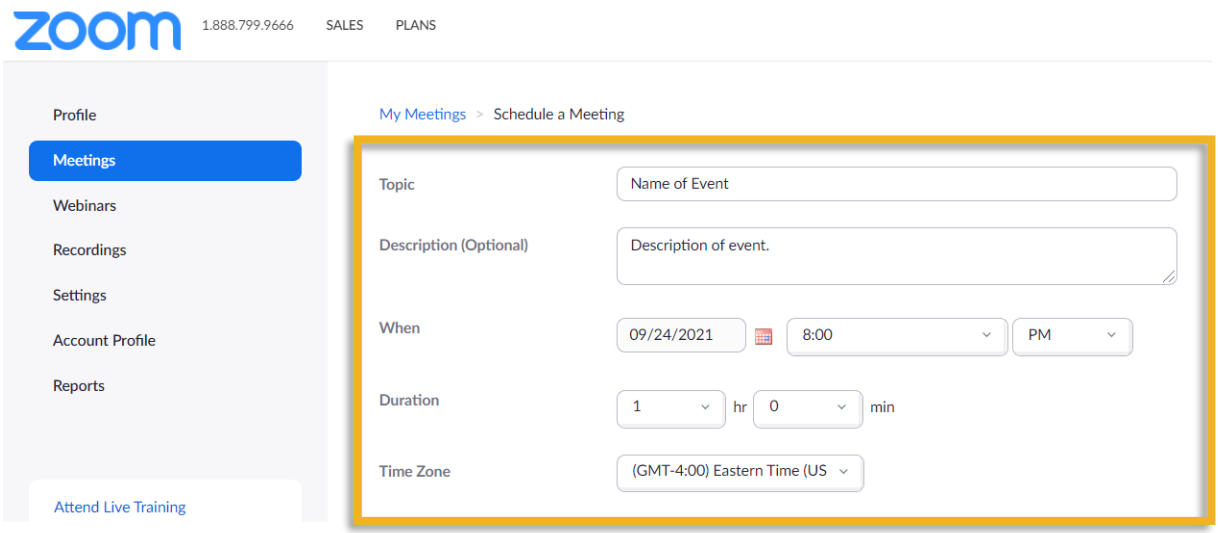
Scheduling a Zoom Meeting with registration

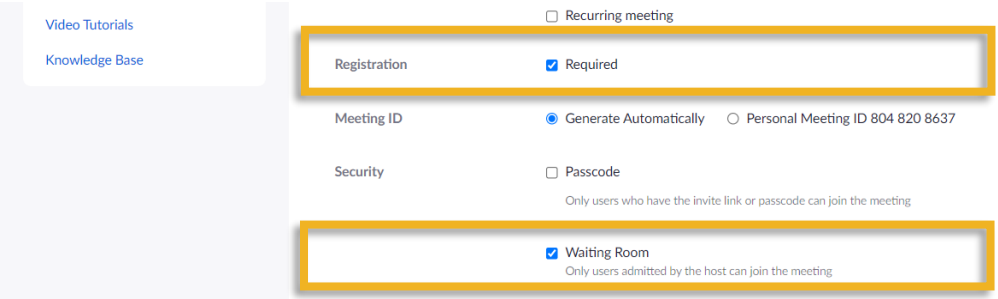
STEP 1. Access the web version of Zoom: https://winthrop-edu.zoom.us/

STEP 2. Click to schedule a meeting.

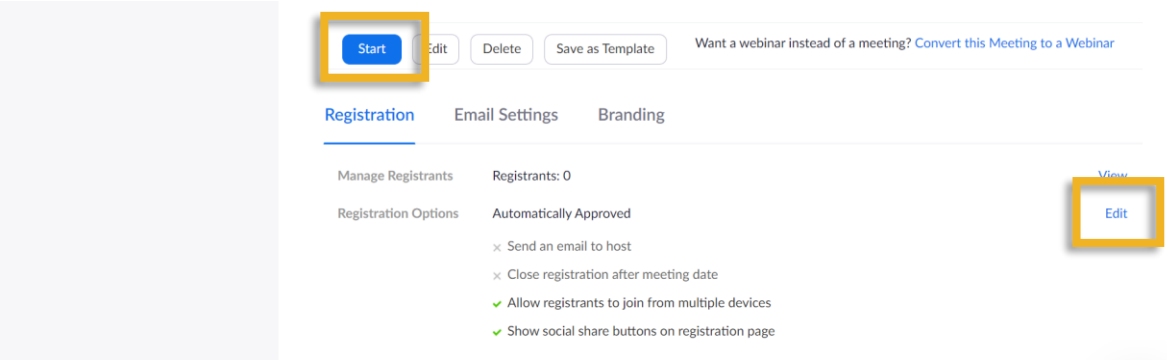
STEP 3. Enter the details for your event.



