How to setup a meeting in Zoom

1. Launch Zoom by using your left mouse button and double clicking on Zoom Icon.

2. Select Sign in
3. Enter TTU email address
4. Select New Meeting
5. **Select Invite to add participants**
6. Select Copy URL

7. Select Microsoft Outlook (your email) and select New Email
8. Copy URL into the body of the email by RIGHT clicking and selecting the paste option

https://zoom.us/j/499086329?pwd=eFVueTIxYUpwOHEyTkjhUFhIWncwQT09
9. In the TO: field enter email address for attendee’s and in the Subject Field enter the subject matter (example: Course Name, Lecture Name, and so forth) and then send the email.

To...  Boyce, Debra; Norton, Joyce; Gibson, Thomas; Lee, Sungwoon; West, Keith H; mwstahl@stmu.edu
Cc...  
Subject  Physics Lab

https://zoom.us/j/499086329?pwd=eFVueTlxYUpwOH EyTk hjUFhiWncwQT09

10. The attendee’s will receive an email with the meeting link and will be joined to the meeting once they click the link.

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11. Once in the meeting you can share your screen and all that are participating in the meeting can see what you have on your screen.
12. Select the specific Monitor (if you have more than one monitor) or select Desktop

I have 2 Monitors, therefore I selecting Screen 1 and then select Share
13. Once the meeting is done, click on End Meeting. You will be prompted another window and select End Meeting for All.
Setting up a Meeting Schedule.

1. Start Zoom

2. Login to Zoom by selecting Sign In
3. Select Schedule

No upcoming meetings today
4. Fill out information as needed.
   Topic – Name of class or lecture
   Start – Date and time of meeting
   Meeting ID – it is proposed if you have a personal ID to use that Meeting ID
   Video – unless you want all students streaming video, select OFF for participants, if you are
   going to use video, you will need to make sure HOST is set to ON
   Audio – Select Telephone and Computer Audio
   Calendar – TTU preference is OUTLOOK

ADVANCED OPTIONS:
   Enable Waiting room – allows user to be in a waiting room before meeting begins
   Enable join before host – allow users to join the meeting before you (once you begin the
   meeting they will already be in the “room”)
   Mute participants on entry – This will mute all attendee’s
   Automatically record meeting on local computer – This will record the meeting and save it to the
   hard drive on local computer.
   Schedule – This will schedule the meeting for proposed date and time. (Don’t forget to hit
   schedule once all info has been entered)
5. Follow steps 6-13 above in How to setup a meeting in Zoom

6. If documentation is not clear please review the video link below:

https://support.zoom.us/hc/en-us/articles/201362413-Scheduling-meetings