



WHEN AND HOW TO SCHEDULE MEETINGS (NOT VIDEO SHOWINGS) ON THE NCAR ZOOM ACCOUNT

If you are a participant or attendee to a Zoom meeting, and **not the host, DO NOT SIGN INTO THE NCAR ZOOM ACCOUNT**, just click the link you were provided to attend the meeting.

Update your version of Zoom

We are finding that many members are unable to join a meeting even though they have the correct link and passcode. We have found that this problem is often resolved when the user is accessing Zoom via the most updated version of Zoom (Version 5.2.3). Click here for instruction on how to update your version of Zoom.

Scheduling a Meeting

1. Go to Zoom.us and sign into the account provided by the Ikebana Iwaya Fund.
2. If you don't know the email and password for the account, contact your Regional Advocate
3. Immediately upon logging into the account
 - a. go to **Upcoming Meetings** and before scheduling a meeting, ensure from lists of meetings that there are no conflicts AND at least 30 minutes before and after your desired meeting time.

Meetings

Recently Del

Upcoming

Previous

Personal Room

Meeting Templates

4. Then click on the box on the right entitled "Schedule A Meeting"
5. In the box entitled "Topic" insert your Chapter City Name and # and either Board or Chapter Meeting. **If you are scheduling a video showing, you are in the wrong Zoom account and need to contact the NCAR Video Coordinator at ncar.videos@gmail.com.**

Naples #160 Board Meeting

6. In the box marked "Description" insert your name and email address. **This box is not optional** as we might need to contact you.



Description (Optional)

Mary Smith msmith@gmail.com

7. You do not have to use the Template box
8. Set a Date, Time and Duration for the meeting which may not exceed 2 hours.
9. **Verify the correct time zone** in the next box.

Scheduling Options

1. Do not select “Recurring Meeting”. Meetings may be scheduled up to three (3) months in advance using the steps above. Recurring meetings and meetings scheduled more than three months in advance are not allowed per the NCAR Zoom Guidelines **and any such meetings will be deleted by NCAR Advocates.**
2. You may or may not require Registration. This requires additional instruction and your Regional Advocate can tell you about it. It is a very handy feature to use.
3. “Require Meeting Passcode” and keep the automatically generated 6-digit one or create a new passcode (Alpha preferable, numeric if any participant is dialing in).
4. This “Meeting Passcode” is different from the “Zoom Account Password.”
5. In the “Video” section, choose video for both 'Hosts' and 'Participants' to start automatically when the meeting begins (default). This means you and the participants have the ability to see each other during the meeting. **This is very different from showing a video which is not allowed when using this account.**
6. In the “Audio” section, leave “Both” selected. This way participants can use audio via their telephone (mobile or landline) or computer audio (default).
7. “Alternative hosts” field is not valid in this Pro Zoom account.
8. Select “Save” to complete the scheduling

Advanced Meeting Options

1. Select “Enable waiting room” so the host can screen the participants (default, security).
2. To record the meeting as soon as it starts, select 'Automatically Record Meeting'. Choose 'Locally' to save recording to Host computer, or 'In the Cloud' to save to a cloud server. The account is limited to approximately 2 hours (1 GB) of recording in the Cloud.
3. The recording will be deleted from this Zoom account after one day (See Co-hosting).
4. If you need to use “Screen Sharing”, please note that it is available only through the Zoom.us App (i.e. – does not work if using Zoom through a browser).
5. Select “Save” to complete the scheduling.



Making Changes to a Scheduled Meeting

1. In “Meetings” section (left side menu), click on your meeting title shown in blue to see meeting details.
2. Scroll to the bottom and click to “Edit this Meeting”, make the changes and then “Save.”

Copy and Send the Invitation

Go back up to the middle of the Zoom page to “Copy Invitation”. It will be on your clip board. Copy the invitation into the body of an email and send the email to whomever you wish to invite.

Invite Link

<https://us02web.zoom.us/j/88406505147>

[Copy Invitation](#)

If you have any trouble scheduling a meeting, feel free to contact your Regional Advocate for help.