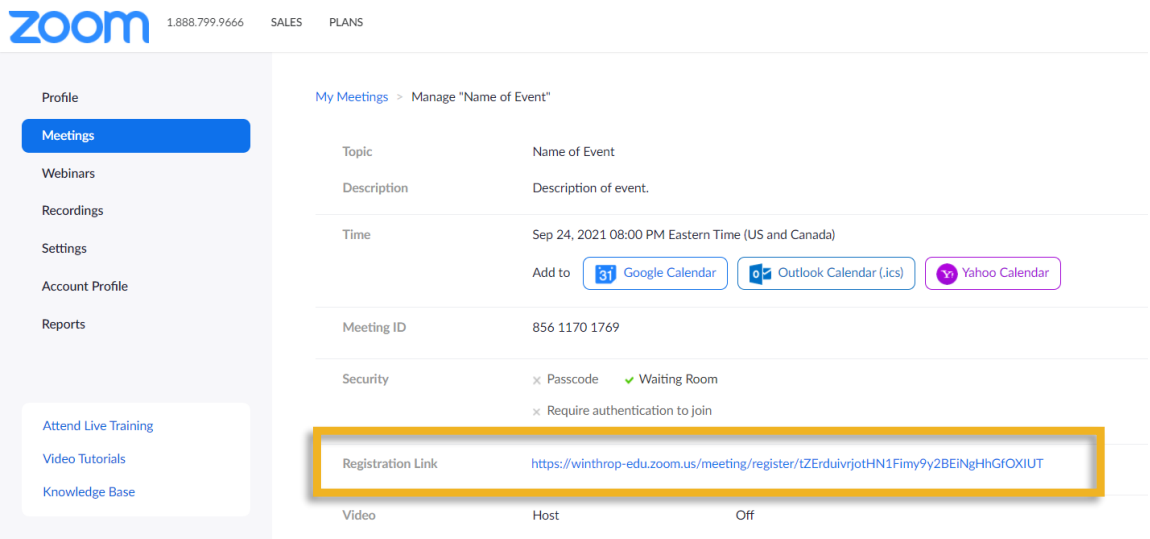
STEP 4. Enable the **Registration** and **Waiting Room** features (note: as long as Waiting Room is enabled, a Passcode is not required).



STEP 5. If needed, scroll down to the bottom of the page and click **Edit** to adjust the registration settings. Otherwise, click **Start**.



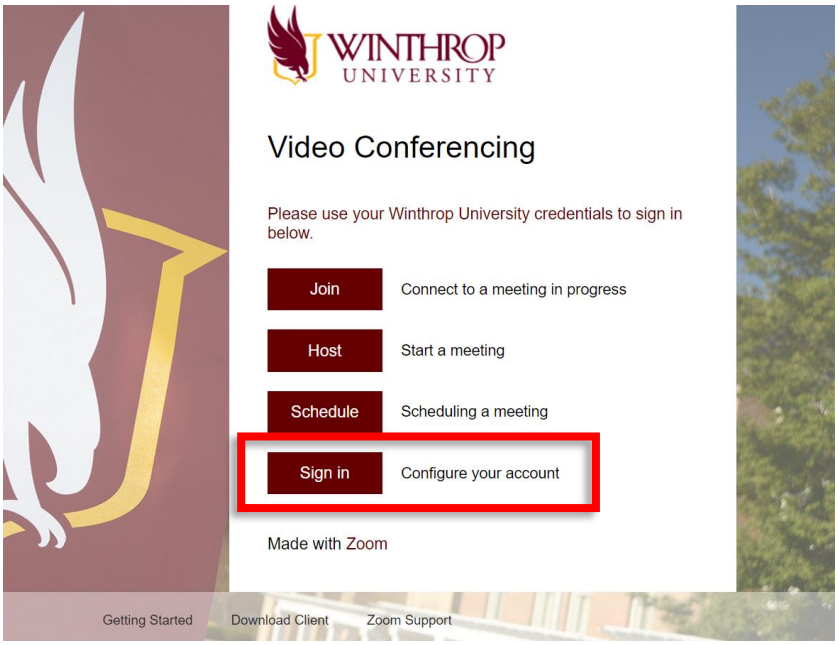
STEP 6. Copy the **Registration Link** to distribute to attendees (note: students must register with their Winthrop email addresses).



