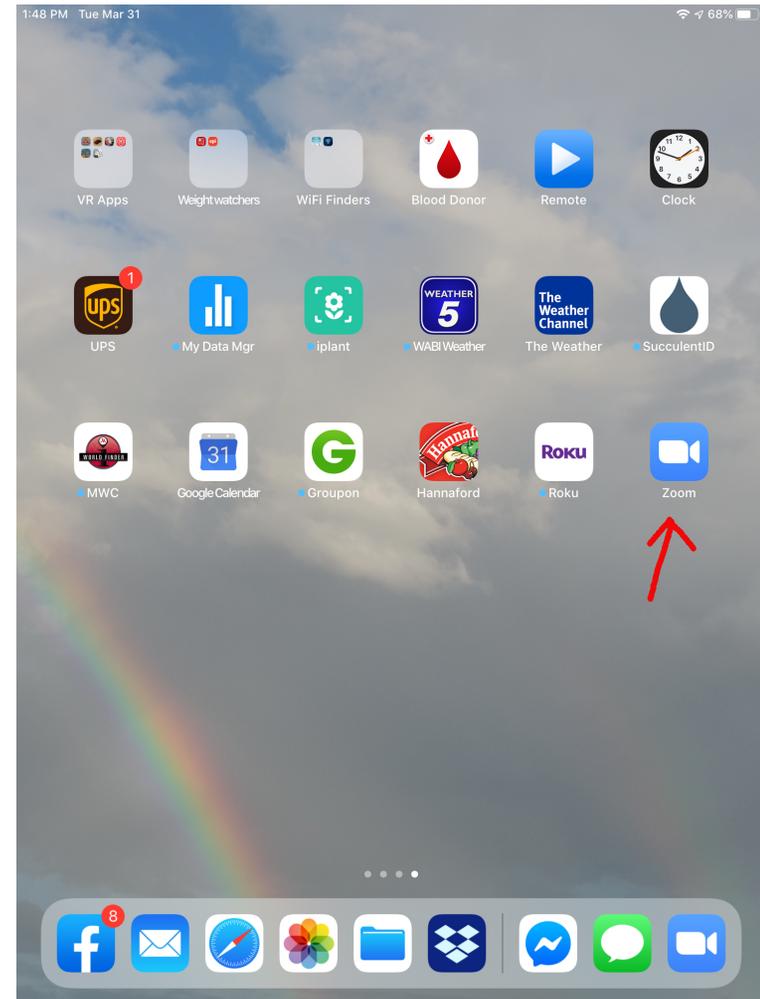


# How to Schedule a Zoom Meeting on iPad

Center for Community Inclusion  
and Disability Studies

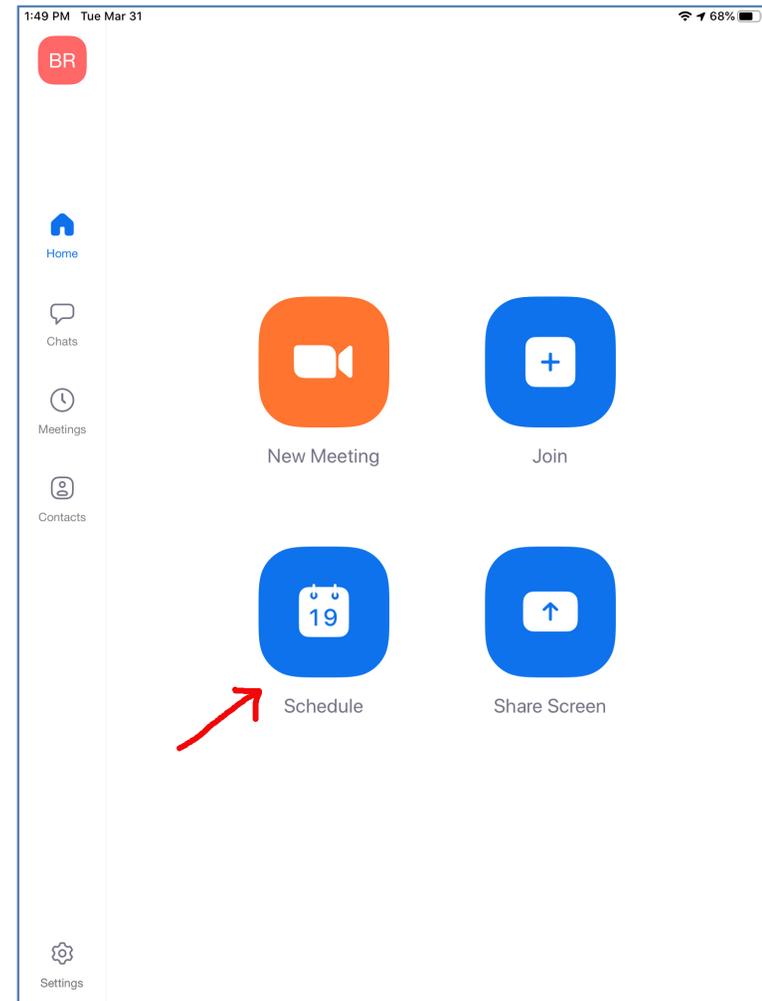
# Open Zoom on iPad

- First you need to open the Zoom app on your iPad.



