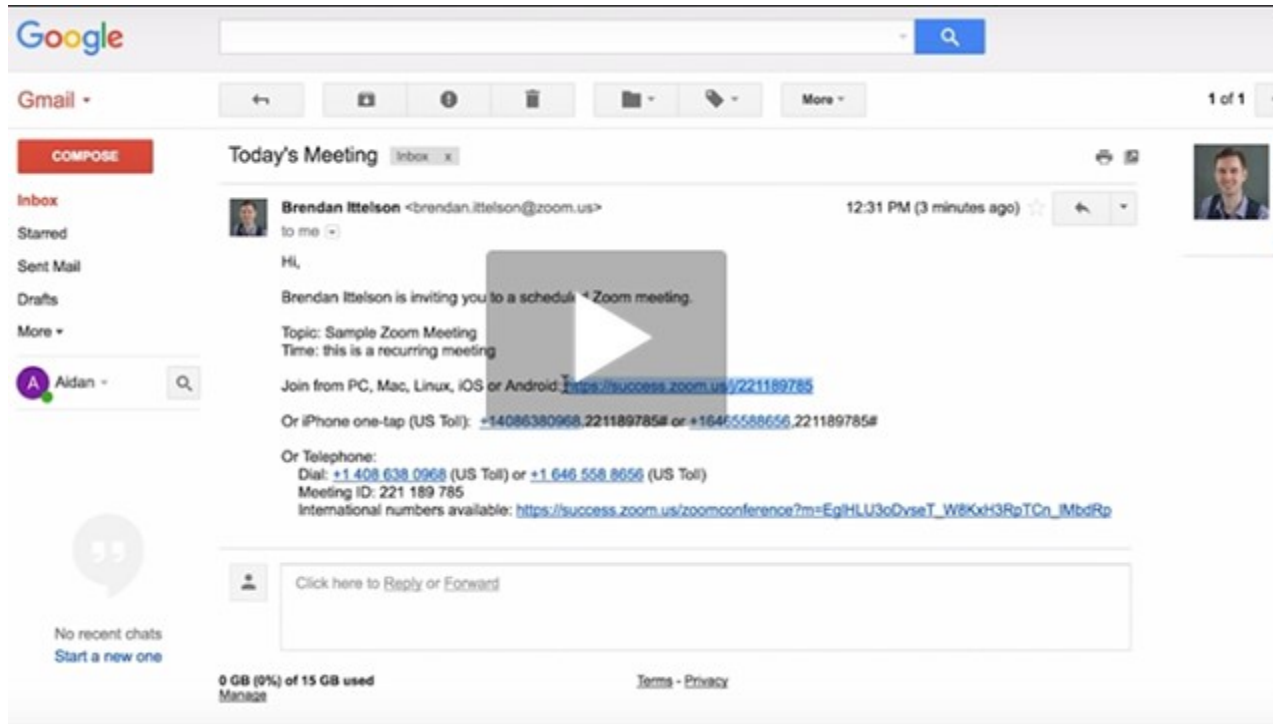
