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## 2 - Zoom – Schedule a Zoom Meeting

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There are 2 ways to schedule a Zoom meeting, for recurring meetings we recommend using the website to schedule meetings:

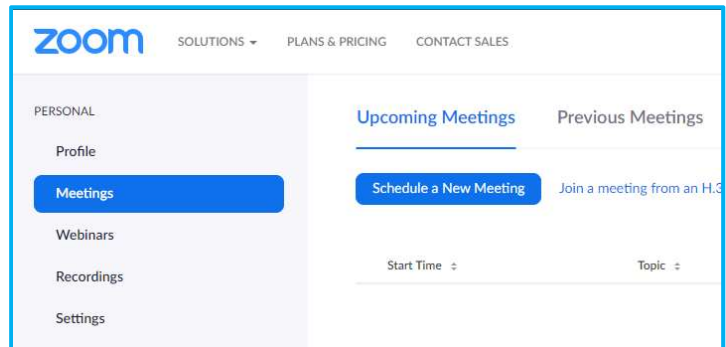
- 1) On the zoom.us website - recommended
- 2) Via the Zoom App

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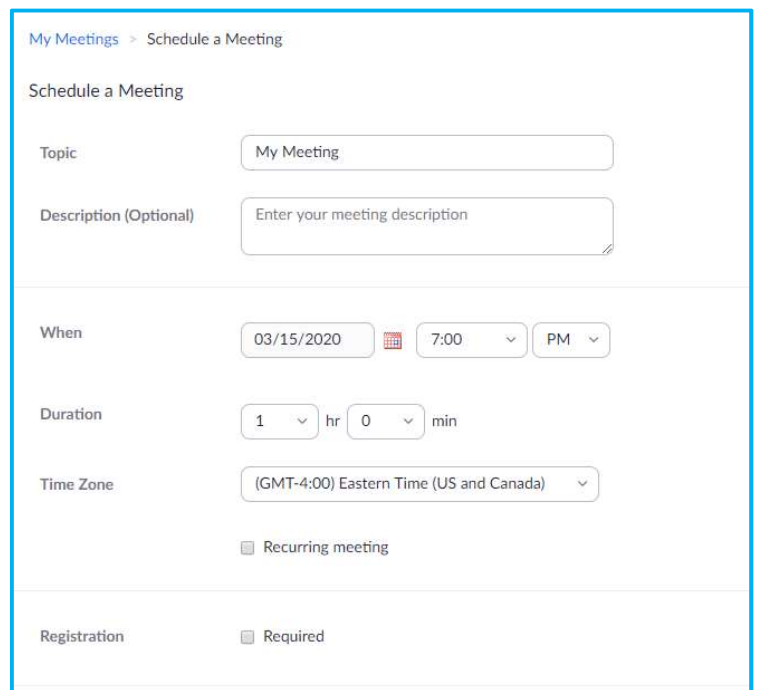
### Schedule a Zoom Meeting - Zoom Web

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1. Login to the <http://zoom.us> portal
2. Select Meetings from the left menu bar
3. Select **Schedule a New Meeting**



4. Add the Meeting Information:  
**Topic:** enter the course number / title  
**Description:** optional additional course info  
**When:** complete the Start, Duration and Time Zone fields  
**Recurring meeting:** rather use the website to schedule recurring meetings  
**Registration:** not recommended for classes

