# Setting up a Zoom meeting for people outside of the department

* Go to <https://nsweducation.zoom.us>. You may be asked to authenticate your account using your DoE credentials. Click on Sign In.



* Select Schedule a New Meeting.



* Fill in your meeting details as required. Scroll down the page until you find the meeting options.
* In the section for Only authenticated users can join, it will say Sign in with DoE Single Sign-On by default.
* Select the arrow at the end of the box, and in the drop-down options select Sign in to Zoom.
* Your meeting will now be accessible for Independent schools and external parties with Zoom accounts.

