Scheduling the meeting on Zoom – a tutorial
Benjamin Wölfl
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1. Create user account on Zoom

If you don't already have an account, you have to firstly create it at
https://zoom.us/signup.

2. Log in

Log in directly on the Zoom browser interface.

3. Schedule the meeting

In the browser interface, navigate to the tab "Personal" and then choose subtab
"Meetings". Subsequently, click on the button "Schedule a Meeting".

Make sure that you impute the following data:
Topic: Just enter your first and second name separated by a space.
When: 10/27/2020, **2:45** (Caveat: You are *not* bound to the drop-down values.), PM
Duration: 1 hr 0 min (default - we only need "free" 40 minutes anyways)
Time zone: (GMT +2:00) Vienna

Let the meeting ID be automatically generated such that your personal meeting ID is not
made public.

Use the passcode "evolve!" to prevent third parties from attending your presentation.

Disable the waiting room such that you don't have to concentrate on admitting fellow
evolViennese.

4. Hit "Save"

The meeting is now scheduled. This however does not mean that it automatically starts
on the set starting time.

5. Transitioning to the app interface

From now on, we utilize the Zoom app interface. For this one has to download the Zoom
client suitable for your operating system at https://zoom.us/download and install it.

6. Log in at the Zoom client

Using the same credentials as for the Zoom browser interface, log into your Zoom client
software after starting it up.

7. Starting the scheduled meetings with your Zoom client

After opening the client, a small window will appear with four big buttons "New
meeting", "Join", "Schedule" and "Share screen". Click on "Meetings" at the bottom.

Among the "Upcoming" meetings you should see your scheduled meeting. Please verify this after your original set up enough days ahead of the meeting.

8. Starting your meeting on presentation day

Open the Zoom client and head to your "Meetings" and then "Upcoming" meetings. (Alternatively, you should also immediately see the scheduled meeting on top of your window when you open the client.) The meeting will not automatically start at 10/27/2020, 2:45pm. Therefore, we ask you to hit "Start" exactly at 2.45pm. From this point, non-presenting attendees may enter and exit your meeting room at any time (for the next 40 minutes) until 3.25pm.

You may ask what the purpose of scheduling a meeting is then anyways: It allows us to have a meeting ID ahead of the actual meeting which is different to your personal meeting ID (therefore we can share it on the website) and furthermore it allows you to have all the settings (e.g., passphrase) imputed ahead of time.