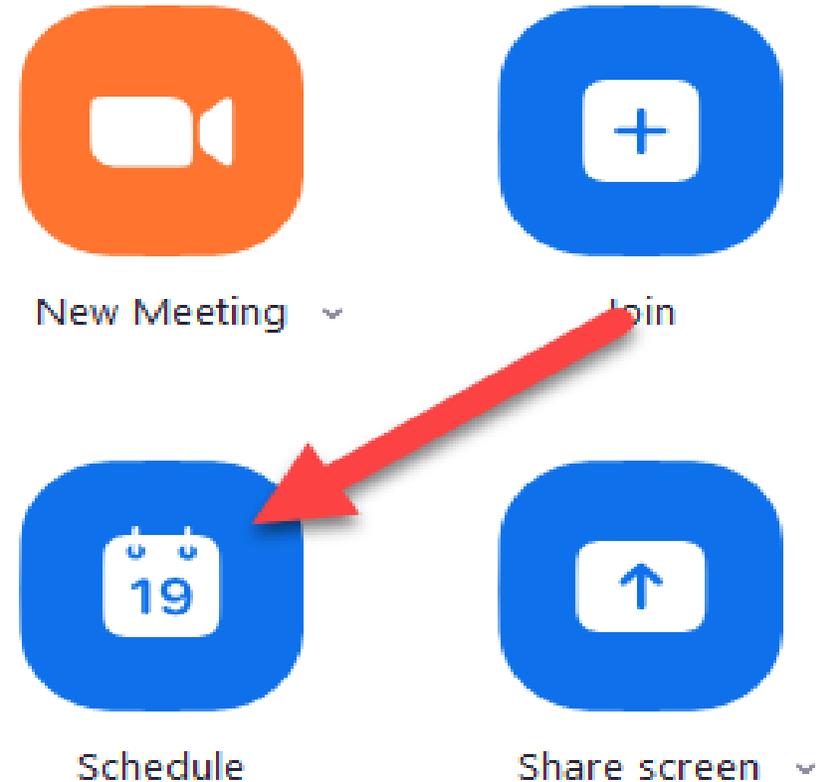


# Schedule a Zoom Meeting

As the host with the Zoom account, you can schedule the meeting for a date and time and setup the characteristics of the meeting. Start the process by clicking on **Schedule** on the Zoom app home screen.



- 1 Topic** – Give the meeting a title that reflects the group and meeting. This is information that will be included in the meeting invitation.
- 2 Start** – You will indicate the date and time for the meeting. Tap or click the date field to access the scheduling calendar. Use the up/down arrows to modify the hours, minutes and AM/PM indicator.
- 3 Duration** – indicate the number of hours and minutes for the meeting. If you are using the Free Zoom account remember your meeting time is limited to 40 minutes. You will be giving a warning if your duration is longer than what your account supports. [Make sure of the time zoon](#)
- 4 Meeting ID** – Pick **Generate Automatically**. This setting is recommended for security reasons
- 5 Require Password** – Leave the option checked and use the password recommended. This information will be included in the invite information that you copy and paste to your meeting participants

Schedule meeting

## Schedule Meeting

Topic

Zoom Meeting 1 | 1

Start: 2 Sat September 5, 2020 05:00 PM

Duration: 1 hour 0 minute 3

Recurring meeting Time Zone: Tripoli

---

Meeting ID 4

Generate Automatically  Personal Meeting ID 214 230 3727

---

Security 5

Passcode 522125  Waiting Room

- 6 **Video** – Check On for Host and Participants. This means that video will be off for all when they join the meeting
- 7 **Audio** – Most meetings can be done with Telephone and Computer Audio where the meeting will use the speakers and microphones of your laptop or device.
- 8 **Calendar** – Zoom will place this scheduled event on your Google or Outlook calendar. If you are not an active calendar user, choose Other Calendars
- 9 Tap the **Schedule** or **Save** button to complete the process. The meeting is scheduled and the invitation information is displayed.

The screenshot shows the Zoom meeting settings interface. It is divided into sections: Video, Audio, Calendar, and Advanced Options. Red circles with numbers 6 through 9 are overlaid on the interface to highlight specific settings.

- Video:** Host:  On  Off; Participants:  On  Off. A red circle with the number 6 is next to the Participants Off option.
- Audio:**  Telephone;  Computer Audio;  Telephone and Computer Audio. A red circle with the number 7 is next to the Telephone and Computer Audio option.
- Calendar:**  Outlook;  Google Calendar;  Other Calendars. A red circle with the number 8 is next to the Outlook option.
- Advanced Options:** A red circle with the number 9 is next to the Save button.

