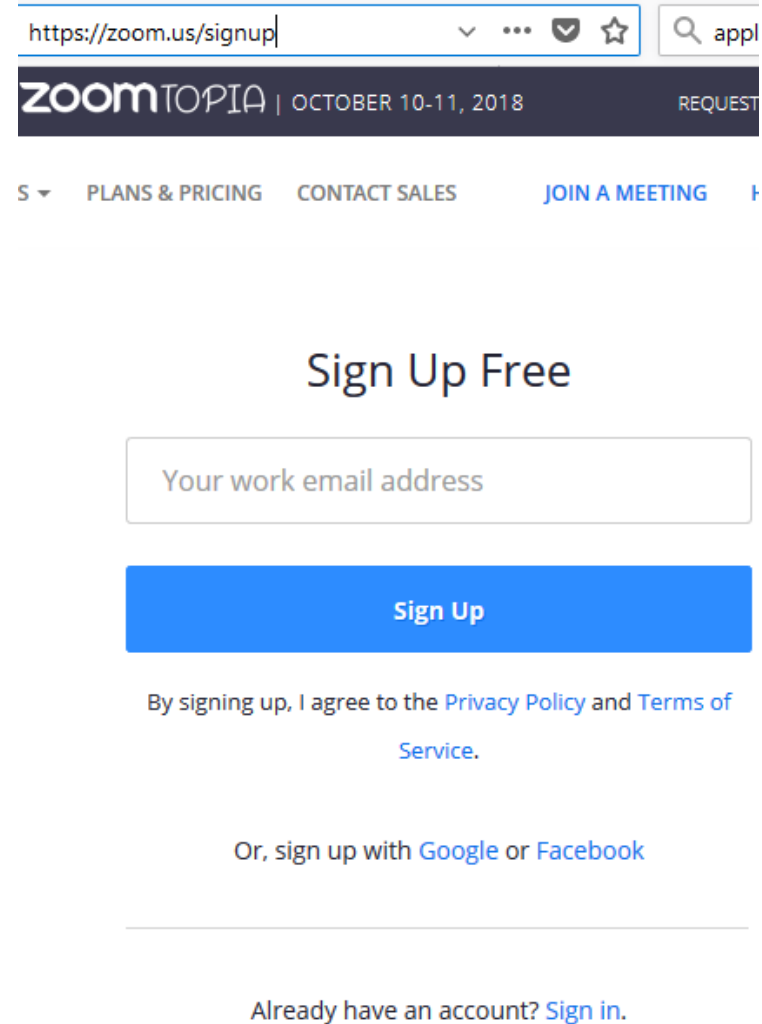


Hosting a Zoom Meeting

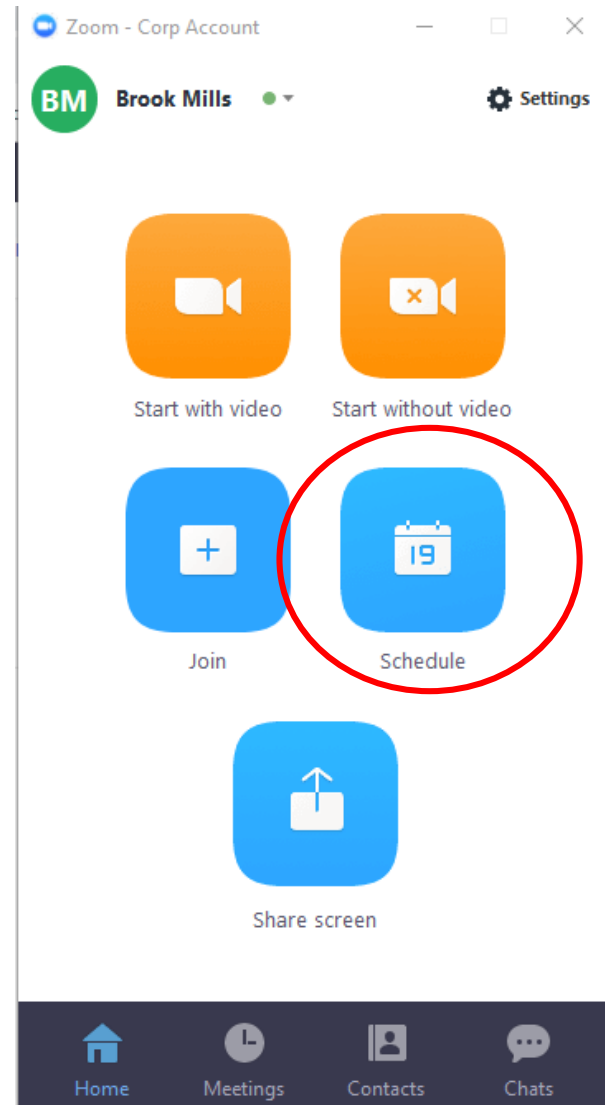
Sign Up to Zoom

- Open your browser and go to:
<https://zoom.us/signup>
- Use your personal email address to sign up



The screenshot shows the Zoom sign-up page in a browser. The address bar contains the URL <https://zoom.us/signup>. The page header includes the Zoom logo, the text "zoomTOPIA | OCTOBER 10-11, 2018", and a "REQUEST" button. The navigation menu contains links for "PLANS & PRICING", "CONTACT SALES", and "JOIN A MEETING". The main heading is "Sign Up Free". Below it is a text input field with the placeholder text "Your work email address". A blue "Sign Up" button is positioned below the input field. Underneath the button, there is a line of text: "By signing up, I agree to the [Privacy Policy](#) and [Terms of Service](#)." Below this, there is a link: "Or, sign up with [Google](#) or [Facebook](#)". At the bottom of the page, there is a link: "Already have an account? [Sign in](#)."

Use zoom to schedule a meeting



Open zoom client and sign in

Zoom Cloud Meetings

Sign In (or Sign Up)

brook.mills@cqumail.com

Password

Keep me logged in

[Forgot your password?](#)

Or

← Back

Version: 4.1.33259.0925

Select the date and time

Schedule a new meeting ×

Topic: CQU Zoom meeting invitation

When

Start: **Mon October 22, 2018** **10:00 AM**

Duration: 1 Hr 0 Min

Time Zone: (GMT+10:00) Vladivostok

Recurring meeting

Video (when joining a meeting)

Host: On Off

Participants: On Off

Audio Options

Telephone Computer Audio

Telephone and Computer Audio 3rd Party Audio

Dial in from Australia [Edit](#)