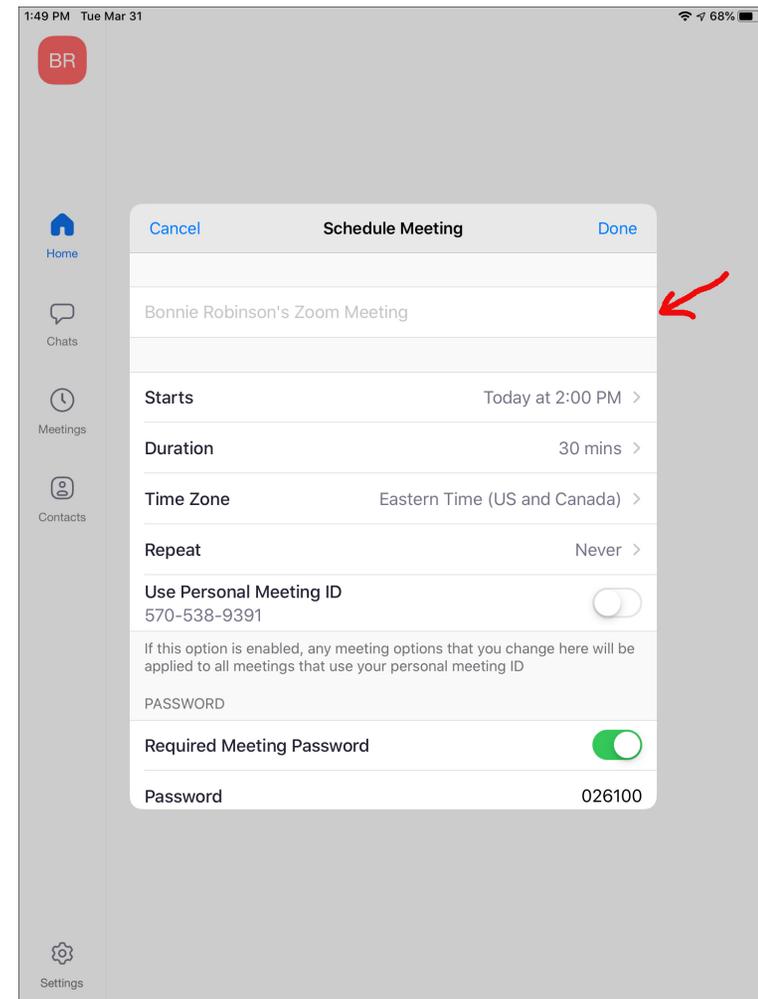
# Zoom Home Screen

1. Click on the Schedule icon.



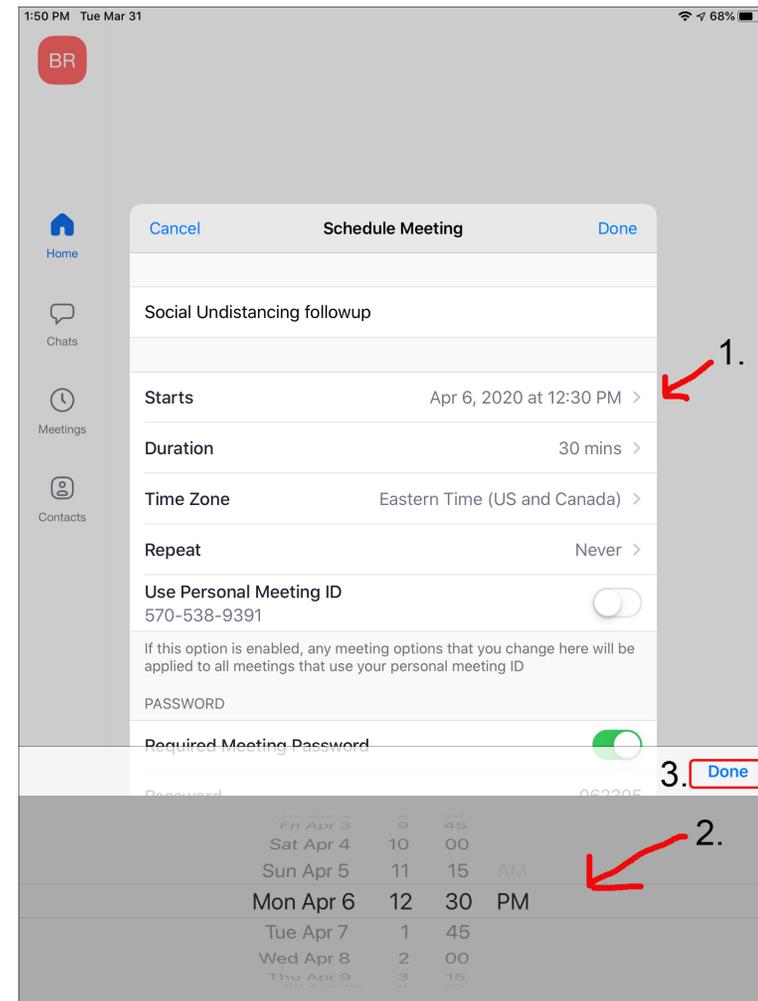
# Schedule Meeting

2. This is the Schedule Meeting window. Zoom enters your meeting name but you can change it by touching in the space and typing the meeting