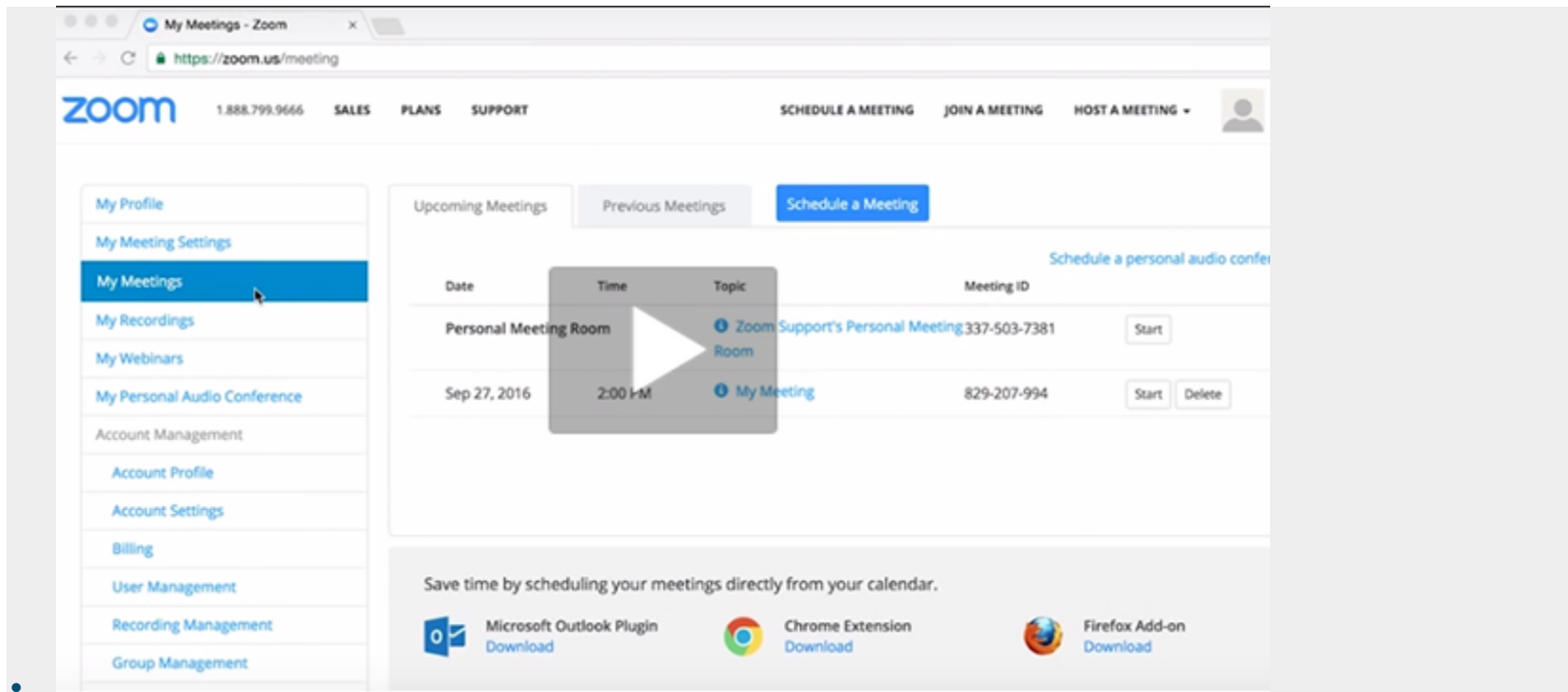


