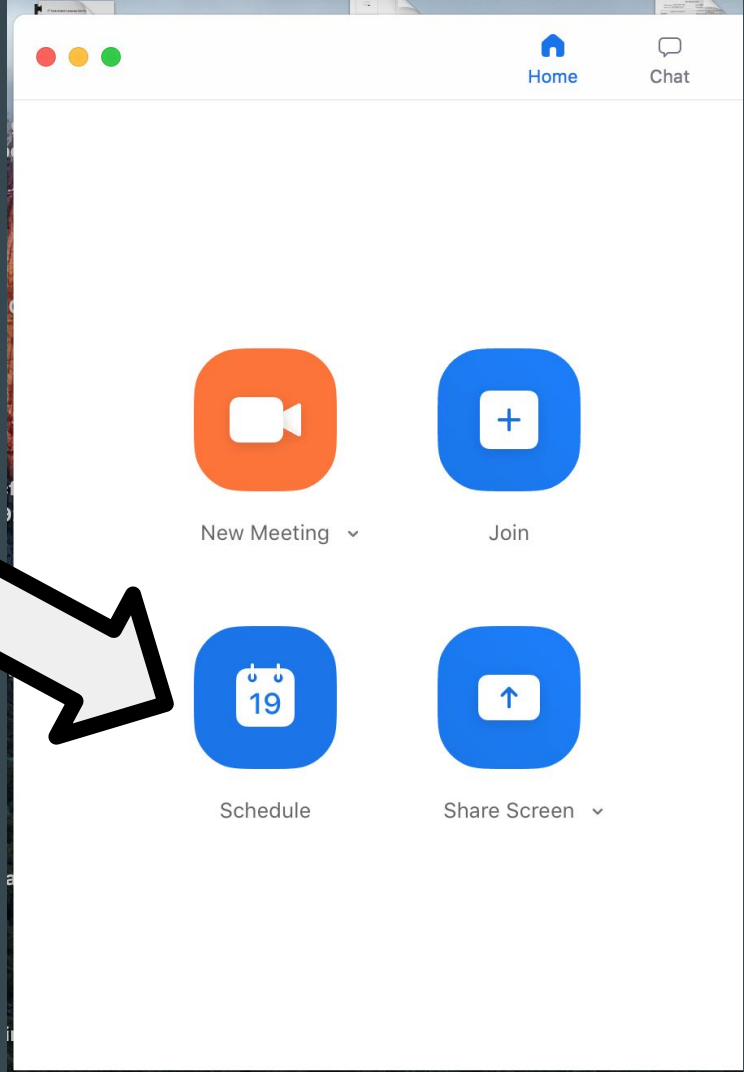


# Open Zoom App



Click “Schedule Meeting”



## Schedule Meeting

### Topic

Ms. Choi's Period 6

### Date

4/ 3/2020

10:00 PM

to

4/ 3/2020

10:30 PM

Recurring meeting

Time Zone: Pacific Time (US and Canada)

### Meeting ID

Generate

Require meeting password 089601

### Video

Host  On  Off

Participants  On  Off

Write the Title of  
your meeting

Change "Date"  
and "Time"

Check  
"Recurring  
Meeting"

Unclick "Require Password"

# Scroll Down

Click “Advanced Options”

Click “Mute Participants on entry”

**Audio**

Telephone  Computer Audio  Telephone and Computer Audio

Dial in from [Edit](#)

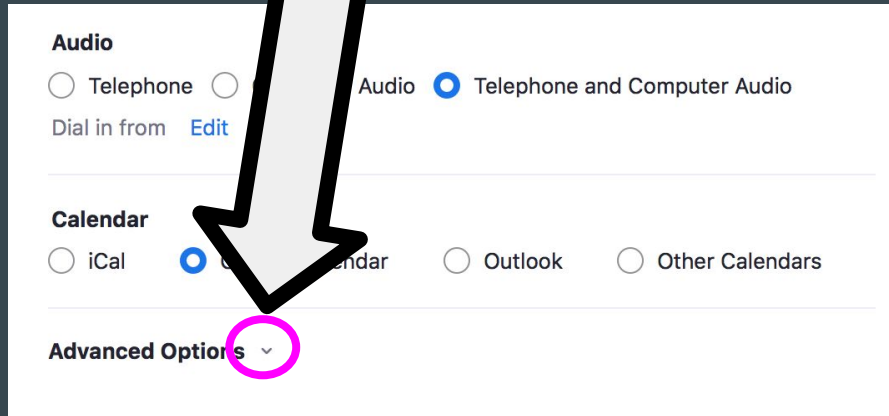
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**Calendar**

iCal  Outlook  Other Calendars

---

**Advanced Options** ▾



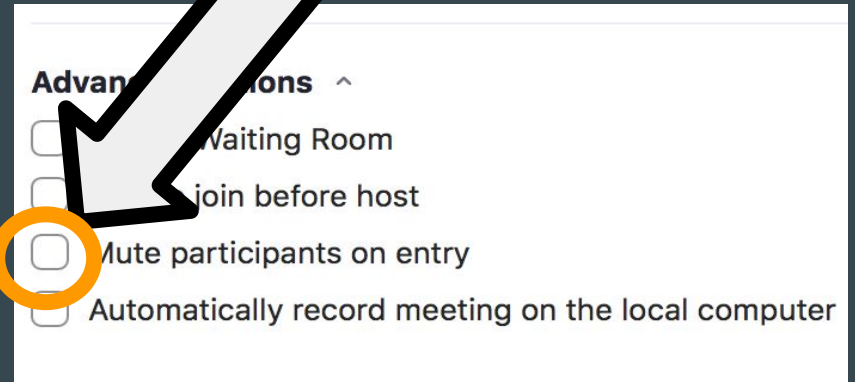
**Advanced Options** ^

Waiting Room

Join before host

Mute participants on entry

Automatically record meeting on the local computer

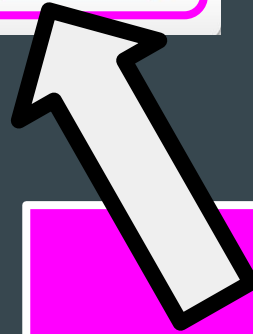


**Advanced Options** ^

- Enable Waiting Room
- Enable join before host
- Mute participants on entry
- Automatically record meeting on the local computer

Cancel

Schedule



Click  
“Schedule”