Dial in from United States [Edit](#)

Save Cancel

# Over All Schedule Meeting

Schedule meeting

## Schedule Meeting

**Topic**

Zoom Meeting 1 **1**

**Start:** **2** Sat September 5, 2020 05:00 PM

**Duration:** 1 hour 0 minute **3**

Recurring meeting Time Zone: Tripoli

**Meeting ID** **4**

Generate Automatically  Personal Meeting ID 214 230 3727

**Security** **5**

Passcode 522125  Waiting Room

**Video**

Host:  On  Off Participants:  On  Off **6**

**Audio** **7**

Telephone  Computer Audio  Telephone and Computer Audio

Dial in from United States [Edit](#)

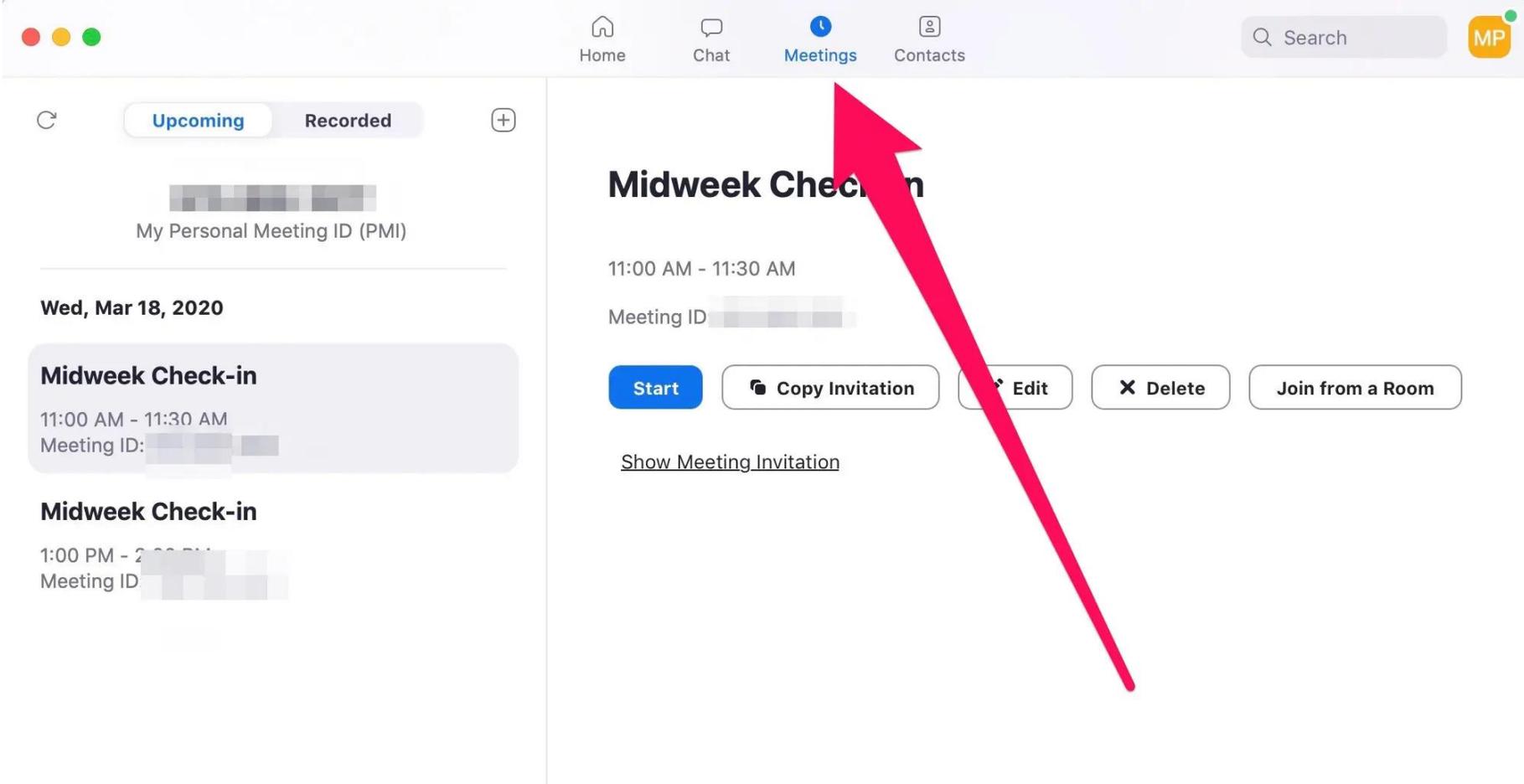
**Calendar** **8**

Outlook  Google Calendar  Other Calendars

**Advanced Options** **9**

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

# Next step , Click on Meetings



Click on Meeting you scheduled ,  
then Show meeting invitation

The screenshot shows the Zoom web interface. At the top, there is a navigation bar with 'Home', 'Chat', 'Meetings', and 'Contacts' icons, along with a search bar. Below this, there are tabs for 'Upcoming' and 'Recorded'. The main content area is split into two panels. The left panel shows a meeting card for 'PharmD's Zoom Meeting' with a yellow arrow pointing to it. The right panel shows the details for this meeting, including the time '4:00 PM - 5:00 PM', the meeting ID '861 1088 0767', and buttons for 'Start', 'Copy Invitation', 'Edit', and 'Delete'. A yellow arrow points to the 'Show Meeting Invitation' link at the bottom of the details panel.

