



MOBILE DOORMAN
University

How-To Online Events

Powered by Zoom

Step

1



Events

Locate the Events feature within your left-hand navigation bar to begin.

Step

2

ents

ADD EVENT

Click Add Event in the top-right corner of the dashboard to create a new Online Event.

Step

3



Online?

Enter your event details in the form as normal, including a title, description and image. Check the “Online?” box and add any co-hosts for the meeting. Click Create Event.

15-min before the event begins, Residents will receive a reminder via their app.

[Start Event](#)

5-min before the event, hosts will receive the Zoom link via their email. Press “Start Event” to begin.

Step

4



Reminder: Event Startin

Virtual Happy Hour is sta
to join.

Finally, 1-minute before the Event, Residents will receive the Zoom link to join the meeting.

Need more help?

Visit info.mobiledoorman.com/online-events-powered-by-zoom
or contact Success@MobileDoorman.com today