name you want to use on the keyboard that pops up on the bottom of the window.



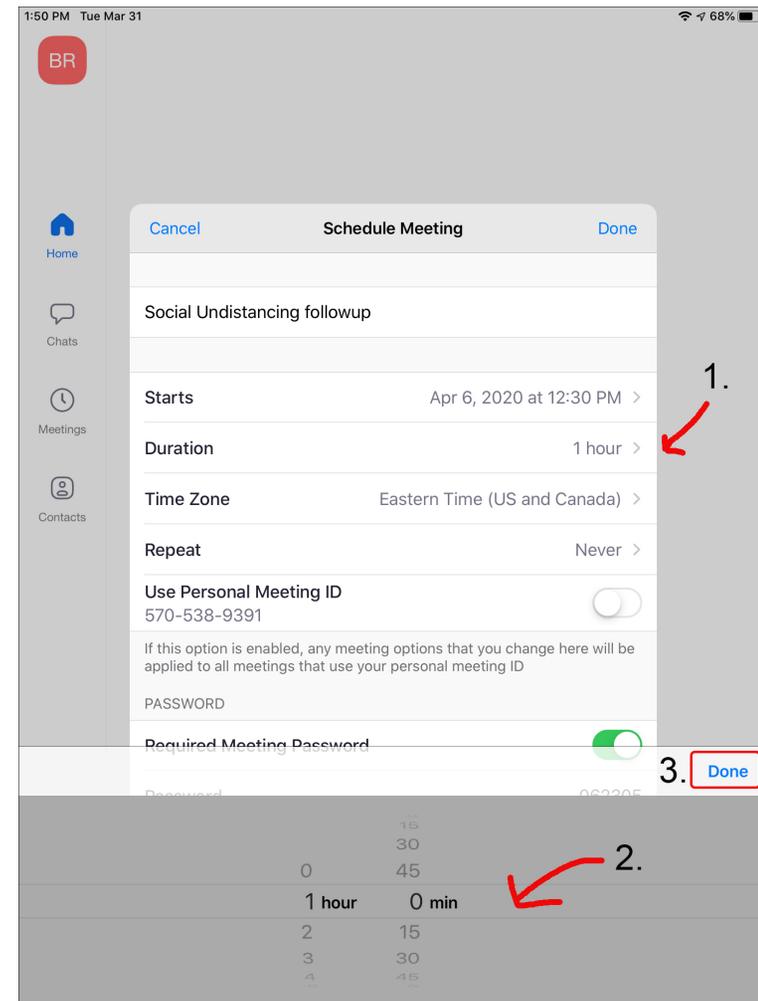
# Schedule Date and Time

1. Touch the date to pick a date for your meeting.
2. Scroll to the date and time you want to hold your meeting.
3. Touch the Done link.