Joining Legal Proceedings via Videoconference – Tutorial Videos available here



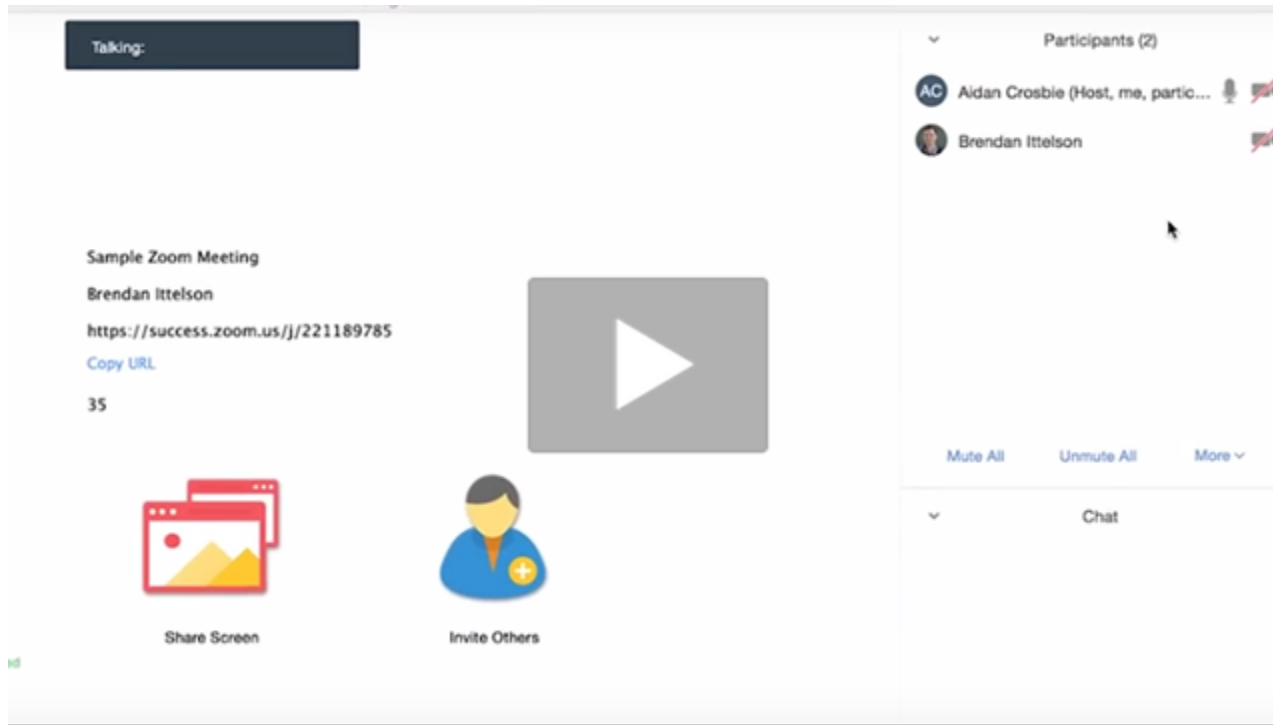
[Join a Meeting](#)

[Learn More](#)



## Scheduling a Meeting with Zoom Website

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## Meeting Controls

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zoom Search Calendar

← SAVE Discard

**Most Excellent Meeting**

2/5/2017 3:30pm to 4:30pm 2/5/2017 Time zone

All day  Repeat...

Event details Find a time

Where Enter a location

Video call [Add video call](#) **Make it a Zoom Meeting** Personal Audio Conference

Calendar Joshua Jones

Description

Attachment [Add attachment](#)

Event color  |

Add: **Guests** | Rooms, etc.