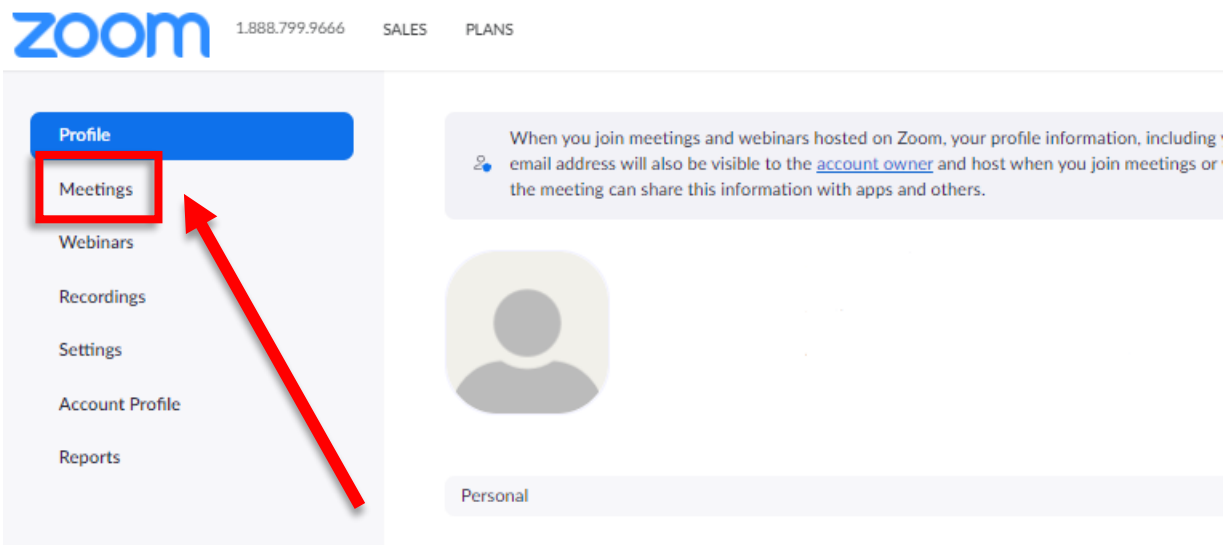
Enabling registration for an already scheduled Zoom Meeting