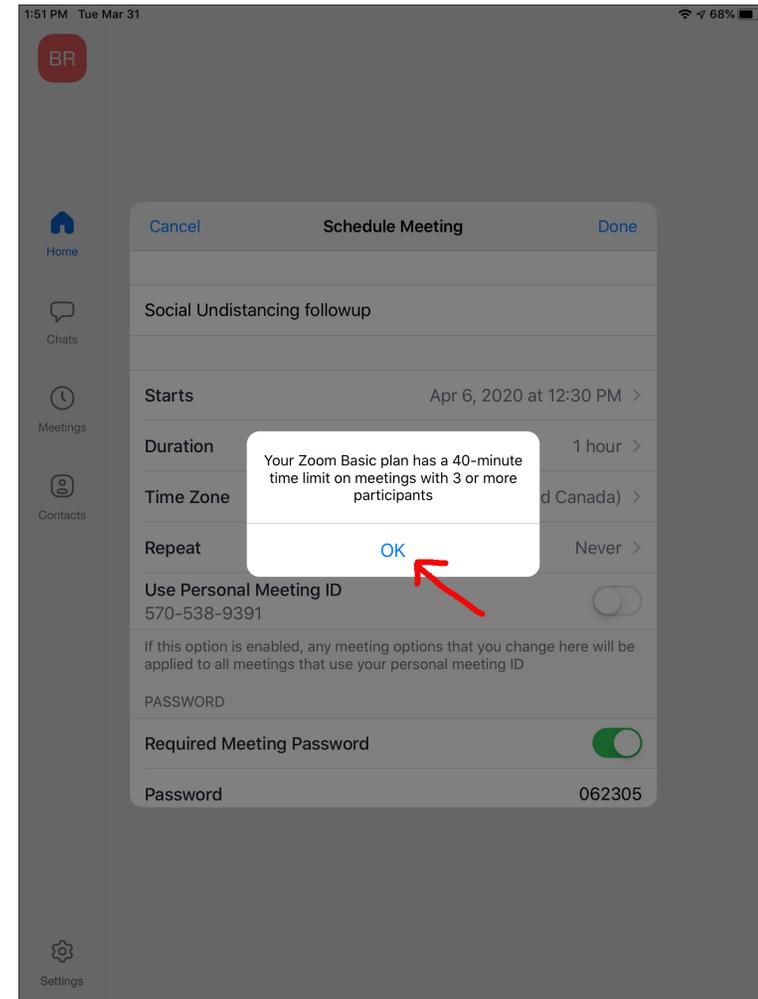
# Set the Length of Meeting

1. Touch the Duration section.
2. Scroll through the hour and minutes to set the length of your meeting.
3. Touch the Done link.



