

# Zoom: Schedule a Meeting and Invite Participants

## Overview

To learn how to schedule a screen-sharing or video conference from the Zoom.us portal, follow the instructions below.

## Step 1

Log In to the Zoom Portal

Navigate to [southalabama.zoom.us](https://southalabama.zoom.us)

- Click Sign In
- Sign in with your JagNet credentials (J#, JagNet Password)

## Step 2

Schedule a Meeting

Click Schedule a Meeting



## Step 3

Enter the following Meeting information:

- Topic
- Date & Time
- Set a Meeting Password if necessary
- Enable Host & Participant Video
- Set other Meeting Options as needed
- Click Save

## Step 4

Share the Invitation (two methods)

- Click the Copy the Invitation link, then paste the message into an email to the participants you wish to invite.
- Click the Add to Calendar button, then invite participants through your calendar application.



## Step 5

Start the Meeting

Click the Start this Meeting button



## ATTENTION:

In order to ensure good audio quality for participants, it is recommended that you use headphones with a built-in microphone. The ear buds that come packaged with many devices do not provide the best audio quality.

