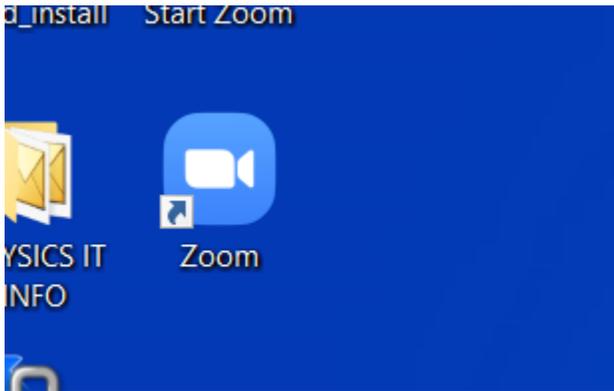
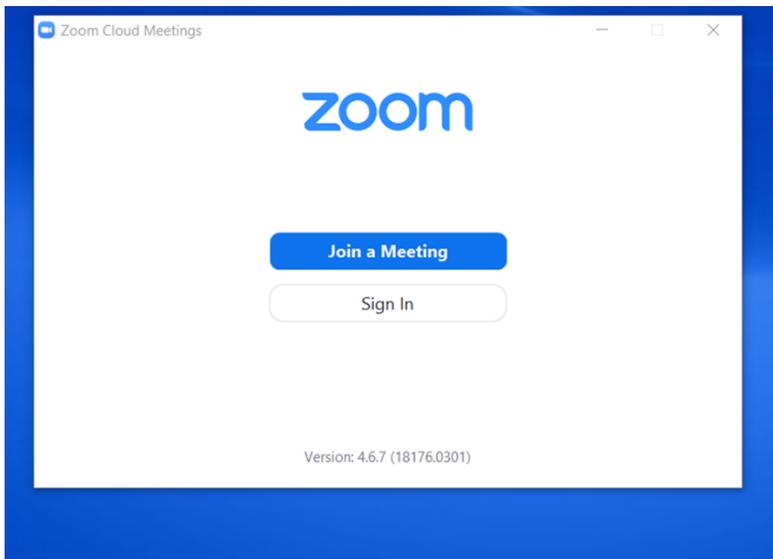


How to setup a meeting in Zoom

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



2. Select Sign in



3. Enter TTU email address

Zoom Cloud Meetings

Sign In

maxcalho@ttu.edu

***** [Forgot?](#)

Keep me signed in [Sign In](#)

or

 Sign In with SSO

 Sign In with Google

 Sign In with Facebook

[< Back](#) [Sign Up Free](#)

