meeting at any time before the scheduled time. You can also manually enter any time. For example, you can enter 15 in the minutes field.
 - ii. **Time Zone:** By default, Zoom will use your computer's time zone. Click the drop-down menu to select a different time zone.
 - iii. **Recurring meeting:** Choose if you would like a recurring meeting (the meeting ID will remain the same for each session).
 - c. **Meeting ID**
 - i. **Generate Automatically:** Generate a random unique meeting ID.
 - ii. **Personal Meeting ID*:** Use your Personal Meeting ID.
 - d. **Security**
 - i. **Passcode:** Enter a meeting passcode. Joining participants will be required to input this before joining your scheduled meeting.
- Note: The meeting passcode must meet complexity requirements set by your admin.

- ii. ***Waiting Room:*** Enable Waiting Room for the meeting.
- iii. ***Only authenticated users can join:*** Restrict access to the meeting so that only signed-in users can join.

Note: If you select Sign in to Zoom with specified domain, you can't add any domains that are included on the domain block list.

- e. ***Encryption:*** Choose between the standard Enhanced encryption (encryption keys stored in the cloud) and End-to-end encryption (encryption keys stored on your local device) for your meeting.

f. ***Video***

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

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

- g. ***Audio*:*** Allow users to call in using Telephone only, Computer Audio only, Both, or 3rd Party Audio (if enabled for your account).

- i. ***Dial in From:*** If Telephone or Both is enabled for this meeting, click Edit to select the dial-in countries to include in the invitation. By default, this includes your Global Dial-In Countries listed in your meeting settings.

- h. ***Calendar:*** Select a calendar service to add the meeting and send out invites to participants.

- i. ***Outlook:*** Open the Outlook desktop app and create an event for the meeting.

Note: You will see Outlook when using the Windows client.

- ii. ***iCal:*** Open iCal and create an event for the meeting.

Note: You will see iCal when using a macOS.

- iii. ***Google Calendar:*** Open Google Calendar in your default browser and create an event for the meeting.

- iv. ***Other Calendars:*** Open a new window, where the meeting text can be copied pasted into the user's preferred communication method. You can also download an ICS file which can be opened in most email applications.

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

- i. ***Allow participants to join before start time:*** Allow participants to join the meeting without you or before you join. If enabled, you can also choose how far in advance

of the scheduled start time you wish them to be able to join: 5 minutes, 10 minutes, 15 minutes, or Anytime.

Note: The meeting will end after 40-minutes for Basic (free) users.

- ii. **Mute participants on entry:** If join before host is not enabled, this will mute participants as they join the meeting. Participants can unmute themselves after joining the meeting.

Note: To mute all participants currently in a meeting, see the options to manage participants.

- iii. **Request permission to unmute participants:** Participants will be prompted to provide the host with consent to be unmuted at will by the host. If declined, the host will still have the option to Ask to unmute.

- iv. **Automatically record meeting:** Select if you want to record Locally (to your computer) or In the cloud.

- v. **Enable focus mode when meeting starts:** Automatically start the meeting with focus mode enabled, in order to provide fewer distractions to all meeting participants. This feature requires client version 5.9.0 or higher.

- vi. Enable additional data center regions for this meeting*

- vii. **Approve or deny entry to users from certain regions and countries:** Host can either allow only participants from specific countries/regions to join, or block all participants from specific countries/regions.

- viii. **Schedule for*:** If you have scheduling privilege for another user, you will be able to choose who you want to schedule for from the drop-down menu.

Note: When you assign scheduling privileges to other users in the Zoom web portal, you can choose if these users can manage your meetings that are marked as private in Outlook or Google Calendar. If the users cannot manage private events, they cannot see the invite link, meeting topic, or attendee list.

- ix. **Show in Public Event List:** Add the meeting to a public calendar associated with your vanity URL.

- x. **Alternative hosts:** Enter the email address of another Licensed Zoom user on your account to allow them to start the meeting in your absence. If enabled, you can also select the check box to Allow alternative hosts to add or edit polls. This feature requires Zoom client version 5.8.0 or higher.

- j. **Interpretation (only supported in Windows and macOS clients):** Enable language interpretation (audio) and sign language interpretation (video) for the meeting. You also have the option to enter the email for the interpreter and their language or sign language they are interpreting, or you can assign it during the meeting.

4. Click Save to finish, and open the selected calendar service to add the meeting.

Note:

- a) If you are scheduling a recurring meeting, you will need to set the recurrence in your calendar service.
- b) Choosing Other Calendars will allow you to copy and paste the scheduled meeting information such as date, time, and meeting URL.

Google Meet

- a) Start or schedule a Google Meet video meeting
- b) You can set up or start a new Google meet video meeting from:
 1. Meet
 2. Gmail
 3. Google Calendar
 4. Google Chat (Mobile only)
 5. Another scheduling system

Start a video meeting from Meet

1. Go to Google Meet.
2. Click New Meeting.
3. Select an option:
4. Create a meeting for later:
5. To share the meeting details for a future meeting, copy the meeting link and share with participants.
6. To directly start the meeting with this link, paste the link into a browser; or enter the link into the “Enter a code or link” field and then click Join.

Start an instant meeting: Create a new meeting and join the meeting directly.

1. Schedule in Google Calendar: To schedule a meeting, you’re directed to Google Calendar.
2. Start a video meeting from Gmail
3. To start a video meeting from Gmail, you must turn on Meet in Gmail.
4. Open Gmail.
5. In the Meet section, click New meeting.
6. To send the meeting invite via link or email, click Send invite.

To copy the meeting invite details, click Copy meeting invite.

To send an email invite, click Share via email.

When you're ready to join the meeting, click Join now.

0. Before you join your first meeting, make sure to allow permissions for your Microphone and Camera. Once you grant permission:

1. To turn your microphone on or off, click Microphone Microphone.
2. To turn your camera on or off, click Camera Video call.
3. To join the call, click Join now.
4. To end the call, click Leave call Call end icon.
5. Start a video meeting directly from Gmail or Chat
6. Start a video meeting directly from Gmail or Chat.

Schedule a video meeting from Google Calendar

- When you create an event on Google Calendar, you can add a video meeting link.
 - Google Workspace users: You can also add a dial-in number to the Calendar event.
 - Google Workspace Essentials users: You can't schedule a meeting in Google Calendar.
0. In Calendar, create an event.
 1. Click Add guests.
 1. Enter the names or email of the people you want to invite.
 1. Click Save.
 1. To notify guests, click Send.
 0. Schedule a video meeting in another scheduling system
 0. Start a video meeting from Gmail or Meet.
 11. Copy the meeting details to an event created in your scheduling system.