PingER Meeting use of Zoom

Example from a Scheduled meeting
Our standing meeting is scheduled for Tuesday 12/11/2018. Below are the details:
Topic: PingER Standing Meeting

Time: Dec 11, 2018 8:00 PM Pacific Time (US and Canada)
Join from PC, Mac, Linux, iOS or Android: https://stanford.zoom.us/j/185360638
Or iPhone one-tap (US Toll): +18333021536,,185360638# or +16507249799,,185360638#
Or Telephone:
   Dial: +1 650 724 9799 (US, Canada, Caribbean Toll) or +1 833 302 1536 (US, Canada, Caribbean Toll Free)

   Meeting ID: 185 360 638
   International numbers available: https://zoom.us/u/ahOEmUAiI
   Meeting ID: 185 360 638
   SIP: 185360638@zoomcrc.com
How to setup and use Zoom:
To use the software, you would have to download the Zoom client (and installed if prompted). The instructions to do so are listed here:
https://zoom.us/download#client_4meeting
The instructions about setting up the software are listed at the URL below. You may want to create an account if you do not have one already. If you are invited to a meeting (i.e., you are not hosting the meeting), you are not required to create an account; you can simply join the meeting using the meeting ID.
https://support.zoom.us/hc/en-us/articles/201362033-Getting-Started-on-PC-and-Mac
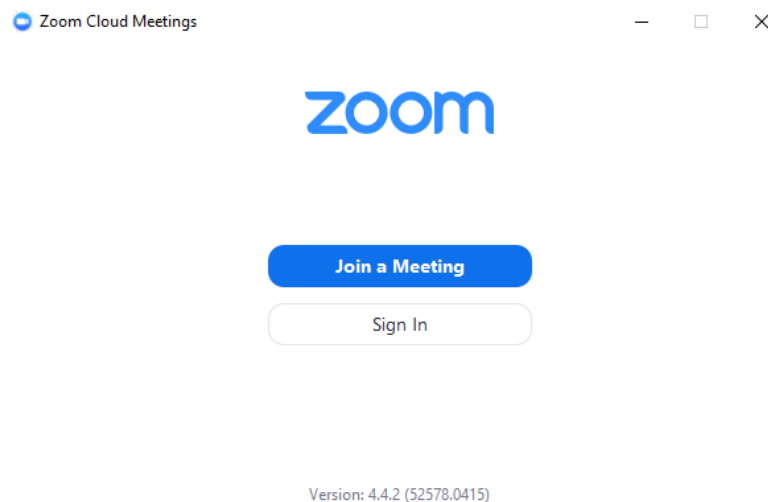Please let me know if you have any questions.
Regards,
Umar

Scheduling a meeting
To use the software, you would have to download the Zoom client (and installed if prompted). The instructions to do so are listed here:
https://zoom.us/download#client_4meeting

Start the Zoom client and click on Sign In:

Click on Sign In with SSO

Click on Continue

Click on Open Zoom meetings

Click on Schedule
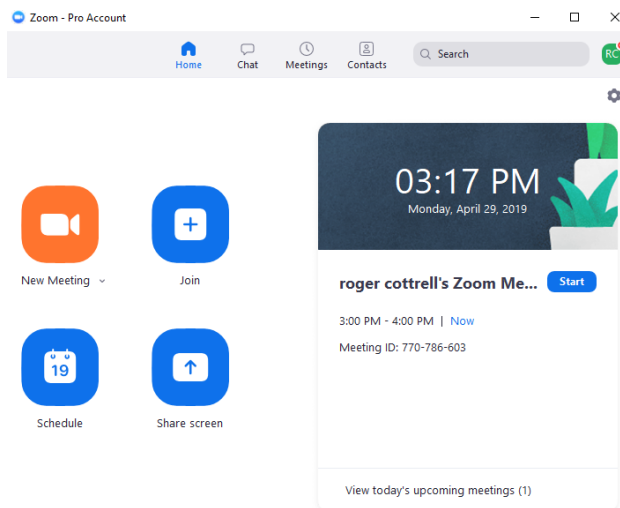
Select the Start date & time, the duration, leave Video alone (Off, Off), leave on Audio Telephone and Computer Audio, Click on Advanced Options

Click on Record the meeting automatically and In the cloud, Click on Schedule

After a short while an email invitation template will pop up

Send	**From ▾**	cottrell@slac.stanford.edu
	To...	
	Subject	roger cottrell's Zoom Meeting
	Location	https://stanford.zoom.us/j/710368796
	Start time	Mon 4/29/2019 5:00 PM ☐ All day event
	End time	Mon 4/29/2019 6:00 PM

Rooms..

Hi there,

roger cottrell is inviting you to a scheduled Zoom meeting.

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   Dial: +1 650 724 9799 (US, Canada, Caribbean Toll) or +1 833 302 1536 (US, Canada, Caribbean Toll Free)

   Meeting ID: 710 368 796
   International numbers available: https://zoom.us/u/abCOWPniNq

   Meeting ID: 710 368 796
   SIP: 710368796@zoomcrc.com

Send this To the pinger-my email list.