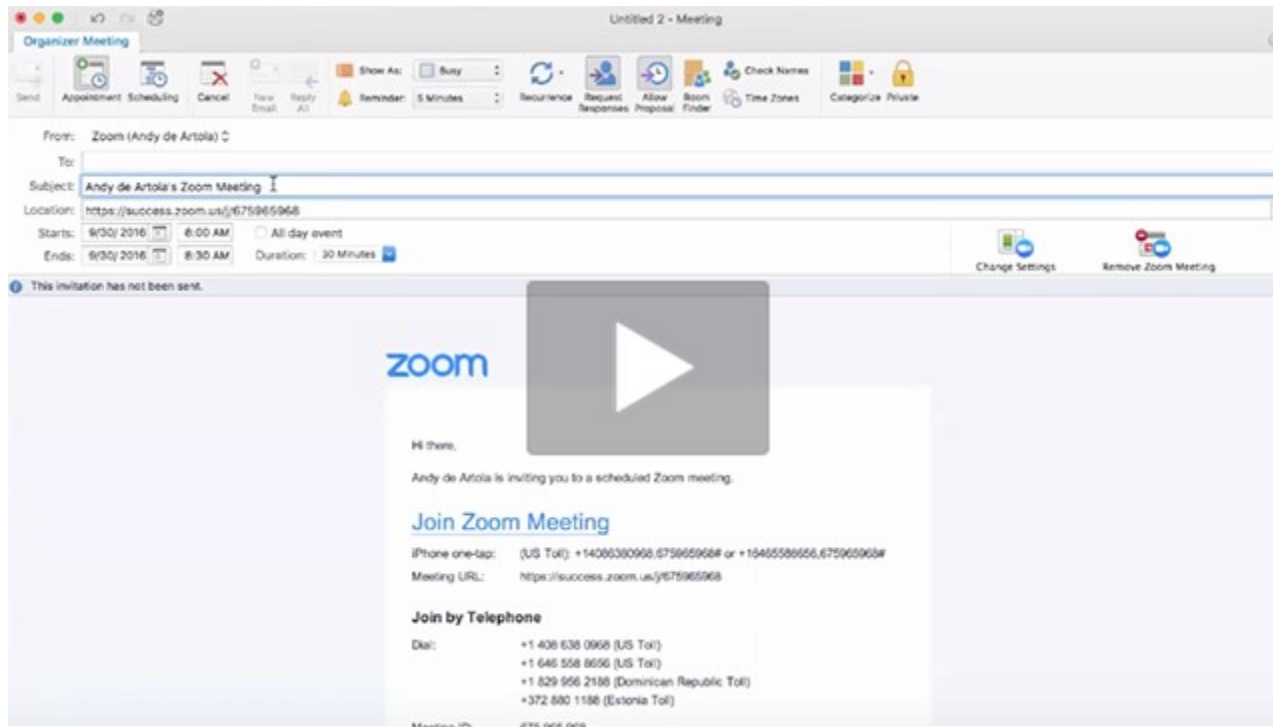
Enter guest email addn Add

**Guests can**

- modify event
- invite others
- see guest list

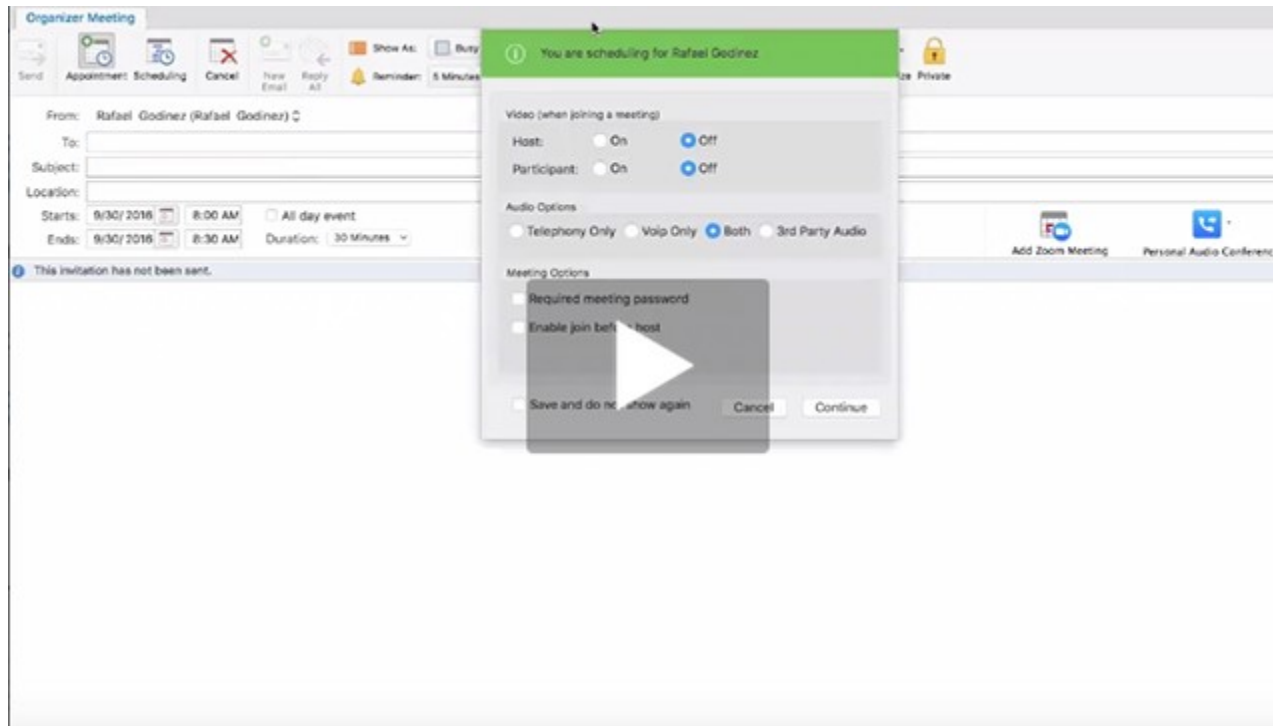
## Scheduling a Meeting with Google Calendar