Meeting Options

Require meeting password

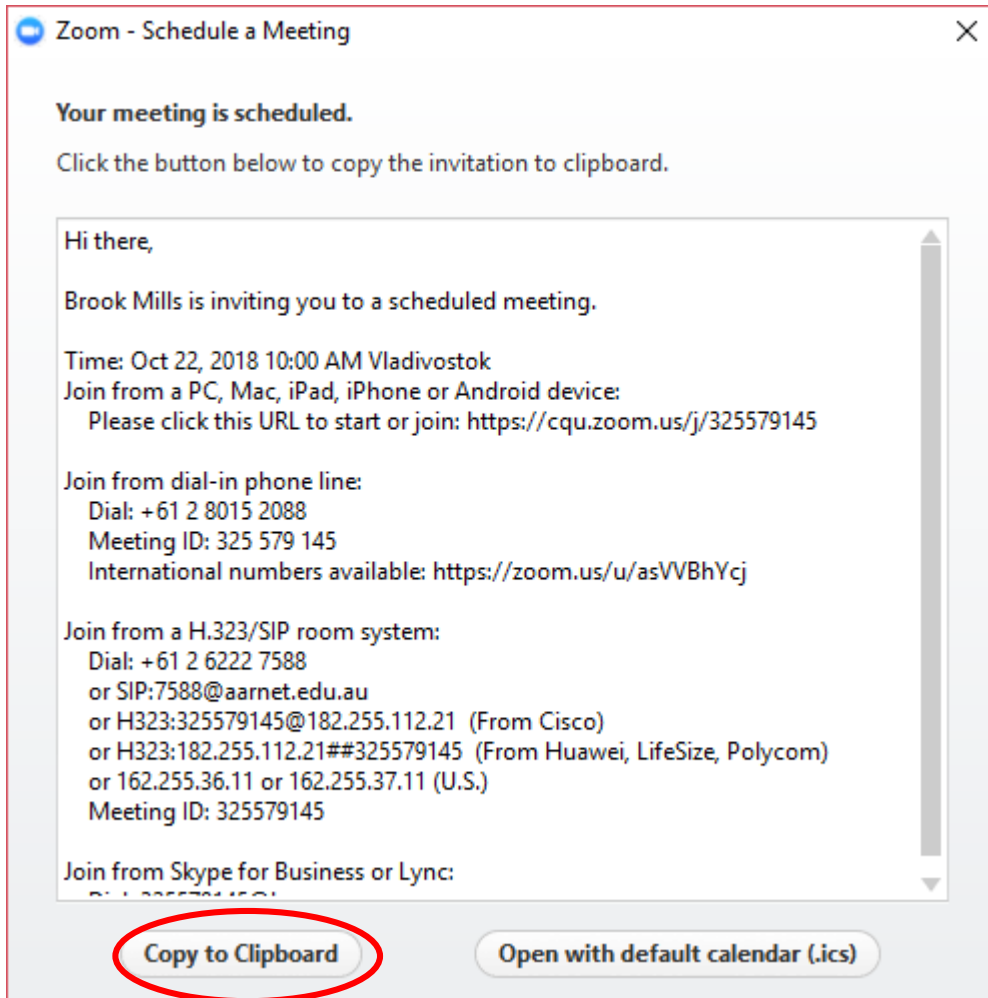
[Advanced Options](#) ▾

Calendar

Outlook Google Calendar Other Calendars

[Schedule](#)

Copy Meeting Details



Zoom - Schedule a Meeting

Your meeting is scheduled.

Click the button below to copy the invitation to clipboard.

Hi there,

Brook Mills is inviting you to a scheduled meeting.

Time: Oct 22, 2018 10:00 AM Vladivostok
Join from a PC, Mac, iPad, iPhone or Android device:
Please click this URL to start or join: <https://cqu.zoom.us/j/325579145>