STEP 1. Access web version of Zoom: https://winthrop-edu.zoom.us/

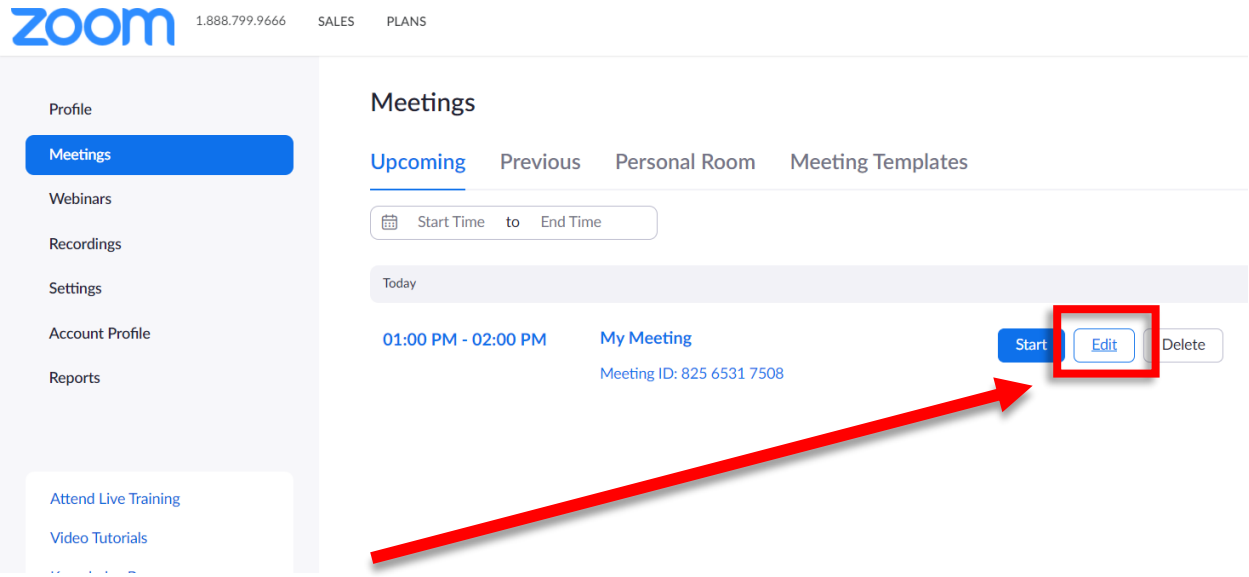
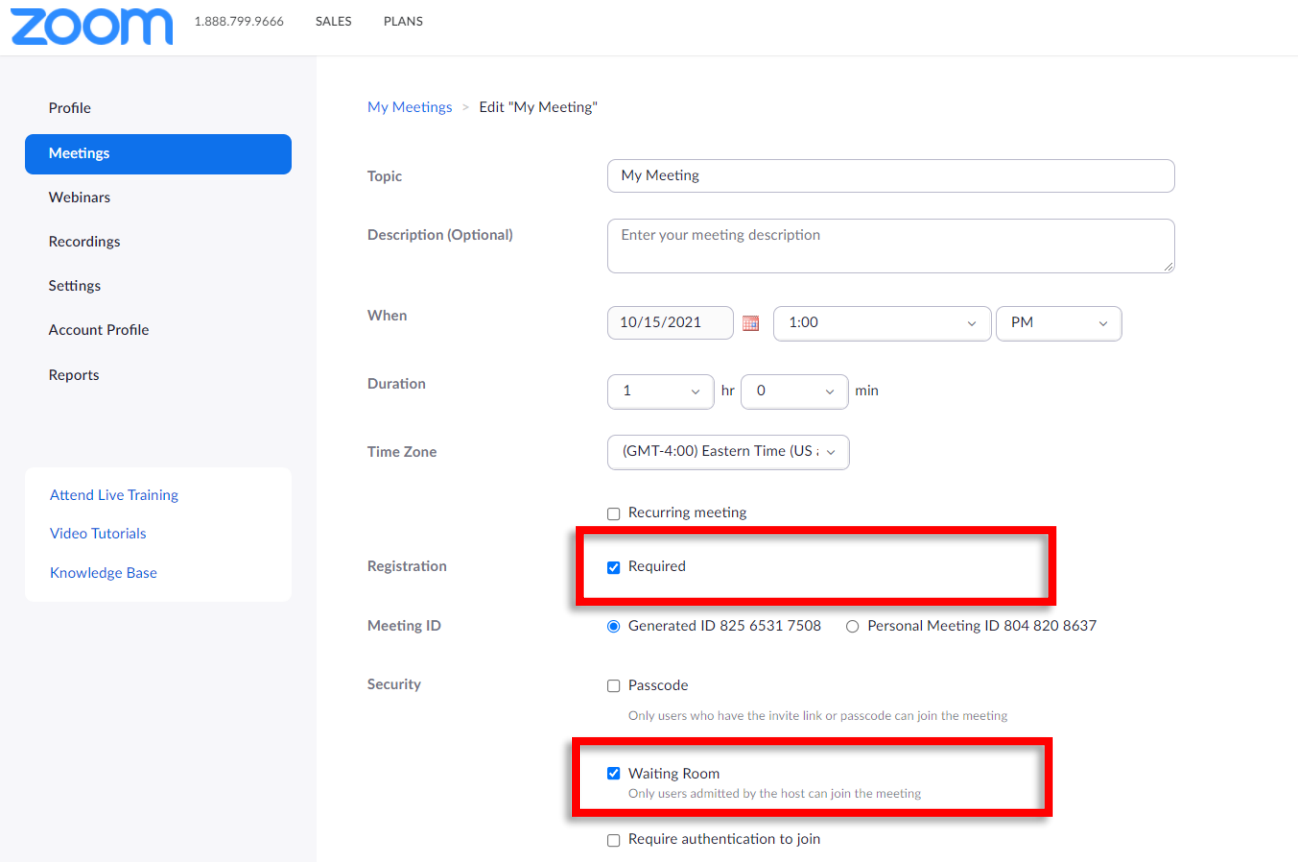
STEP 2. Sign in.



STEP 3. Go to the **Meetings** area.



STEP 4. Click **Edit**.



STEP 5. Enable the **Registration** and **Waiting Room** features.