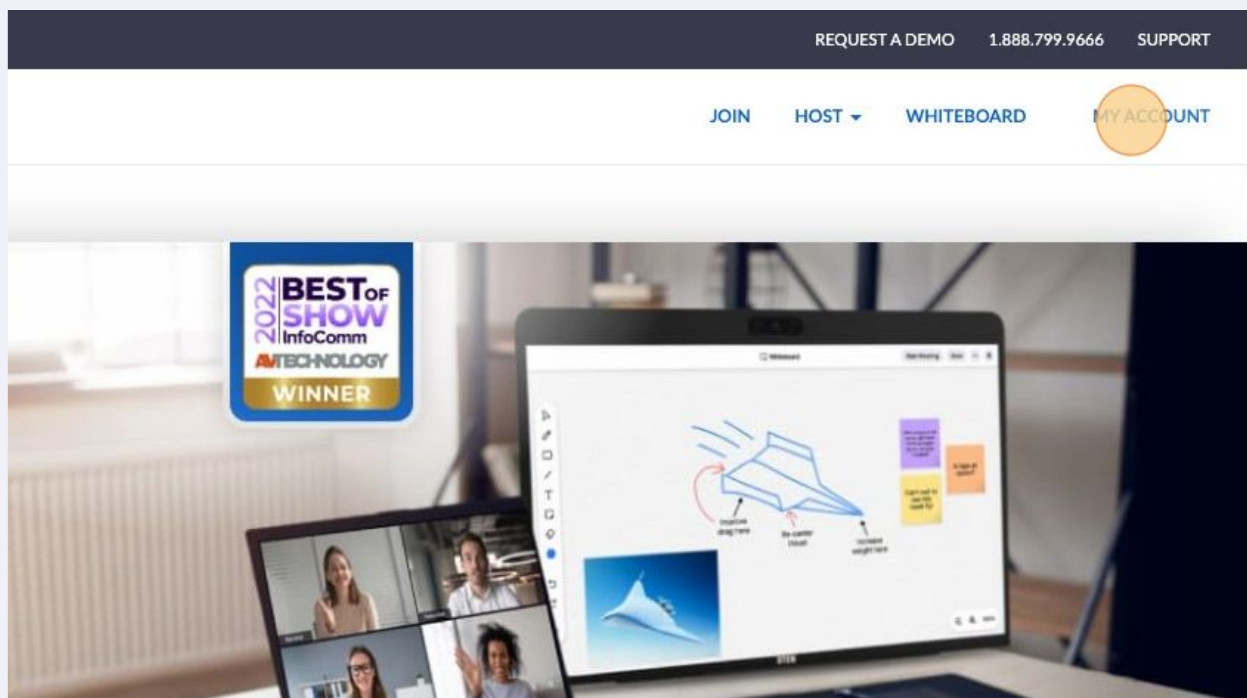


Zoom Workflow

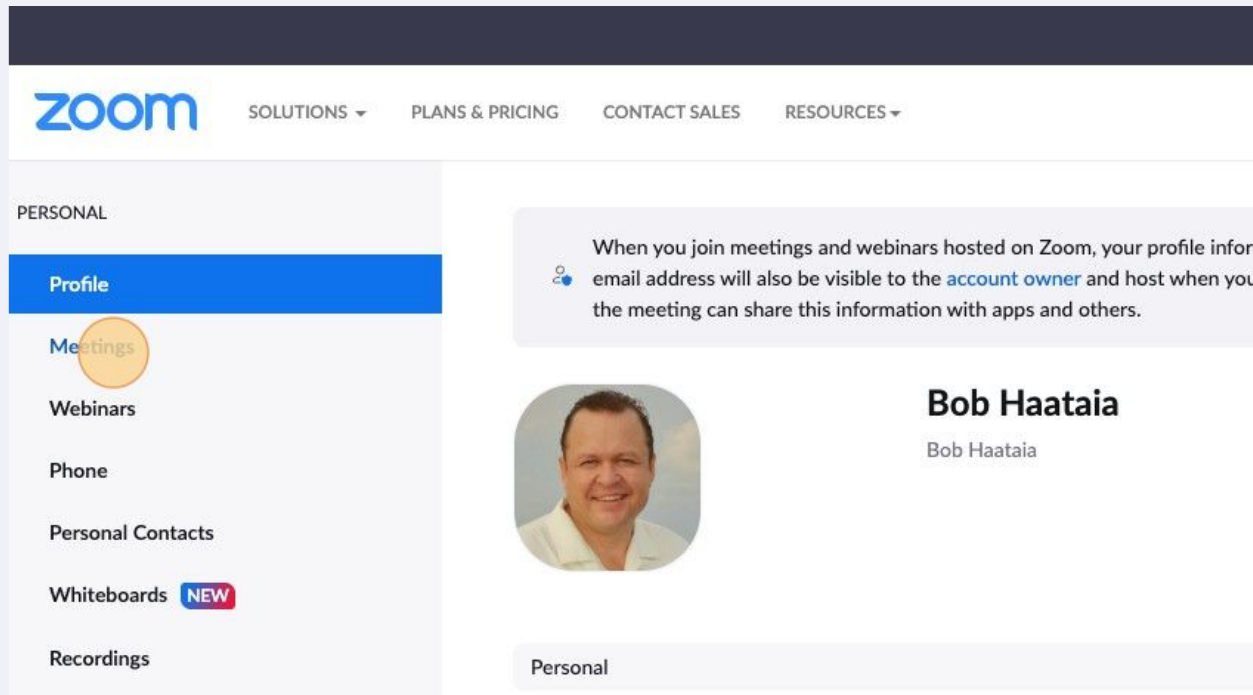
1 Navigate to <https://zoom.us/>

2 If you do not have an account, click this link to learn how to create an account. https://scribehq.com/shared/Zoom_Sign-up_Workflow__Vyhigh_GQuynuVElr-TKfw

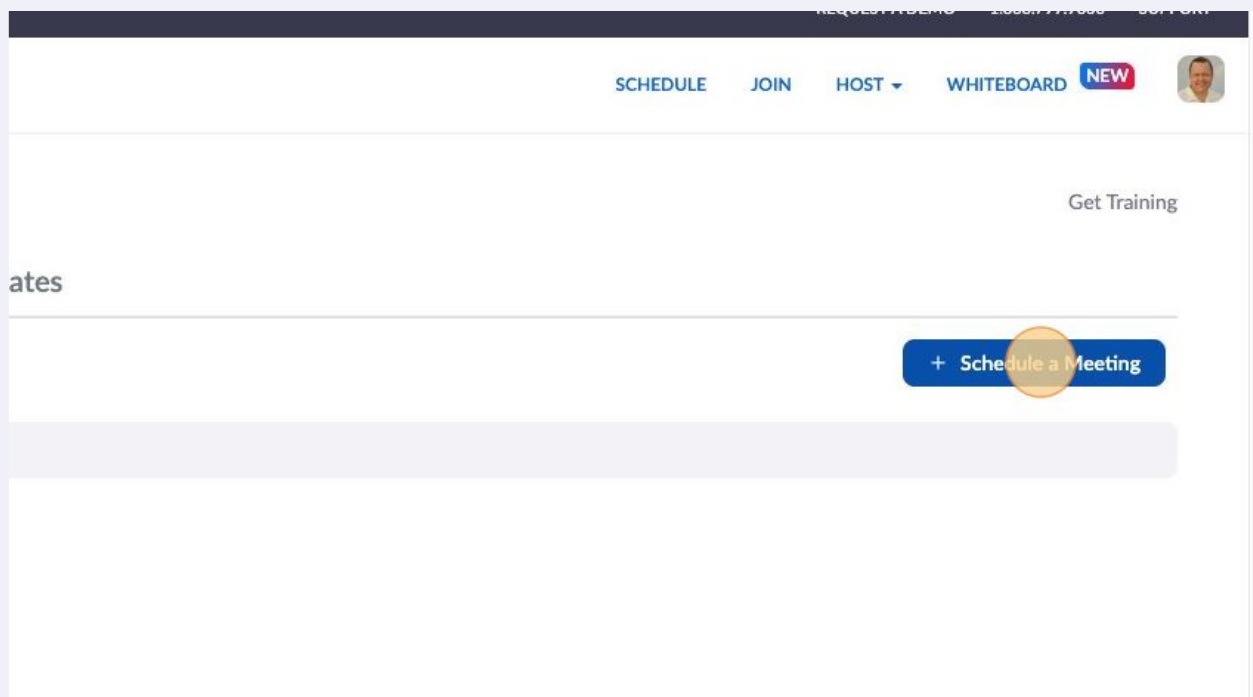
3 Click "MY ACCOUNT"



4 Click "Meetings"



5 Click "Schedule a Meeting"



6 Type "My Second Event"

7 Click the "When" field.

< Back to Meetings

Schedule Meeting

Topic

+ Add Description

When

Duration hr min

Your Zoom Basic Plan has a 40-minute time limit on meetings.
Upgrade now to enjoy unlimited meetings. [Upgrade Now](#)
 Do not show this message again

Time Zone

8 Click "22"

The screenshot shows a Zoom meeting creation form. A calendar overlay is open, displaying the month of September 2022. The date '22' is highlighted with a blue circle. The form fields visible are:

- Duration: [] hr [] min
- Time Zone: []
- Meeting ID: Generate Automatically Personal Meeting ID 720 318 0540
- Template: Select a template []

Buttons for 'Save' and 'Cancel' are visible at the bottom left.