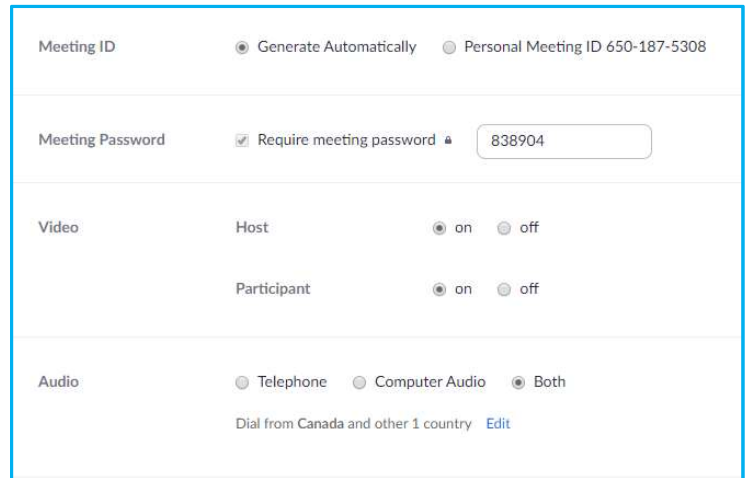
A screenshot of the 'Schedule a Meeting' form in the Zoom web portal. The breadcrumb 'My Meetings > Schedule a Meeting' is at the top. The form fields include: 'Topic' (text input with 'My Meeting'), 'Description (Optional)' (text area with 'Enter your meeting description'), 'When' (date '03/15/2020', time '7:00', and 'PM' dropdown), 'Duration' (1 hr, 0 min), 'Time Zone' (dropdown with '(GMT-4:00) Eastern Time (US and Canada)'), 'Recurring meeting' (checkbox), and 'Registration' (checkbox with 'Required' selected).

**Meeting ID:** use Generate Automatically

**Meeting Password:** password is mandatory for all meetings

**Video:** select Host **On** and Participant **On** to enable video when joining a meeting

**Audio:** select Both to enable Telephone and Computer Audio



Meeting ID:  Generate Automatically  Personal Meeting ID 650-187-5308

Meeting Password:  Require meeting password

Video: Host  on  off  
Participant  on  off

Audio:  Telephone  Computer Audio  Both  
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### Meeting Options

**Enable Join before Host:** not recommended to allow students to enter class before you join

**Mute participants on entry:** default, users will unmute themselves to participate

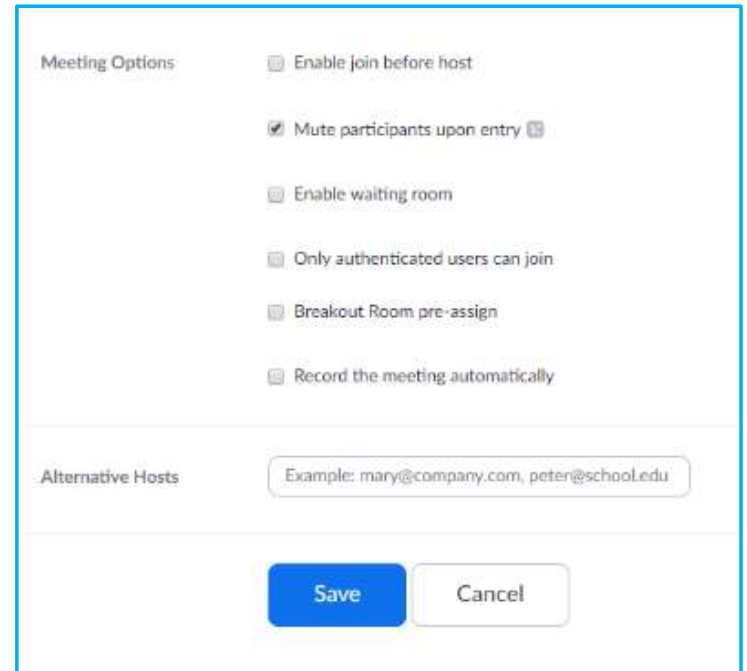
**Enable waiting room:** not recommend, you will need to manually allow each attendee in to the meeting

**Only authenticated users can join:** not recommended

**Breakout Room pre-assignment:** not available to Commerce, MSc and PHD programs. Breakout rooms will work but you can't pre-assign the users

