

Zoom for Facilitators – Quick start – setting up your Zoom meetings

- 1) Get a Zoom account through Tricia/YC
- 2) Log in with your email address and password to zoom.us
- 3) Click on “Schedule a Meeting” - upper right
- 4) Fill in the blanks, requirements:
 - a. The “Topic” is the name of your class
 - b. When – the first date of your class, time and length
 - c. Use the “recurring meeting” for all classes that meet more than once
 - d. Fill it out based on your classes meeting schedule – weekly, twice a week,

Schedule a Meeting

Topic

Prescott OLLI NAME OF YOUR CLASS

Description (Optional)

anything additional about your class...

When

06/15/2020



8:00

AM

Duration

1

hr

0

min

Time Zone

(GMT-7:00) Arizona

Recurring meeting Every week on Mon, 6 occurrence(s)

Recurrence

Weekly

Repeat every

1

week

Occurs on



Sun



Mon



Tue



Wed



Thu



Fri



Sat

End date



By

07/27/2020



After

6

occurrences

- 5) Registration is NOT required through zoom – we will register through our OLLI system.
- 6) Password are REQUIRED for OLLI Zoom meetings to keep up all safer within Zoom (you can use their auto-generated password, or enter one of your own.
- 7) We also want you to enable the waiting room – so you only let in your students.

Registration Required **No!**

Schedule For

Meeting Password Require meeting password

Video  Host on off
Participant on off

Audio Telephone Computer Audio Both
Dial from United States of America [Edit](#)

Meeting Options Enable join before host
 Mute participants upon entry
 Enable waiting room

- 8) If you have a co-facilitator who also has a YC Zoom account, you can enter their email at the bottom to add a co-host, and hit “save.”

9) Once you hit "Save" - "Copy Invitation" is on the right side. Click it.

My Meetings > Manage "Prescott OLLI NAME OF YOUR CLASS"

[Start this Meeting](#)

Topic Prescott OLLI NAME OF YOUR CLASS

Description anything additional about your class...

Time Jun 15, 2020 08:00 AM Arizona
Every week on Mon, 6 occurrence(s) [Show all occurrences](#)

Add to [Google Calendar](#) [Outlook Calendar \(.ics\)](#) [Yahoo Calendar](#)

✕ List this meeting in the Public Event List

Meeting ID 985 9634 0542

Meeting Password 343500 [Hide](#)

Invite Link <https://yavapai.zoom.us/j/98596340542?pwd=VWVmeGdNR2VVbk1XOFY4QmpkM3RYQT09> [Copy Invitation](#)

Video Host On
Participant On

Audio Telephone and Computer Audio



Sample Invitation copy below – NOTE: at the end of the Zoom meeting <https://> address, enter a “return” so that the link becomes “LIVE” – underlined blue. You can delete the extra phone numbers, and the calendar info, to make the invitation easier to read. (“crossed out” below)

Patricia Berlowe is inviting you to a scheduled Zoom meeting.

Topic: Prescott OLLI NAME OF YOUR CLASS

Time: Jun 15, 2020 08:00 AM Arizona

Every week on Mon, 6 occurrence(s)

Jun 15, 2020 08:00 AM

Jun 22, 2020 08:00 AM

Jun 29, 2020 08:00 AM

Jul 6, 2020 08:00 AM

Jul 13, 2020 08:00 AM

Jul 20, 2020 08:00 AM

~~Please download and import the following iCalendar (.ics) files to your calendar system.~~

~~Weekly: [https://yavapai.zoom.us/meeting/tJwofu-](https://yavapai.zoom.us/meeting/tJwofu-rqjsvHtbPUMXYos0LjGCJgGEf731B/ics?icsToken=98tyKuCgqzlsGdCVtR2FRow-GYr4M-nwiGJYgrdfrcrIOxlccVPaPMVhGLVYNd6H)~~

~~[rqijsvHtbPUMXYos0LjGCJgGEf731B/ics?icsToken=98tyKuCgqzlsGdCVtR2FRow-GYr4M-nwiGJYgrdfrcrIOxlccVPaPMVhGLVYNd6H](https://yavapai.zoom.us/meeting/tJwofu-rqjsvHtbPUMXYos0LjGCJgGEf731B/ics?icsToken=98tyKuCgqzlsGdCVtR2FRow-GYr4M-nwiGJYgrdfrcrIOxlccVPaPMVhGLVYNd6H)~~

Join Zoom Meeting

<https://yavapai.zoom.us/j/98596340542?pwd=VWVmeGdNR2VVbk1XOFY4QmpkM3RYQT09>

Meeting ID: 985 9634 0542

Password: 343500

One tap mobile

+16699006833,,98596340542# US (San Jose)

+12532158782,,98596340542# US (Tacoma)

Dial by your location

+1 669 900 6833 US (San Jose)

—+1 253 215 8782 US (Tacoma)

—+1 346 248 7799 US (Houston)

—+1 646 558 8656 US (New York)

—+1 301 715 8592 US (Germantown)

—+1 312 626 6799 US (Chicago)

Meeting ID: 985 9634 0542

Find your local number: <https://yavapai.zoom.us/u/abGRXWXiMe>