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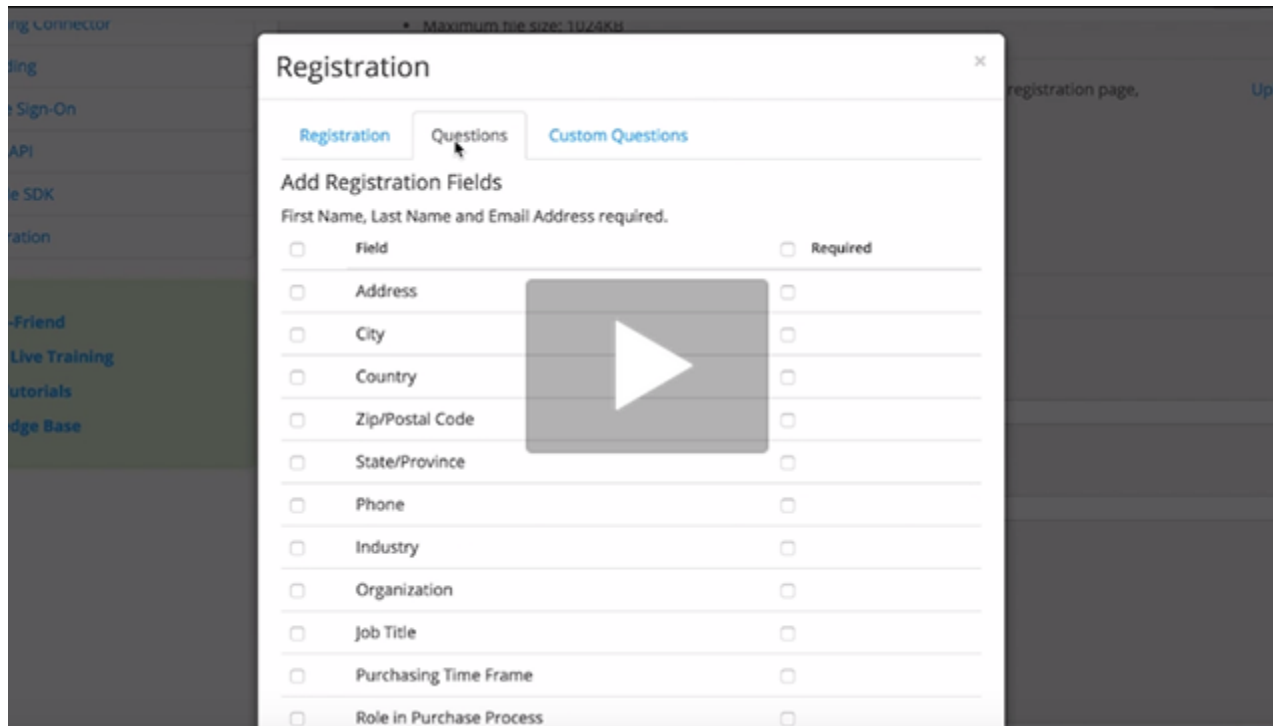
## Scheduling a Meeting with Outlook