**Record the meeting automatically:** enable if you think you will forget to start the recording before class starts

**Alternative hosts:** you can allow your TA to start the meeting if you include their email here



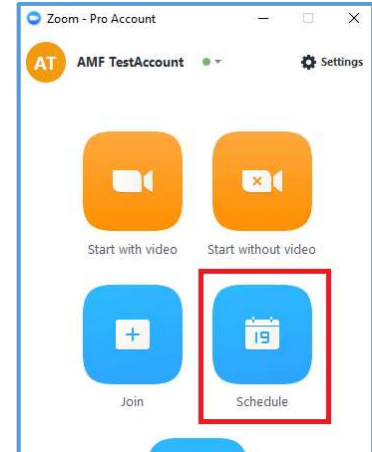
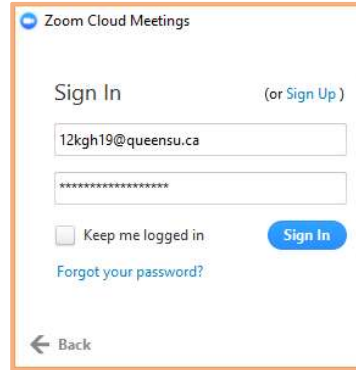
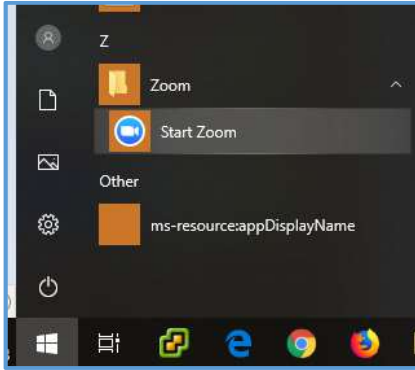
Meeting Options:  Enable join before host  
 Mute participants upon entry   
 Enable waiting room  
 Only authenticated users can join  
 Breakout Room pre-assign  
 Record the meeting automatically

Alternative Hosts:

5. Click **“Save”** to finish scheduling the meeting in the Zoom Meeting Web.
6. Select **Copy the Invitation**, the message details will copy to the computer clipboard. You can now paste the information into an email or D2L message

## Schedule a Zoom Meeting - Zoom App

1. Launch the Zoom App and sign-in with your registered Smith Zoom email ID



2. Click the “Schedule” button

3. Add the Meeting Information:

**Topic:** enter the course number / title

**When:** complete the Start, Duration and Time Zone fields

**Recurring meeting:** rather use the website to schedule recurring meetings

**Meeting ID:** use Generated ID

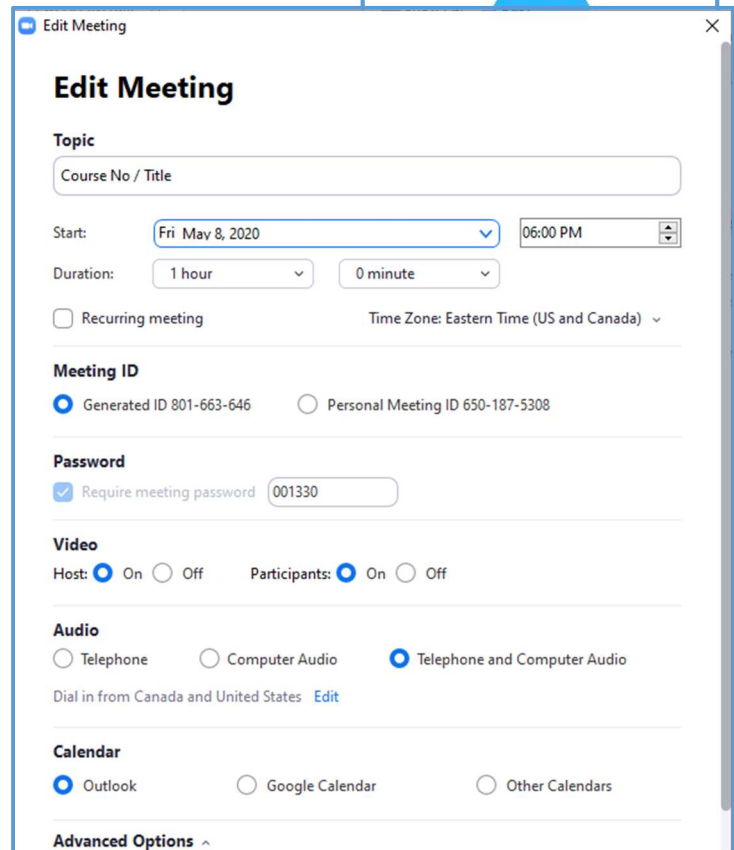
**Password:** password is mandatory for all meetings