4. Select New Meeting



New Meeting ▾



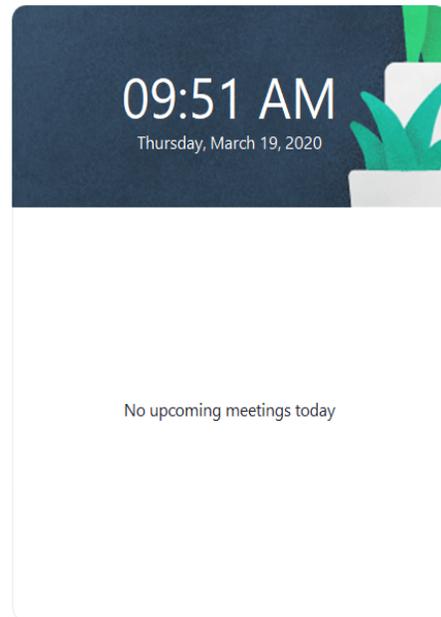
Join



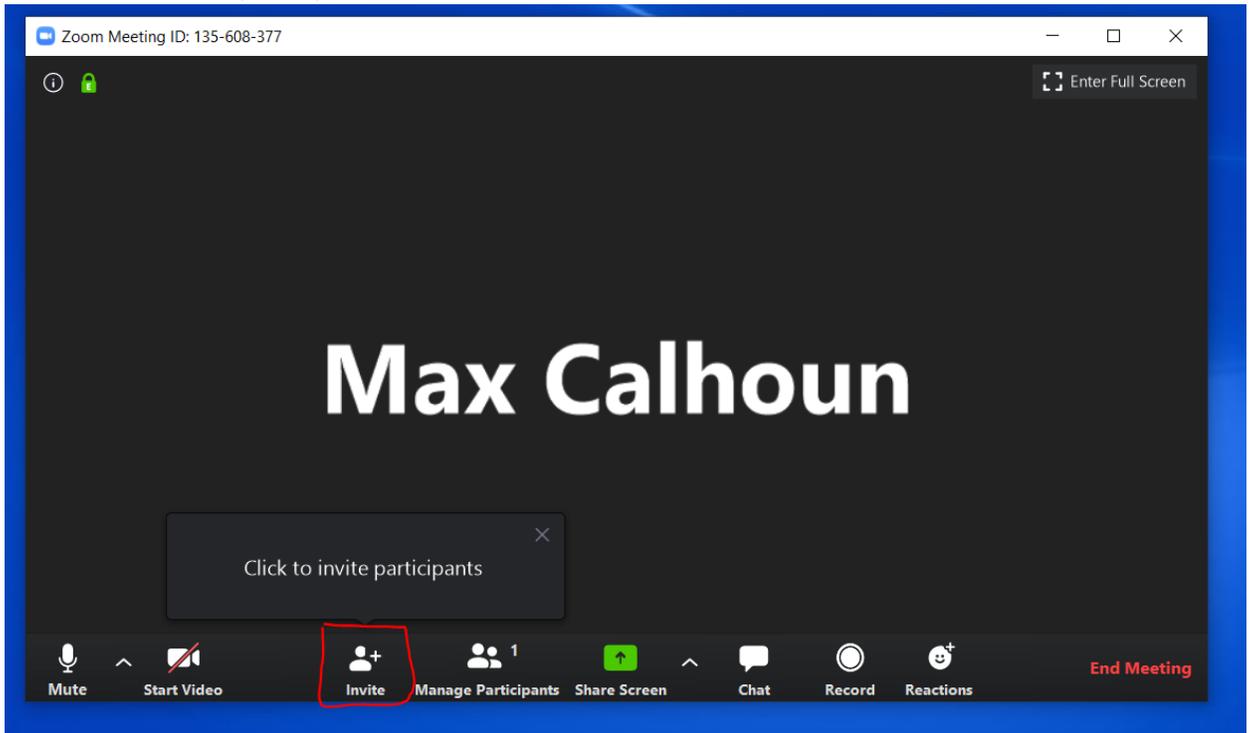
Schedule



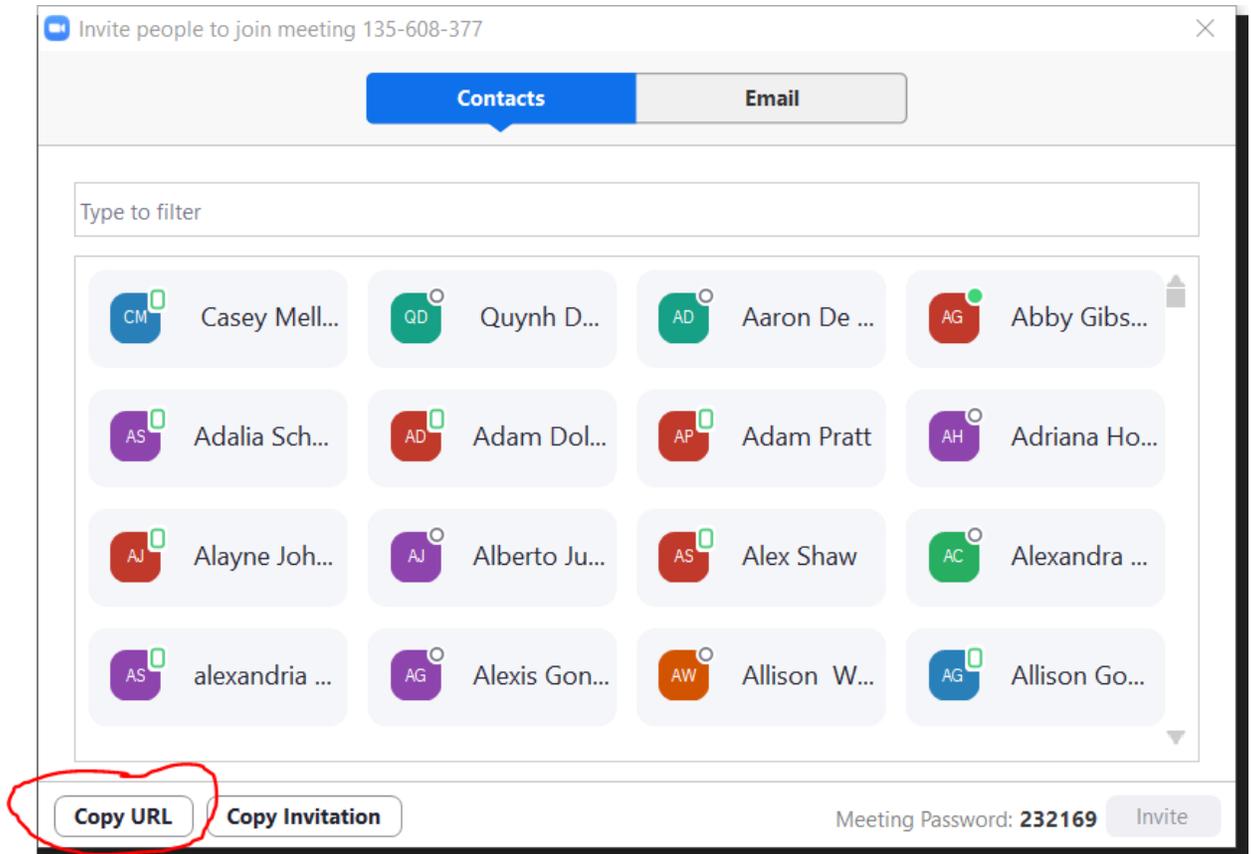
Share screen ▾



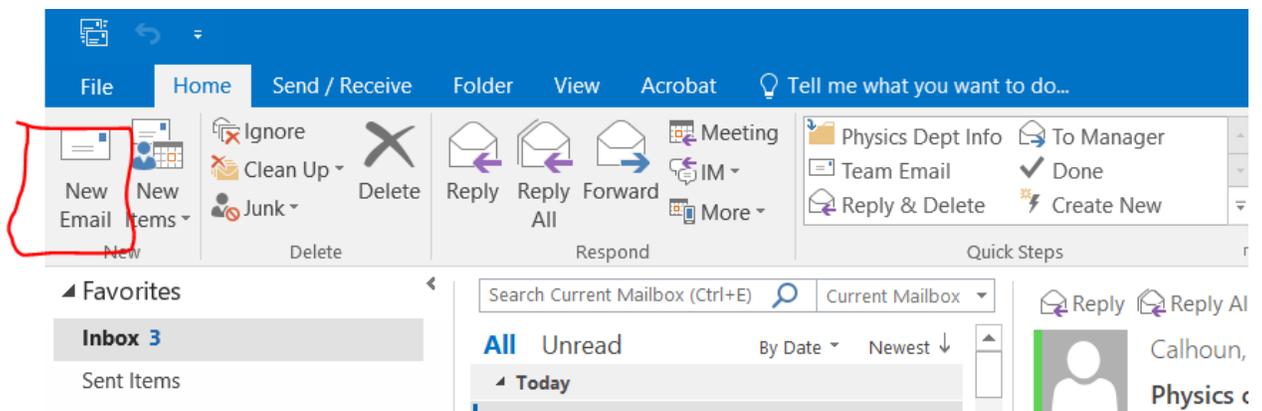
5. Select Invite to add participants



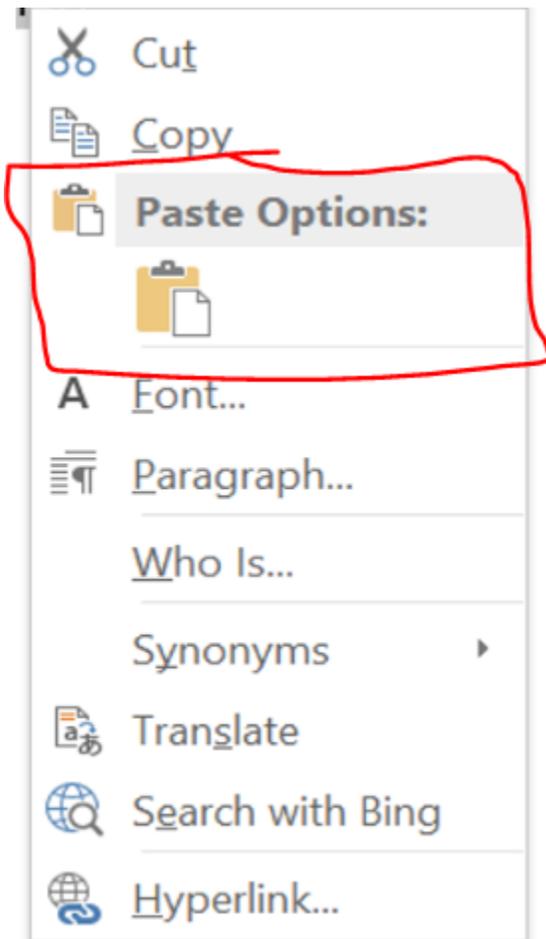