9 Click the "select" field.

The screenshot shows the same Zoom meeting creation form. The 'Time Zone' dropdown menu is open, and the option '(GMT-7:00) Pacific Time (US and Canada)' is highlighted with a blue circle. The form fields visible are:

- Duration: 1 hr 0 min
- Time Zone: (GMT-7:00) Pacific Time (US and Canada) []
- Meeting ID: Generate Automatically Personal Meeting ID 720 318 0540
- Template: Select a template []

Buttons for 'Save' and 'Cancel' are visible at the bottom left. A notification banner is present: 'Your Zoom Basic Plan has a 40-minute time limit on meetings. Upgrade now to enjoy unlimited meetings. Upgrade Now' with a checkbox for 'Do not show this message again'.

10 Click "(GMT-7:00) Arizona"

Duration hr min

Your Zoom Basic Plan has a 40-minute time limit on meetings. Upgrade now to enjoy unlimited meetings. [Upgrade Now](#)
 Do not show this message again

Time Zone

- (GMT-8:00) Alaska
- (GMT-8:00) Juneau
- (GMT-7:00) Vancouver
- (GMT-7:00) Pacific Time (US and Canada)**
- (GMT-7:00) Tijuana
- (GMT-7:00) Arizona**
- (GMT-7:00) Yukon

Meeting ID

Template

11 Click here.

Recurring meeting

Meeting ID Generate Automatically Personal Meeting ID 720 318 05

Template

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

Waiting Room
Only users admitted by the host can join the meeting

Video Host on off
Participant on off

Options [Show](#)

12 Click "Show"

Only users who have the invite link or passcode can join the meeting

Waiting Room
Only users admitted by the host can join the meeting

Video

Host on off

Participant on off

Options [Show](#)

[Save](#) [Cancel](#)

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13 Click here.

Only users admitted by the host can join the meeting

Video

Host on off

Participant on off

Options [Hide](#)

Allow participants to join anytime

Mute participants upon entry

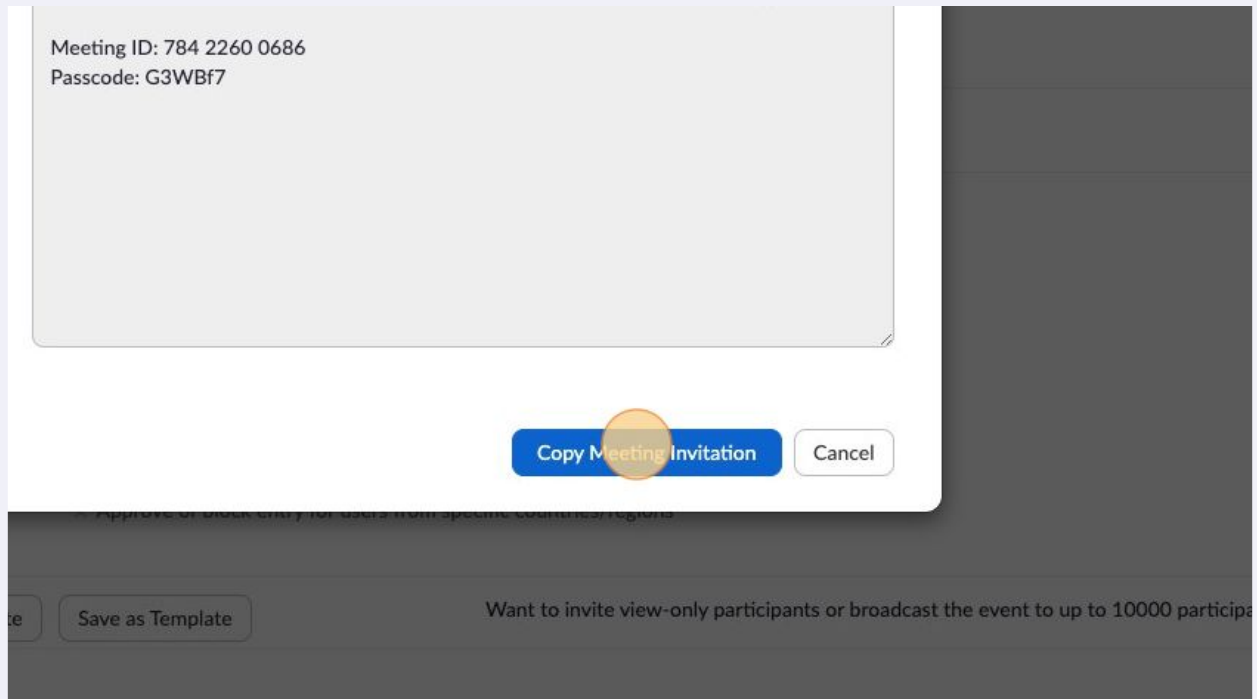
Automatically record meeting on the local computer

Approve or block entry to users from specific regions/countries

[Save](#) [Cancel](#)

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16 Click "Copy Meeting Invitation"



17 Click "x"