**Video:** select Host **On** and Participant **On** to enable video when joining a meeting

**Audio:** select Telephone and Computer Audio

**Calendar:** select Other Calendars if you want to past the meeting info on the portal

**Advanced Options**



**Edit Meeting**

**Topic**  
Course No / Title

Start: Fri May 8, 2020 06:00 PM

Duration: 1 hour 0 minute

Recurring meeting Time Zone: Eastern Time (US and Canada)

**Meeting ID**  
 Generated ID 801-663-646  Personal Meeting ID 650-187-5308

**Password**  
 Require meeting password 001330

**Video**  
Host:  On  Off Participants:  On  Off

**Audio**  
 Telephone  Computer Audio  Telephone and Computer Audio

Dial in from Canada and United States [Edit](#)

**Calendar**  
 Outlook  Google Calendar  Other Calendars

**Advanced Options** ^

**Enable waiting room:** not recommend, you will need to manually allow each attendee in to the meeting

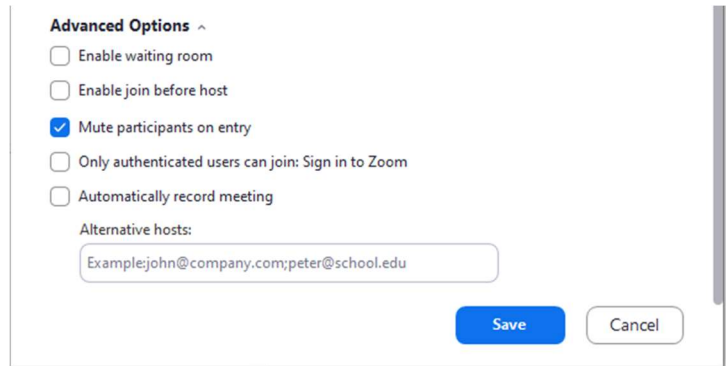
**Enable Join before Host:** not recommended to allow students to enter class before you join

**Mute participants on entry:** default, users will unmute themselves to participate

**Only authenticated users can join:** not recommended

**Automatically record meeting:** enable if you think you will forget to start the recording before class starts

**Alternative hosts:** you can allow your TA to start the meeting if you include their email here



4. Click **“Save”** to finish scheduling the meeting in the Zoom Meeting App.

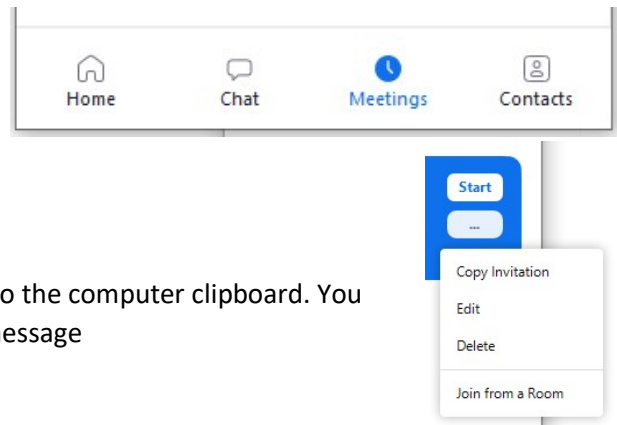
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## Share Zoom Meeting Info - Zoom App

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To finish scheduling the meeting, you need to add the meeting to your Calendar and share the information with your students.

1. Select the **Meeting** icon at the bottom of the Zoom App
2. Select the **...** icon on the desired meeting
3. Select **Copy Invitation**, the message details will copy to the computer clipboard. You can now paste the information into an email or D2L message



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## *Edit your Scheduled Zoom Meeting*

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1. Select the **Meeting** icon at the bottom of the Zoom App
4. Select the ... icon on the desired meeting
5. Select **Edit**
6. Make the changes to your meeting
7. Save the meeting and update the meeting info in your calendar
8. Re-share the info with students if you change either the meeting date and time or the meeting password