Zoom

Home Chat Meetings Contacts

Search

Upcoming Recorded

214 230 3727  
My Personal Meeting ID (PMI)

Today

**PharmD's Zoom Meeting**  
4:00 PM-5:00 PM  
Meeting ID: 861 1088 0767

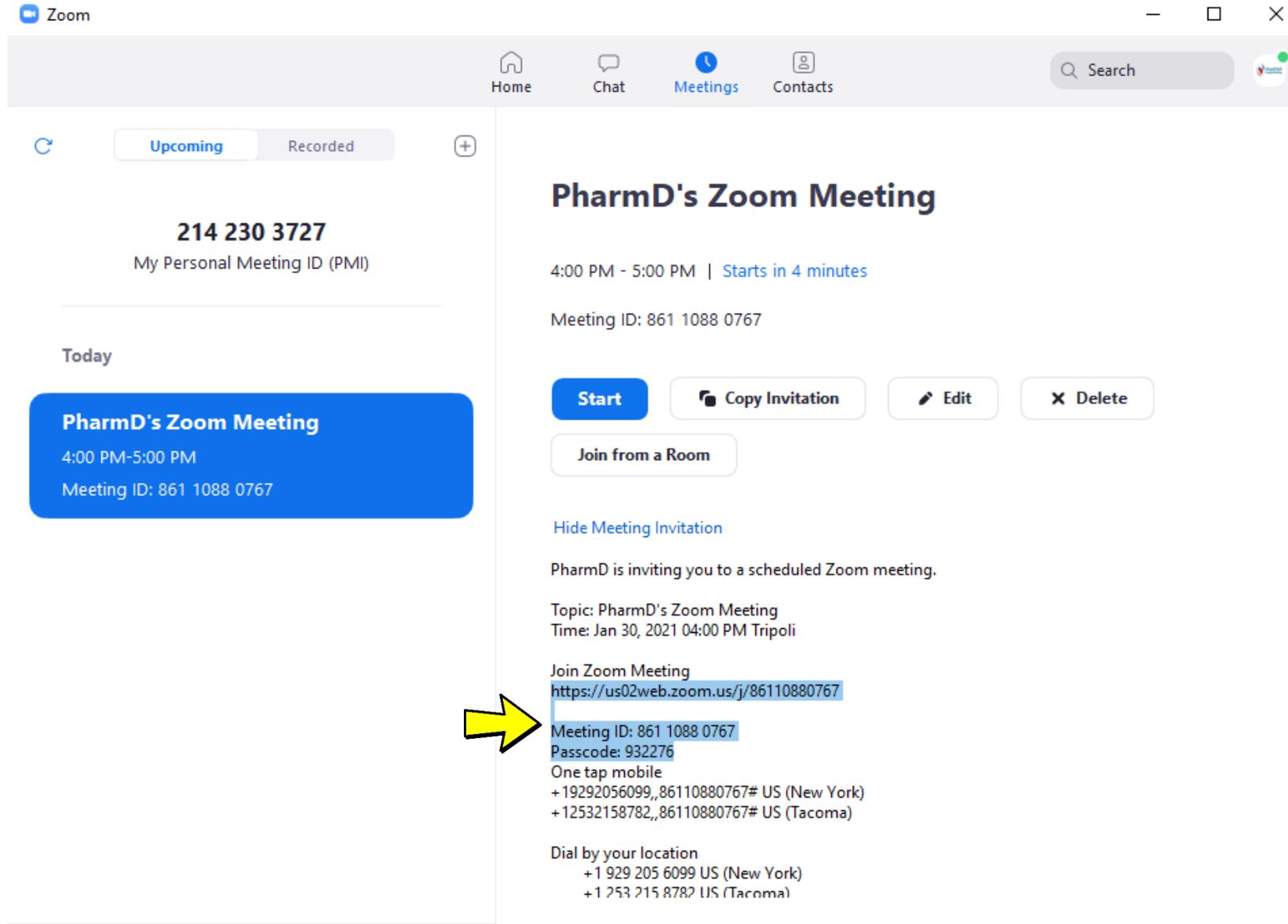
**PharmD's Zoom Meeting**  
4:00 PM - 5:00 PM | Starts in 4 minutes  
Meeting ID: 861 1088 0767

Start Copy Invitation Edit Delete

Join from a Room

[Show Meeting Invitation](#)