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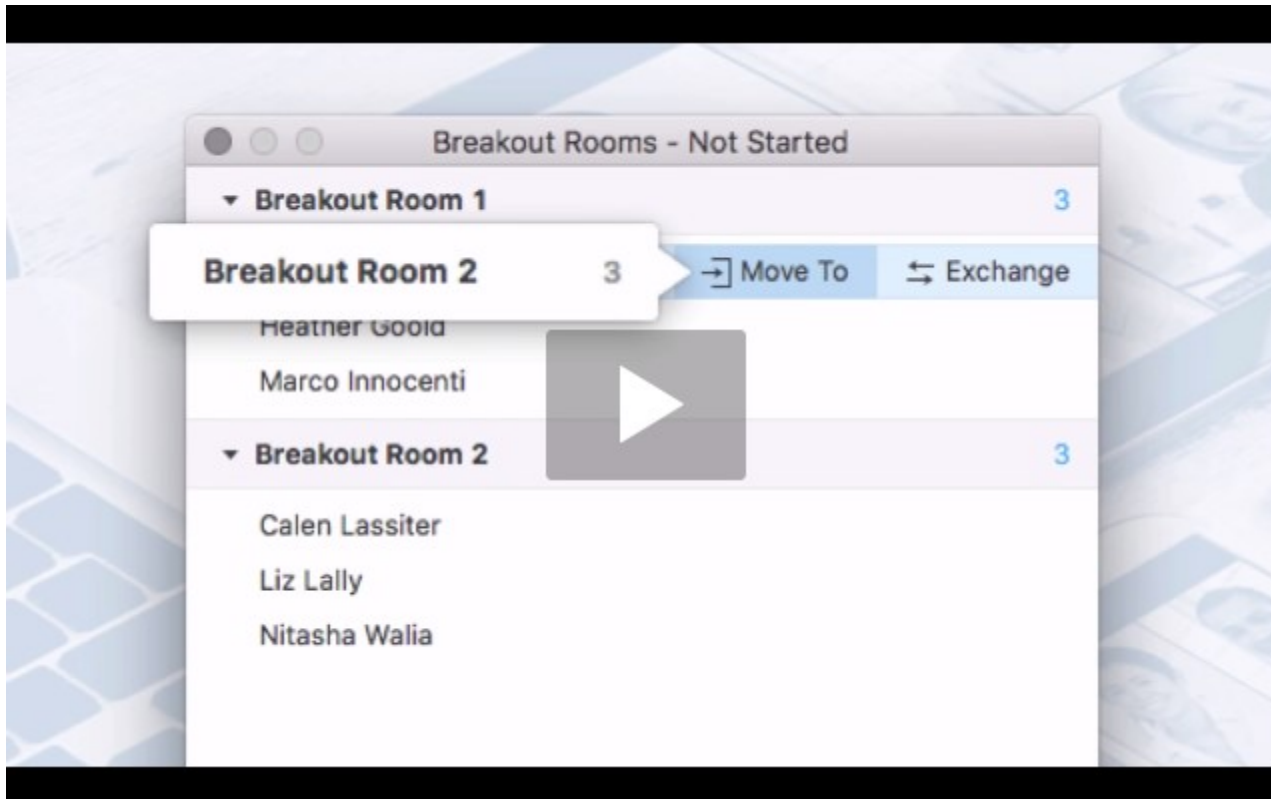
## Assigning Scheduling Privilege in Outlook

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## Scheduling a Zoom Webinar

