Instructions for Scheduling a ZOOM Virtual Meeting
Effective 9/10/18 (revised 10/28/20)

Scheduling the Meeting
1. Begin by checking to see if there are other Virtual Meetings scheduled at the same time you would like to schedule a meeting. We have three meeting licenses, so we can hold up to four meetings (one on each of the four accounts) simultaneously.

Go to the OLA Event Calendar, https://ola.memberclicks.net/index.php?option=com_jevents&Itemid=137&task=

If there is a meeting scheduled at the time you would like to schedule a meeting, double click on the meeting link to open it and see what the location of the meeting is. The location will tell you which of the four Zoom accounts the other meeting folks are using.

2. Next, go to the Zoom website, https://zoom.us, and **log in** (upper right hand corner), with one of our four Zoom account logins. I recommend starting with Account #1 and going on to #2, etc… Bottomline – always choose an account that no one else is using at that same time.

Account 1:
Email Address – ola.vmeeting@gmail.com
Password - 0regonL1braries (the first character is a zero, the second character in Libraries is actually the number one)

Account 2:
Email Address – ola.vmeeting2@gmail.com
Password - 0regonL1braries (the first character is a zero, the second character in Libraries is actually the number one)

Account 3:
Email Address – ola.vmeeting3@gmail.com
Password - 0regonL1braries (the first character is a zero, the second character in Libraries is actually the number one)

Account 4:
Email Address – ola.vwebmeeting@gmail.com
Password - 0regonL1braries (the first character is a zero, the second character in Libraries is actually the number one)

*All four accounts offer the following featuers: 1) includes 100 participants, unlimited duration for all meeting sizes, user managerment, etc. At this time, none of the accounts offer webinar capacity. Should you desire a webinar format versus the meeting, contact with Shirley Roberts, OLA Assn Manager (ola@olaweb.org) to add that feature. There is a cost involved that is to be covered by the requesting unit. A webinar of up to 100 is $40/month and a webinar from 100 up to 500 is $140/month. Fortunately this is on a monthly basis and is not automatically renewed. If feature is added it will be to Account 4.

3. From the profile landing page you will be need to select "Schedule A Meeting" from the top menu bar or select "My Meetings" from the left-hand column and then "schedule a meeting. Landing page will ask you to complete various fields and submit.

Here is a video from Zoom with instructions

https://support.zoom.us/hc/en-us/articles/201362413-How-Do-I-Schedule-Meetings-

4. If you are scheduling a meeting for the future, name the meeting by filling in that information in the "Topic" field. Then fill in the appropriate date, time, duration….. Leave the audio information at the default settings, this allows attendees to either simply use their computer's mic and speakers **OR** to call a conference number that Zoom will provide as soon as you set the meeting up (this is not a toll-free number and the cost is not covered by OLA). There should be no need to require registration or a meeting password, unless you want to do so.

* One option you might select is to "Enable join before host". This will allow attendees to get in and there even though the host isn't logged in yet.

Zoom will then generate an **invite** within various calendaring options that you can send to your desired meeting attendees. This message will have all the information attendees need to get into the meeting, including a link to Zoom and the phone number they can call into if they choose.

Note: If you don't want to use a calendaring notification option, simply go ahead with the meeting set up. Once the meeting has been set up, it will give you information to send out the meeting information through your regular email account or listserv.

5. If you want to "Start A Meeting" now you can do so by downloading the app and keeping it available for future use. The app can be found on the zoom.us website under "Resources". To start a meeting without scheduling, click on the app icon/name you will be asked to login in and then it will give you the option to "start with video" or "start without video". Once meeting is up and running you can then invite others to join you.

6. There are a number of help videos provided by Zoom. It may be helpful to send attendees to the following page and encourage them to take a look at the Zoom "Join a meeting".
https://youtu.be/vFhAEoCF7jg

 For additional help, use the Zoom support site: https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials

Please be sure to sign out of Zoom after the meeting has been scheduled.

Important step – don't overlook
7. Next, please put your event on the **MemberClicks event website** to help out the next group
that tries to schedule a Zoom meeting,

a. Go to the OLA web page http://www.olaweb.org
b. On the right hand side of the page, in the menu column, there is a link to "Add Your Meeting/Event," click on it.
c. You will need to login either by using your ola member usesrname and password, or your non-member account.

In the Zoom Meeting information field, please include the license you used, such as ola.vmeeting, ola.vmeeting2, ola.vmeeting3, ola.vwebmeeting, depending on which account you used.

If you have trouble with any of these calendaring steps, please ask either Shirley Roberts (olaweb@olaweb.org) or Kirsten Brodbeck-Kenney (kbrodbeck-kenney@lincolncity.org) to enter the information for you. We really want to track how much use the software is getting AND we don't want overlapping meetings accidentally scheduled at the same time.

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Starting the Meeting
8. When it is time to start the meeting, either click on the link in your calendar instance or go to the Zoom website and log in again with the ola.meeting address you chose from above.

9. The Zoom software will open on your computer and your meeting will be underway. You may share your webcam, your computer screen, and chat with other attendees (although you can choose to just use the audio capabilities of the Zoom software). Note that it might be helpful to begin with a chat welcome saying that even though your Zoom name shows up as Oregon Libraries, you are really Betty/Bill Librarian (or something to that effect). You can also rename what appears for your login.

Process note – think of using Zoom as using a new meeting facility you haven't used before. With a new facility, you would arrive early, check out the computer set up, rearrange the chairs, etc…Do the same for using Zoom to make sure everyone has a comfortable experience.

Here is a site for instructions on "how to start a meeting".
 https://support.zoom.us/hc/en-us/articles/201362423-How-do-I-Start-or-Join-a-Scheduled-Meeting-as-the-Host-

Feel free to ask me any questions or check in about any more of the software details, and I'll try to help out. Also I am willing to do a test meeting if you want to do so.

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