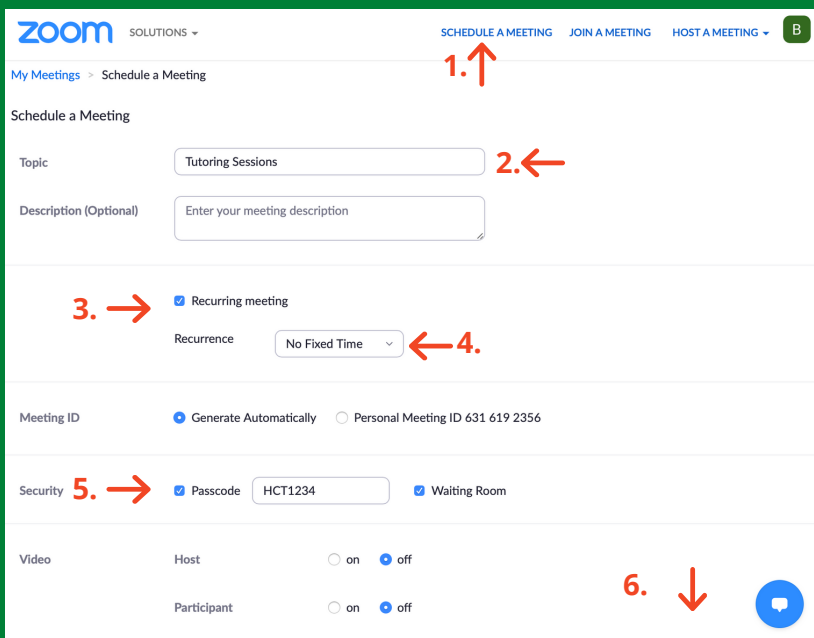


Recurring Zoom Meeting Set-up by Tutors

Step 1: Schedule a Meeting

After logging into your Zoom Account,

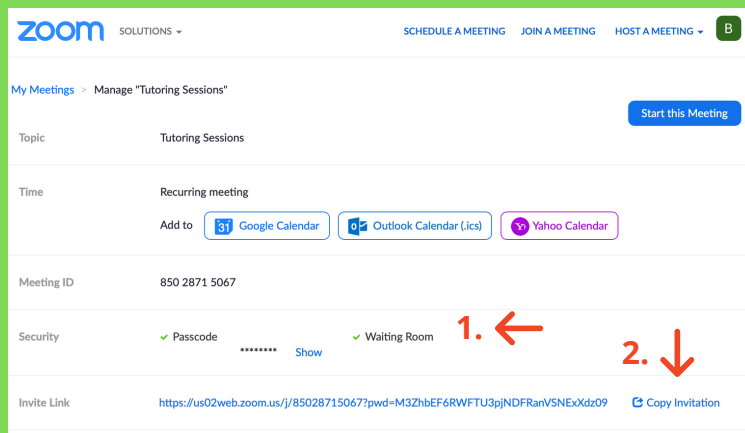
1. Click on the *Schedule Meeting* tab at the top.
2. Fill in the *Topic* field.
3. Check the *Recurring Meeting* box.
4. Set *Recurrence* to *No Fixed Time*
5. Create a personalized Passcode you and your tutee will remember.
6. Scroll to the bottom of the page and click on the *Save* button.



The screenshot shows the Zoom 'Schedule a Meeting' interface. Red arrows and numbers indicate the following steps: 1. Click on 'SCHEDULE A MEETING' at the top. 2. Enter 'Tutoring Sessions' in the 'Topic' field. 3. Check the 'Recurring meeting' checkbox. 4. Select 'No Fixed Time' from the 'Recurrence' dropdown menu. 5. Check the 'Passcode' checkbox and enter 'HCT1234'. 6. Scroll to the bottom and click the 'Save' button (represented by a blue speech bubble icon).

Step 2: Review Meeting Details

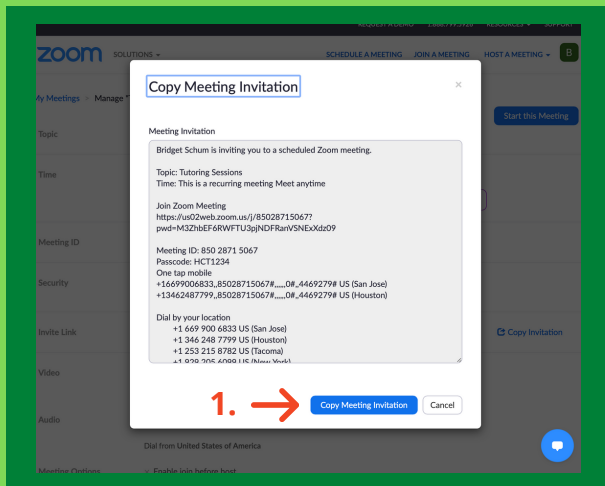
1. Double check that there is a passcode and waiting room.
2. Click on the *Copy Invitation* link. A pop-up window will appear.



The screenshot shows the Zoom 'Manage Meeting' page for 'Tutoring Sessions'. Red arrows and numbers indicate the following steps: 1. Check that 'Passcode' and 'Waiting Room' are both checked under the 'Security' section. 2. Click on the 'Copy Invitation' link at the bottom right of the page.

Step 3: Copy Meeting Invitation

1. Click on *Copy Meeting Invitation* button. This will copy all of the information needed to your clipboard.
2. Go to your email and paste the copied text into a new email. Send the email with all zoom meeting info to your HCT Program Coordinator.



The screenshot shows a 'Copy Meeting Invitation' pop-up window. A red arrow and the number '1' point to the 'Copy Meeting Invitation' button at the bottom of the window. The window contains the following text: 'Meeting Invitation', 'Bridget Schum is inviting you to a scheduled Zoom meeting.', 'Topic: Tutoring Sessions', 'Time: This is a recurring meeting Meet anytime', 'Join Zoom Meeting', 'https://us02web.zoom.us/j/850287150677?pwd=M3ZhbEF6RWFTU3pjNDFRanVSNEExdDZ09', 'Meeting ID: 850 2871 5067', 'Passcode: HCT1234', 'One tap mobile', '+16699006833_850287150677,,,,,,08,,4469279# US (San Jose)', '+13462487799_850287150677,,,,,,08,,4469279# US (Houston)', 'Dial by your location', '+1 669 900 6833 US (San Jose)', '+1 346 248 7799 US (Houston)', '+1 253 215 9782 US (Tacoma)', '+1 690 900 4900 UK (London, United Kingdom)'. At the bottom, it says 'Dial from United States of America' and 'Possible link before host'.