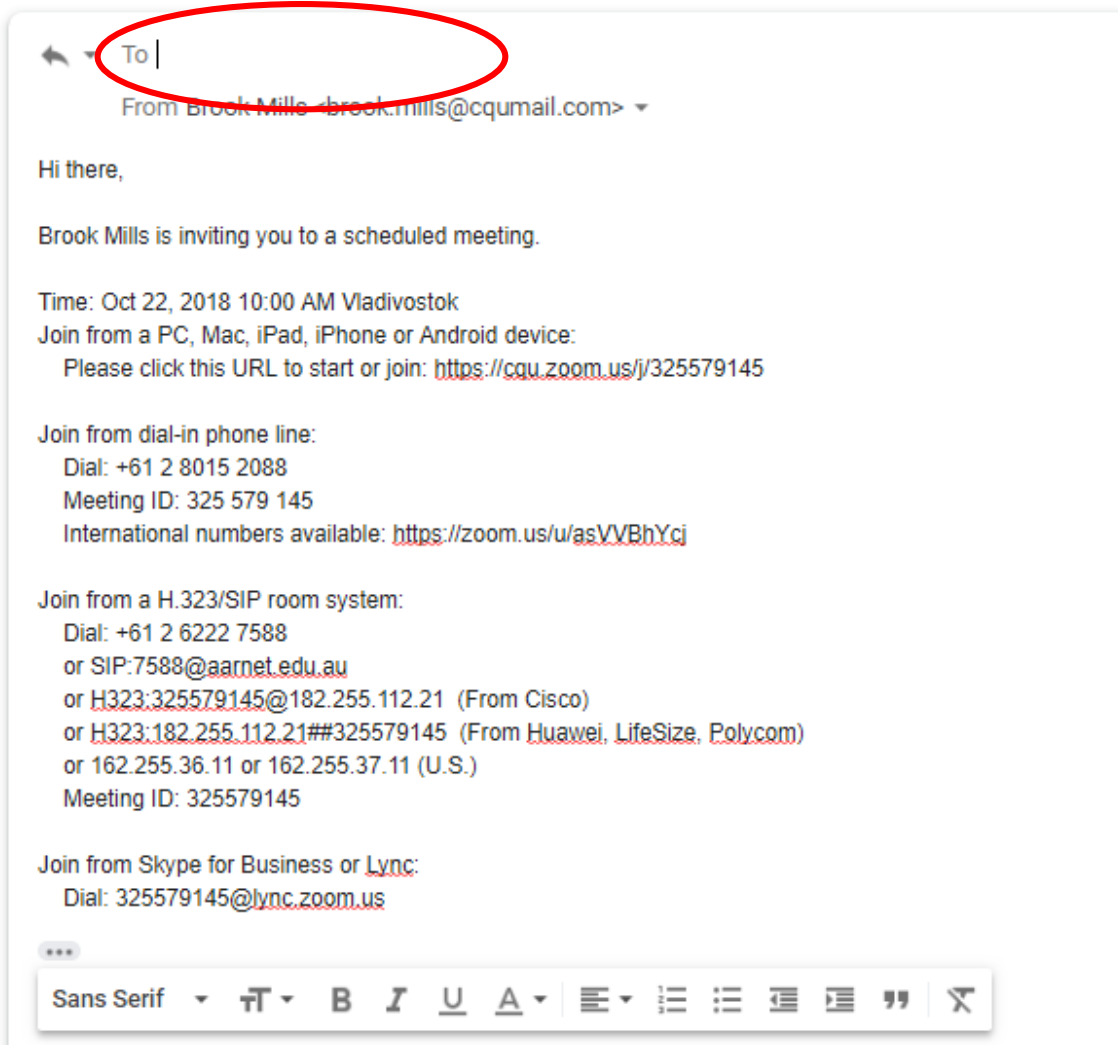
Join from dial-in phone line:
Dial: +61 2 8015 2088
Meeting ID: 325 579 145
International numbers available: <https://zoom.us/u/asVVBhYcj>

Join from a H.323/SIP room system:
Dial: +61 2 6222 7588
or SIP:7588@aarnet.edu.au
or H323:325579145@182.255.112.21 (From Cisco)
or H323:182.255.112.21##325579145 (From Huawei, LifeSize, Polycom)
or 162.255.36.11 or 162.255.37.11 (U.S.)
Meeting ID: 325579145

Join from Skype for Business or Lync:
Dial: +61 2 6222 7588

Copy to Clipboard Open with default calendar (.ics)

Email the meeting details to the other participants



The screenshot shows an email client interface. At the top, the 'To' field is highlighted with a red oval. Below it, the sender is identified as 'From Brook Mills <brook.mills@cquemail.com>'. The email body contains a meeting invitation with the following details:

Hi there,

Brook Mills is inviting you to a scheduled meeting.

Time: Oct 22, 2018 10:00 AM Vladivostok

Join from a PC, Mac, iPad, iPhone or Android device:
Please click this URL to start or join: <https://cqu.zoom.us/j/325579145>

Join from dial-in phone line:
Dial: +61 2 8015 2088
Meeting ID: 325 579 145
International numbers available: <https://zoom.us/u/asVVbhYcj>

Join from a H.323/SIP room system:
Dial: +61 2 6222 7588
or SIP:7588@aarnet.edu.au
or <H323:325579145@182.255.112.21> (From Cisco)
or <H323:182.255.112.21##325579145> (From Huawei, LifeSize, Polycom)
or 162.255.36.11 or 162.255.37.11 (U.S.)
Meeting ID: 325579145

Join from Skype for Business or Lync:
Dial: <325579145@lync.zoom.us>

At the bottom, there is a rich text editor toolbar with options for font style (Sans Serif), font size, bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, quote, and insert link.

When the meeting is about to start
join by clicking on the link in the
email

Time: Oct 22, 2018 10:00 AM Vladivostok

Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to start or join: <https://cqu.zoom.us/j/325579145>

Go to link: <https://cqu.zoom.us/j/325579145> Change | Remove

Join from dial-in phone line: