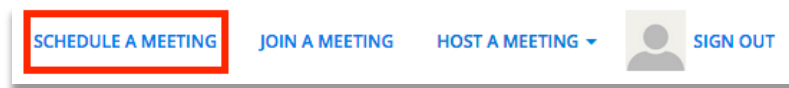
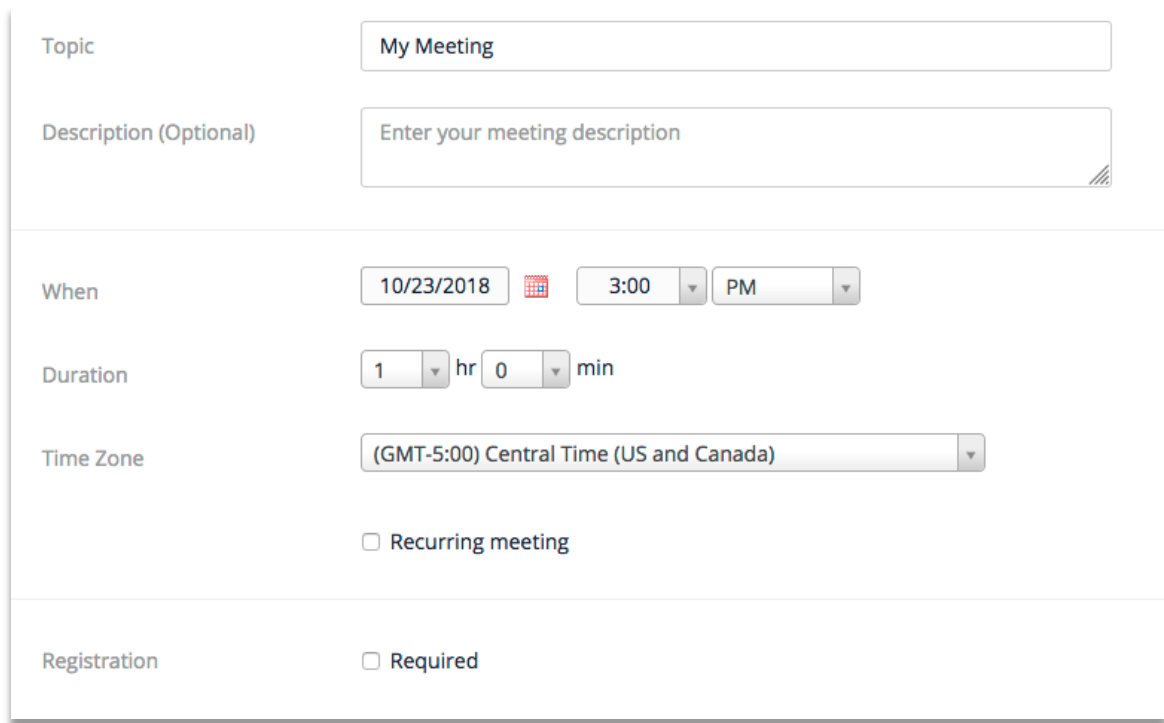


## How to Schedule a Zoom Meeting

1. You may sign into your Zoom account by clicking on the Zoom link within your Office 365 all applications list, or at <https://colum.zoom.us> with the same username and password used to access your Office 365 account.
2. Once you are signed in, select the option labeled “Schedule a Meeting” that is in the top right of your account page.



3. From the “Schedule a Meeting” option, you will determine your meeting settings.



Topic: My Meeting

Description (Optional): Enter your meeting description

When: 10/23/2018 3:00 PM

Duration: 1 hr 0 min

Time Zone: (GMT-5:00) Central Time (US and Canada)

Recurring meeting

Registration:  Required

**Topic** – Enter the topic/titled of your meeting.

**Description** – Add a description to your meeting. This is optional.

**When** – Select the date and time when your Zoom meeting will take place.

**Duration** – Enter the duration of the meeting. This is only for scheduling purposes and will not end the meeting after the set duration of the meeting passes.

**Registration** – Requiring registration for a meeting will make attendees of the webinar complete a registration form. This form collects the names and email addresses of meeting attendees.

canvaslms@colum.edu

The screenshot shows the Zoom meeting settings interface. It is divided into several sections:

- Video:** Host (radio buttons: on, off) and Participant (radio buttons: on, off). Both are currently set to "off".
- Audio:** Radio buttons for Telephone, Computer Audio, and Both. "Both" is selected. Below this is a field for "Dial from United States" with an "Edit" link.
- Meeting Options:** A list of checkboxes:
  - Require meeting password
  - Enable join before host
  - Mute participants upon entry (with a lock icon)
  - Use Personal Meeting ID 587-081-4120
  - Enable waiting room
  - Record the meeting automatically
- Alternative Hosts:** A text input field containing the example: "john@company.com, peter@school.edu".

**Video** – Determine if video is available upon entry to the meeting for the host and participants.

**Audio** – Determine what devices meeting attendees must use for audio in the meeting. It is recommended to allow attendees to join audio through a telephone call and computer audio.

**Require Meeting Password** – Require participants to enter a password to join your meeting.

**Enable Join Before Host** – Allow participants to join the meeting before the host.

**Mute Participants Upon Entry** – This option will mute participants upon entry to your meeting. As a host, you can unmute them as you see fit throughout the meeting.

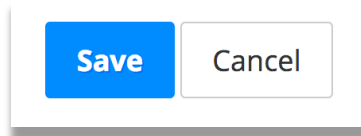
**Use Personal Meeting ID** – This will allow attendees to join your meeting using your personal meeting ID number, rather than by using a join link.

**Enable Waiting Room** – If you enable the waiting room feature, participants will not be able to join your meeting until they are admitted to the meeting by the meeting host.

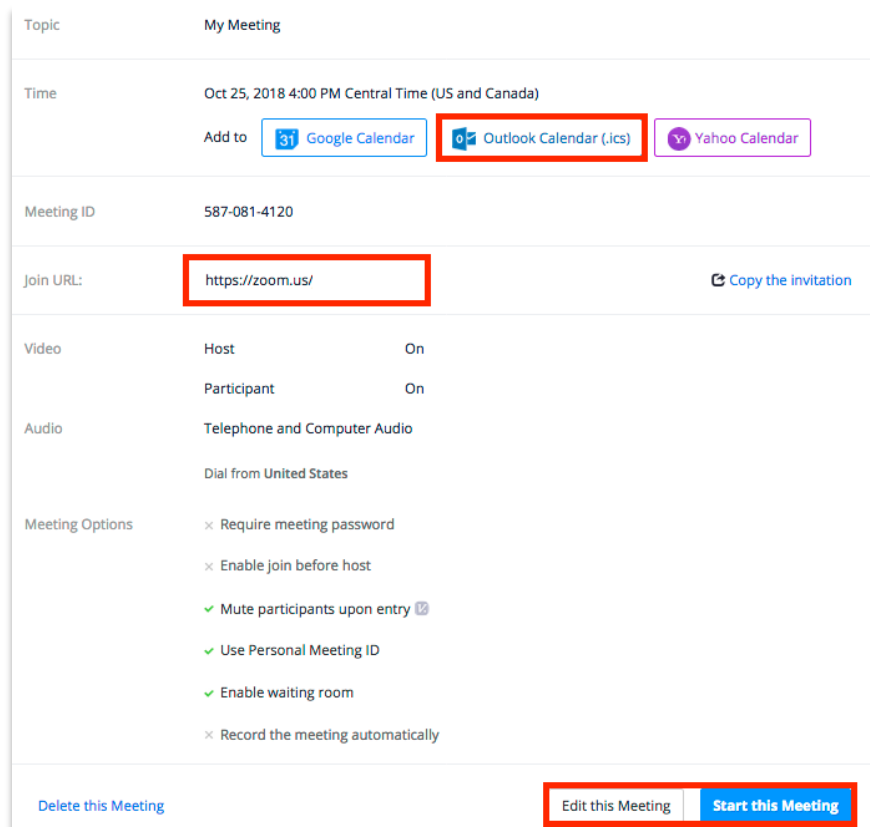
**Record the Meeting Automatically** – This option will record the meeting automatically from its start, to its completion.

**Alternative Hosts** – You may add alternative hosts who will be able to control the meeting simultaneously with you, or in your place.

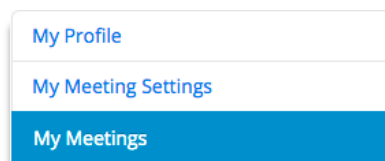
- Once your settings for the meeting have determined, click the “Save” option at the bottom of the page. Your meeting will then be created.



- You will then receive a summary of your meeting, and its settings. From this page, you can choose to create a calendar event for your meeting within Outlook. This calendar event will contain information on how to join the meeting and can be shared with meeting participants. You will also be able to make note of the Join URL that can be used to join the meeting. You may choose to continue to edit the meeting from this page as well.



- If you need to make any changes to the meeting before it starts, you can locate this meeting in the “My Meetings” section of Zoom. This option can be found in the main navigation list on the left hand side of your page when you sign in to Zoom.



Contact Academic Technology at [canvaslms@colum.edu](mailto:canvaslms@colum.edu) with any questions. You may also reference [video training tutorials](#) from Zoom.