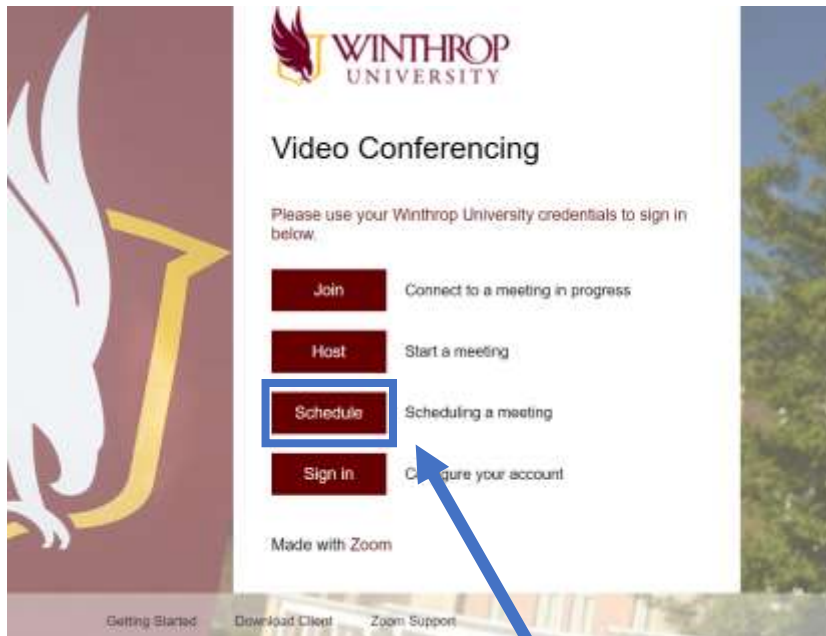


Zoom Instructions: Scheduling a Zoom Meeting with registration

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

STEP 2. Schedule a meeting



STEP 3. Enter the details for your event.

STEP 4. Enable the Registration and Waiting Room features (note: if Waiting Room is enabled, you do not need to enable a Passcode)

This screenshot shows the Zoom meeting settings interface. On the left is a sidebar with 'Video Tutorials' and 'Knowledge Base'. The main area has three sections: 'Registration', 'Meeting ID', and 'Security'. In the 'Registration' section, the 'Required' checkbox is checked and highlighted with a blue box. In the 'Security' section, the 'Waiting Room' checkbox is checked and highlighted with a blue box. Below it, a note states: 'Only users who have the invite link or passcode can join the meeting'.

STEP 5. If needed, scroll down to the bottom of the page to edit the registration settings

This screenshot shows the 'Registration' settings page. At the top are buttons for 'Start', 'Edit', 'Delete', and 'Save as Template', along with a link to 'Convert this Meeting to a Webinar'. Below these are tabs for 'Registration', 'Email Settings', and 'Branding'. The 'Registration' tab is active and highlighted with a blue box. Under 'Registration Options', there are several settings: 'Manage Registrants' (0), 'Automatically Approved', 'Send an email to host', 'Close registration after meeting date', 'Allow registrants to join from multiple devices', and 'Show social share buttons on registration page'. An 'Edit' button is highlighted with a blue box on the right side.

STEP 6. Copy the Registration Link to distribute to attendees

This screenshot shows the Zoom meeting details page. The left sidebar has a 'Meetings' button highlighted. The main area is titled 'My Meetings' and 'Manage "Name of Event"'. It displays various meeting details: Topic (Name of Event), Description (Description of event), Time (Sep 24, 2021 08:00 PM Eastern Time (US and Canada)), Meeting ID (856 1170 1769), and Security settings (Passcode, Waiting Room, Require authentication to join). The 'Registration Link' is highlighted with a blue box and shows the URL: <https://zoom.us/join/registration/2/EndUser/ptH4N1Fmy9y2BEFgHhGQX0UT>. At the bottom, the 'Video' setting is set to 'Off'.

