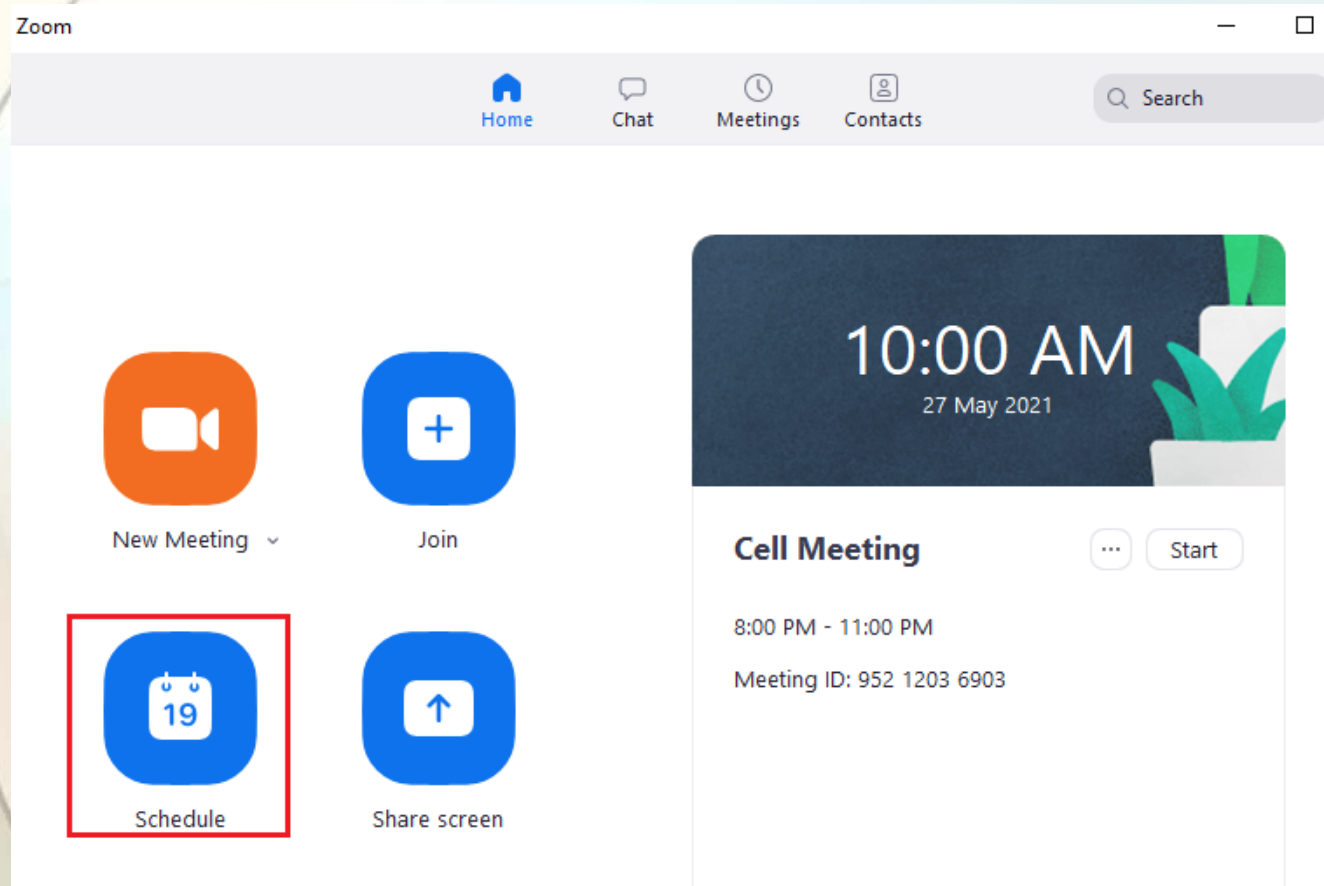


# Schedule a Zoom Meeting



1. Click the button “Schedule”

# Schedule a Zoom Meeting

**Schedule Meeting**

**Topic**  
BUS999.01 Zoom Lecture 1

Start: Wed May 26, 2021 03:00 PM

Duration: 2 hours 45 minutes

Recurring meeting Time Zone: Hong Kong

**Meeting ID**  
 Generate Automatically  Personal Meeting ID 762 129 5510

**Security**  
 Passcode 603884  
Only users who have the invite link or passcode can join the meeting

1. Enter the name of zoom meeting at “Topic”
2. Select the date and time
3. Select the duration
4. Ensure the checkbox “Passcode” is ticked if a password is needed to join the meeting

# Schedule a Zoom Meeting

The screenshot shows the Zoom meeting scheduling interface with the following settings and annotations:

- Video:** Host:  On  Off (Annotation 1); Participants:  On  Off (Annotation 2)
- Audio:**  Telephone  Computer Audio  Telephone and Computer Audio (Annotation 3)
- Calendar:**  Outlook  Google Calendar  Other Calendars
- Advanced Options:**  Allow participants to join anytime;  Mute participants upon entry;  Automatically record meeting (Annotation 4)
- Recording Location:**  Locally  In the cloud (Annotation 5)
- Alternative hosts:** A text input field (Annotation 6)
- Buttons:**  Save  Cancel (Annotation 7)

1. Select “On” for Host and Participants
2. Choose “Computer Audio”
3. Click the down-arrow to expand the hidden options
4. Tick “Automatically record meeting”
5. Select “In the cloud”
6. Click the button “Save”

# Schedule a Zoom Meeting

**Zoom - Schedule Meeting** ×

**Your meeting has been scheduled.**  
Click the button below to copy the invitation to clipboard.

teacher1@hksyu.edu is inviting you to a scheduled Zoom meeting.

Topic: BUS999.01 Zoom Lecture 1  
Time: May 26, 2021 03:00 PM Hong Kong SAR

Join Zoom Meeting  
<https://hksyu.zoom.us/j/99098482278?pwd=c1IKWFM0WHVmZ2FyeW01NGxXNGx6QT09>

Meeting ID: 990 9848 2278  
Passcode: 603884

[Open with default calendar \(.ics\)](#) [Copy to Clipboard](#)

1. Click “Copy to Clipboard”
2. Add a new topic of Announcement on Moodle course page
3. Edit and parse the content onto the announcement
4. Send the announcement with email to notify the students