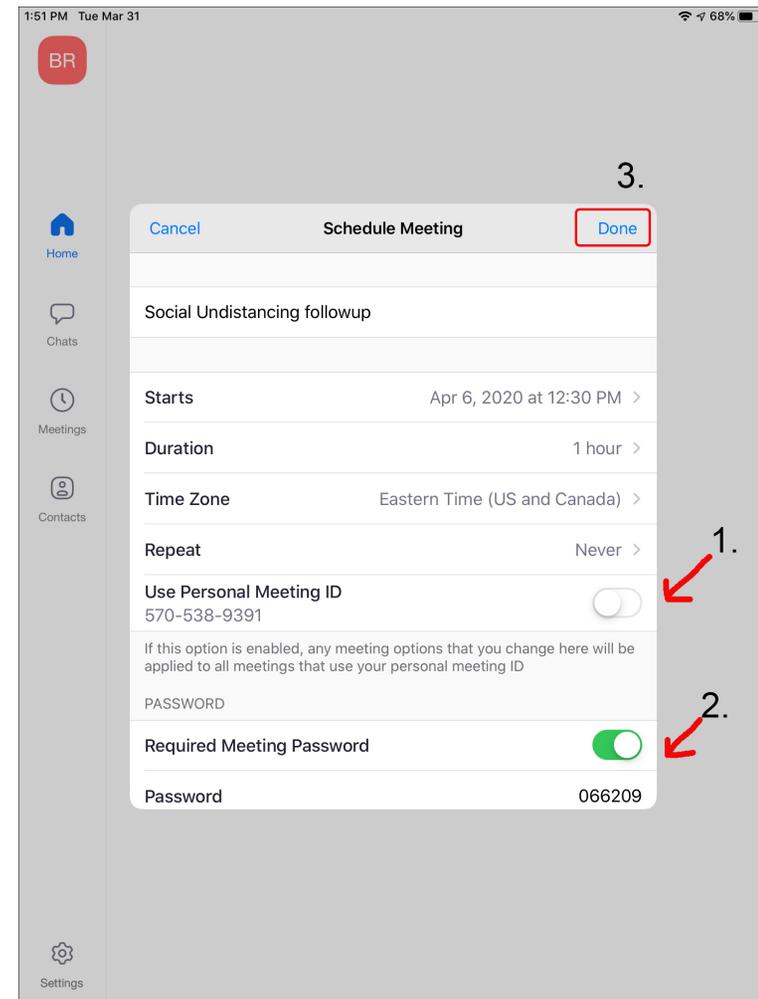
# Notice from Zoom

- If you have the free Zoom account the length of your meeting will be 40 minutes if you have **more than 2** people in the meeting. The meeting will end but you can create another meeting immediately. There is no limit for a 2 person meeting.
- Touch the OK link to continue.



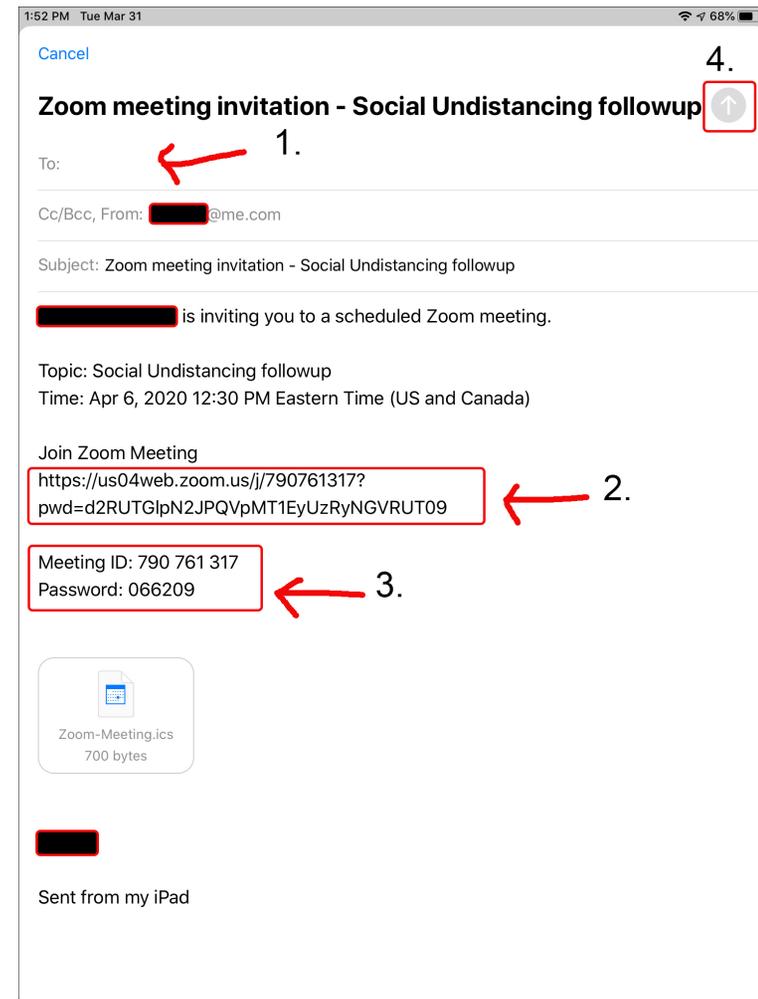
# Meeting ID and/or Password

1. If you want people to have the Personal Meeting ID shown you need to touch this button so it turns on or green.
2. To make sure your meeting is private you should leave the Require Meeting Password on.
3. Touch the Done link.



# Zoom Meeting Invitation Email

1. Enter the email addresses for the people you want to invite to your meeting.
2. The link to the meeting is provided for them.
3. The Meeting ID and Password is in the email.
4. Touch the arrow to send the email.



## YouTube Tutorials

- [How to Host/Schedule Zoom Video Conference using Phone:](https://www.youtube.com/watch?v=14rDivvxtKQ&t=167s)  
<https://www.youtube.com/watch?v=14rDivvxtKQ&t=167s>
  - The information also applies to using a tablet/iPad as well.