\* Select and copy the link  
and the Password ID



The screenshot shows the Zoom web interface. At the top, there are navigation icons for Home, Chat, Meetings, and Contacts, along with a search bar. Below the navigation, there are tabs for 'Upcoming' and 'Recorded'. The main content area displays a meeting card for 'PharmD's Zoom Meeting' with the time '4:00 PM - 5:00 PM' and 'Meeting ID: 861 1088 0767'. To the right, a detailed view of the meeting invitation is shown, including the title 'PharmD's Zoom Meeting', the time '4:00 PM - 5:00 PM | Starts in 4 minutes', and the meeting ID '861 1088 0767'. Below this, there are buttons for 'Start', 'Copy Invitation', 'Edit', and 'Delete', along with a 'Join from a Room' button. A yellow arrow points to the 'Join Zoom Meeting' link: <https://us02web.zoom.us/j/86110880767>. Below the link, the meeting ID '861 1088 0767' and passcode '932276' are also highlighted. The invitation text includes: 'PharmD is inviting you to a scheduled Zoom meeting.', 'Topic: PharmD's Zoom Meeting', 'Time: Jan 30, 2021 04:00 PM Tripoli', and contact information for New York and Tacoma.

Zoom

Home Chat Meetings Contacts Search

Upcoming Recorded

214 230 3727  
My Personal Meeting ID (PMI)

Today

**PharmD's Zoom Meeting**  
4:00 PM-5:00 PM  
Meeting ID: 861 1088 0767

**PharmD's Zoom Meeting**  
4:00 PM - 5:00 PM | Starts in 4 minutes  
Meeting ID: 861 1088 0767

Start Copy Invitation Edit Delete

Join from a Room

Hide Meeting Invitation

PharmD is inviting you to a scheduled Zoom meeting.

Topic: PharmD's Zoom Meeting  
Time: Jan 30, 2021 04:00 PM Tripoli

Join Zoom Meeting  
<https://us02web.zoom.us/j/86110880767>  
Meeting ID: 861 1088 0767  
Passcode: 932276

One tap mobile  
+19292056099,,86110880767# US (New York)  
+12532158782,,86110880767# US (Tacoma)

Dial by your location  
+1 929 205 6099 US (New York)  
+1 253 215 8782 US (Tacoma)

\* Now go to Zoom Links icon on Moodle “ Inside block II ”

☰ LIMU Portal 🔔

Course categories: Faculty of Pharmacy / PharmD / First year 2020-2021 / Block II: General Dispensing

Search courses   [?](#)

- [🗑️ Block Catalogue](#)
- [🗑️ Recommended Readings](#)
- [🗑️ Week 1: Problem 1](#)
- [🗑️ Week 2: Problem 2](#)
- [🗑️ Week 3: Problem 3](#)
- [🗑️ Week 4: Problem 4](#)
- [🗑️ Week 5: Problem 5](#)
- [🗑️ Week 6: Problem 6](#)
- [🗑️ Week 7: Problem 7](#)
- [🗑️ Examination Week](#)
- [🗑️ Zoom Links](#) 
- [🗑️ Exam Results](#)

# \* Choose your team

The screenshot displays a web interface for the LIMU Portal. At the top left, there is a hamburger menu icon and the text "LIMU Portal". At the top right, there are notification and chat icons. Below the header, there is a section titled "Announcements" with a document icon. The main content area consists of a vertical list of eight team names: Team A, Team B, Team C, Team D, Team E, Team F, Team G, and Team H, each separated by a horizontal line.

☰ LIMU Portal

📄 Announcements

Team A

Team B

Team C

Team D

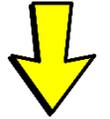
Team E

Team F

Team G

Team H

\* To put your invitation to students on Moodle first you have to click on **Turn editing on**



Turn editing on

 Announcements

Team

\* Below your team click on  
“Add an activity or resource”

Team 

Edit 

 Add an activity or resource

 Add weeks

# \* Choose URL

 File ★ ⓘ	 Folder ☆ ⓘ	 Forum ☆ ⓘ	 Glossary ☆ ⓘ	 H5P ☆ ⓘ	 IMS content package ☆ ⓘ
 Label ★ ⓘ	 Lesson ☆ ⓘ	 Page ☆ ⓘ	 Quiz ☆ ⓘ	 SCORM package ☆ ⓘ	 Survey ☆ ⓘ
 Turnitin Assignment 2 ☆ ⓘ	 URL ★ ⓘ	 Wiki ☆ ⓘ	 Workshop ☆ ⓘ		

## General

Name

1  

External URL

2    Choose a link...

Description

3  



Meting ID: 833 3564 9807

Passcode: 129322

4    Display description on course page 

# \* Finally Click on Save and return to course

▶ Common module settings

---

▶ Tags

---

▶ Competencies

---



Save and return to course

Save and display

Cancel

There are required fields in this form marked  .