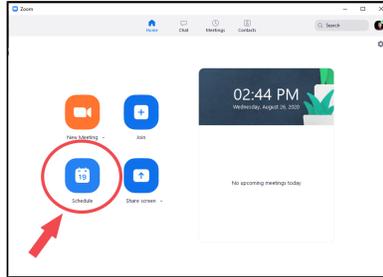


Scheduling Zoom Meetings

You can schedule your classroom Zoom meetings from the Zoom Application on your computer.

- Open Zoom
 - After logging into Zoom using Google and your Faculty/Staff account, click on the schedule button on the home screen



Setting Up a Meeting

- Pick a suitable name for your meeting and place it in the "Topic" field

- A suitable name would be a meeting name (Scheduling Meetings Lesson) or a class name (TECH 479A : Classroom Technology 101)

- Choose a meeting time *OR* Set up a recurring meeting

- ★ This time is not set in stone, the meeting will begin when you join the room. For example: a meeting scheduled for 3pm can start at 2:50pm
- ★ If you are setting up a recurring meeting (like a class), click the "Recurring meeting" box

- Set your meeting ID
 - Choose "Generate Automatically."



If you use your Personal Meeting ID (PMI), attendees can join your Zoom call whether they are invited or not.

One Time Meeting

New Webpage

Recurring Meeting

New Webpage

- **Set a Meeting Password**

- If you set a meeting password, it will appear in the invitation email draft in the bottom left corner. Save this password for later.
- After September 27th, 2020, Zoom will require you to either have a meeting room password *OR* a waiting room. This preference is up to you, however, a waiting room will be the default

- **Invite Students**

- Enter student email addresses in the "Add guests" bar. If a student is not using their EMU email, a warning will pop up once you attempt to save. Click "proceed" to send the email.

- **Integrate Google Calendar**

- This is the simplest way to schedule a meeting and send invites to attendees through email.

- **Click Schedule**

- This will open up a webpage to continue editing the meeting.

New Webpage

- **Plan a Time**

- ★ If you chose "Recurring meeting," you will need to enter a repeating time and day. Enter your class's time and then click the dropdown on the day. Choose "Custom" and select how often you will meet.

- **Meeting Password**

- If you set a meeting password, it will appear in the invitation email draft in the bottom left corner. Save this password for later.

- **Invite Students**

- Enter student email addresses in the "Add guests" bar. If a student is not using their EMU email, a warning will pop up once you attempt to save. Click "proceed" to send the email.