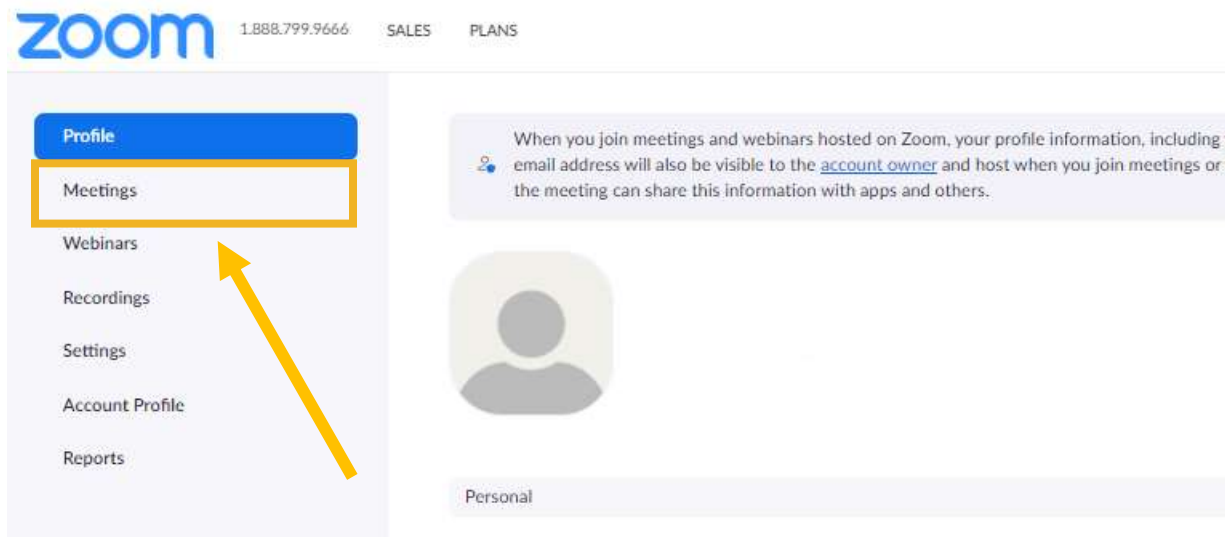
Enabling registration for an already scheduled Zoom Meeting

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

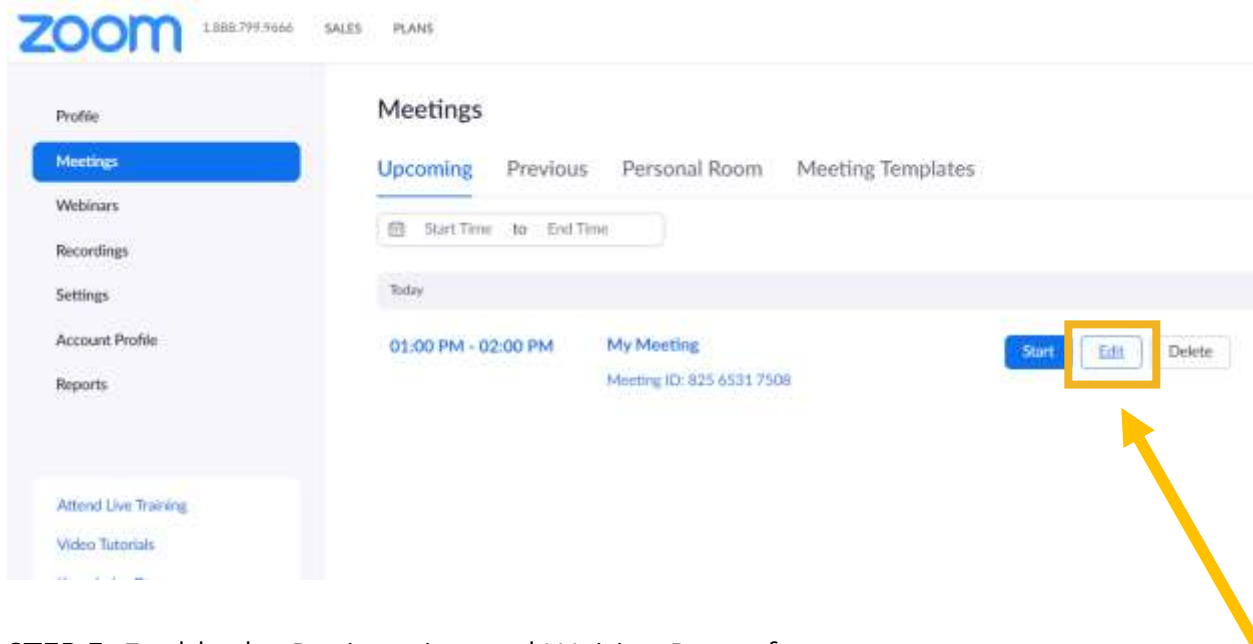
STEP 2. Sign in



STEP 3. Go to the Meetings area



STEP 4. Click the Edit option



STEP 5. Enable the Registration and Waiting Room features