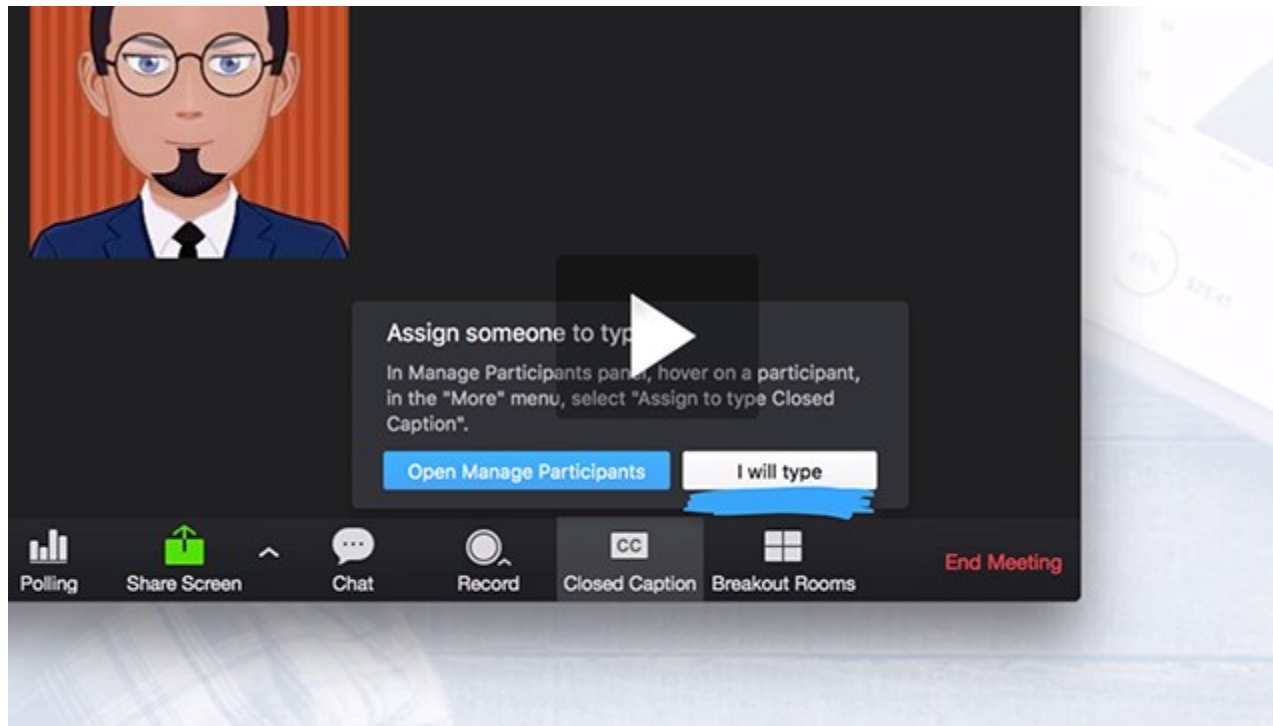
[Learn More](#)



## Breakout Rooms

[Learn More](#)





## Closed Captioning

[Learn More](#)



# Basic Configurations

## Schedule

**Schedule a Webinar**

Name:

Description (Optional):

When:

Duration:  min

Time Zone:

Recurring webinar

Host Role:  On  Off

Panelist Role:  On  Off


Audio Options:  Webinars Only  Web Only  Both  No Audio

Track CRM

## Customize


**Header**

Header: Your banner is displayed on the top of your invitation page.



**Light**

Light: Your logo is displayed on the right side of the webinar topic on your invitation page, registration page, and in the email invitation to the attendee.



**Email Settings**

Reply-to: Nick Chong, [nick.chong@zoom.us](mailto:nick.chong@zoom.us)

Invitation Email to Panelists

Confirmation Email to Registrants: Send upon registration

Reminder Email: Send 1 hour, 1 day and 1 week before webinar

Follow-up Email to Attendees: Send 1 day after the scheduled end date

No follow-up email to Absentees

## Links

**Panelists**

Luke.Holt@zoom.us (luke.holt@zoom.us)

**Invite Attendees**

Webinar Size: 500 attendees

Close Attendee Registration: Close registration after event date

When someone registers, Send an email to host

Approval: Automatically Approve

Registration URL: <https://zoom.us/webinar/register?from=invitation&meetingID=7633886213&joinURL=...>

Copy the Invitation  Email me the Invitation

**My Webinars**

Upcoming Webinars | Previous Webinars |

Date	Time	Topic	Webinar ID	
Jul 20, 2015	3:00 PM	Test	695-993-458	<input type="button" value="Start"/> <input type="button" value="Delete"/>



## All About Zoom Webinar

[Learn More](#)