

Procedure to Request a Zoom Meeting

4/19/20

Question send to shari.wright@uumilwaukee.org.

- 1) Use the new Zoom Room Request Form: <https://form.jotform.com/201046181055141>
- 2) Office Coordinator Shari Wright makes the Zoom meeting reservation.
- 3) The meeting reservation will appear on the website under “Room Calendar,” with a location of Zoom Room. In the case of a previously scheduled room request, she changes the ACS Scheduler from the church room to Zoom Room.
- 4) Our Leaders are usually the role of “Host” in Zoom terminology, but you can select a co-host. Please indicate the co-host or any other leaders for the meeting.
- 5) Shari will reply with a confirmation via email. Her confirmation will include:
 - a. How to start your meeting.
 - b. Security features that you may need to address. See the Zoom Security Guide.
 - c. Participant joining information; a URL link, a Meeting ID and phone number for dial-in.
- 6) As Host, you will need to send logon and meeting ID info to your team. See “How to Host a Zoom Meeting” for technical detail about Zoom.