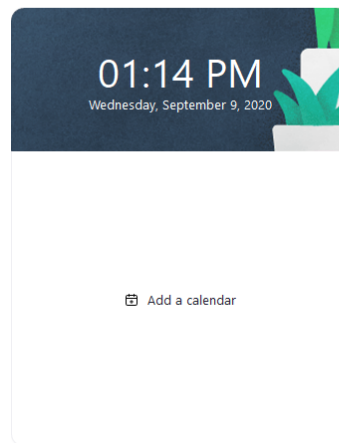
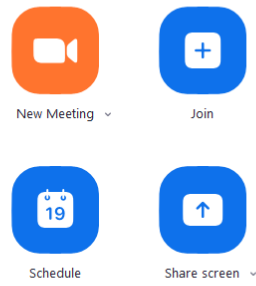
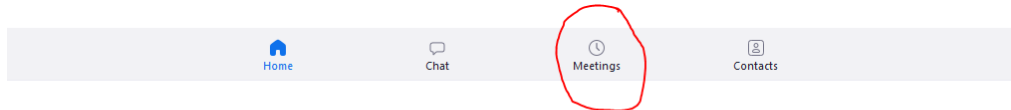


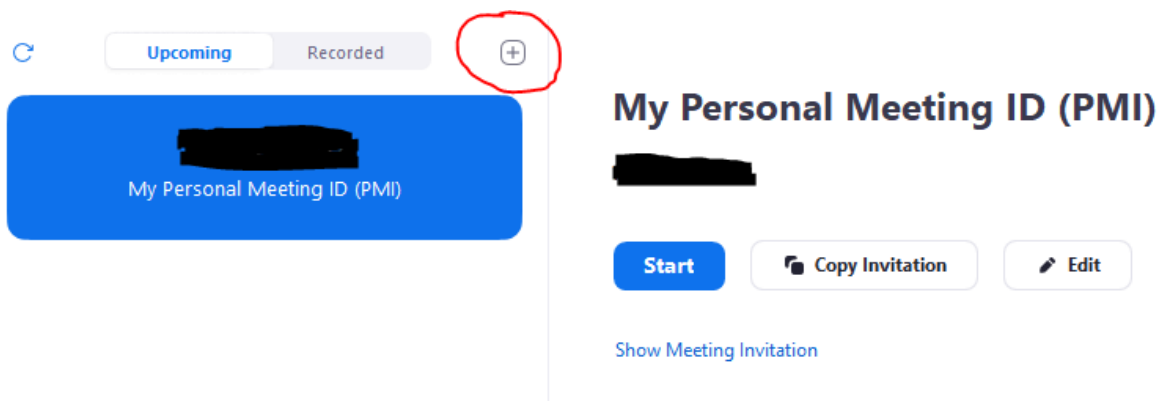
Step 1

Download Zoom and log in with your UWSP credentials, this is the screen you will see. Click on the Meetings Icon at the top of the page.



Step 2

Click on the button that resembles a plus sign, and pick the first option "Schedule Meeting".



Step 3

Set the time and day to reflect the time agreed upon between Leader and Student next to the "Start:", the duration needs to be an hour and make sure the Passcode and Waiting Room are turned off like shown below(unchecked instead of checked). Then press save at the bottom of the dialog box.

Schedule Meeting

Topic: Lunch with a Leader

Start: Wed September 9, 2020 02:00 PM

Duration: 1 hour 0 minute

Recurring meeting Time Zone: Central Time (US and Canada)

Meeting ID

Generate Automatically Personal Meeting ID [REDACTED]

Security

Passcode Waiting Room

Video

Host: On Off Participants: On Off

Audio

Telephone Computer Audio Telephone and Computer Audio

Dial in from United States [Edit](#)

Calendar

Outlook Other Calendars

Advanced Options

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

Step 4

Copy the invitation and paste it into an email to the leader. This will give them access to the Zoom meeting.

Lunch with a Leader

2:00 PM - 3:00 PM | [Starts in 22 minutes](#)

Meeting ID: [REDACTED]

[Start](#) [Copy Invitation](#) [Edit](#) [Delete](#) [React](#)

[Show Meeting Invitation](#)