6. Select Copy URL



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



Subject

<https://zoom.us/j/499086329?pwd=eFVueTlxYUpwOHEyTkjhUFhIWncwQT09>

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.

Clipboard Basic Text Names Include Adobe Acrobat

Send

To... [Boyce, Debra](#); [Norton, Joyce](#); [Gibson, Thomas](#); [Lee, Sungwon](#); [West, Keith H](#); [maxcalho@ttu.edu](#);

Cc...

Subject **Physics Lab**

<https://zoom.us/j/499086329?pwd=eFVueTlxYUpwOHEyTkjhUFhIWncwQT09>

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

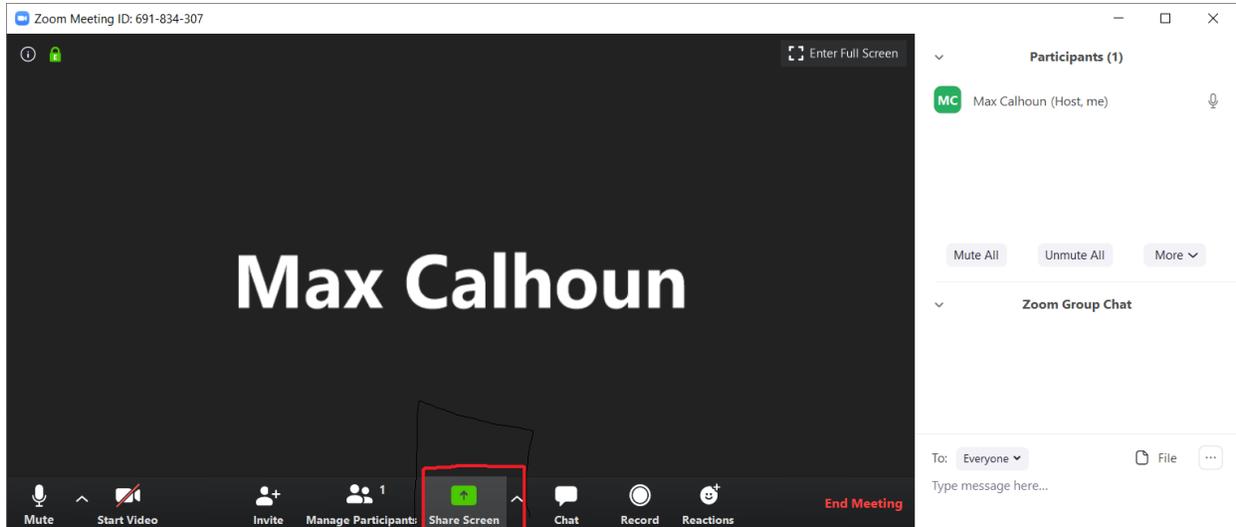
Reply Reply All Forward IM

 Calhoun, Max | [Calhoun, Max](#)

Physics Lab

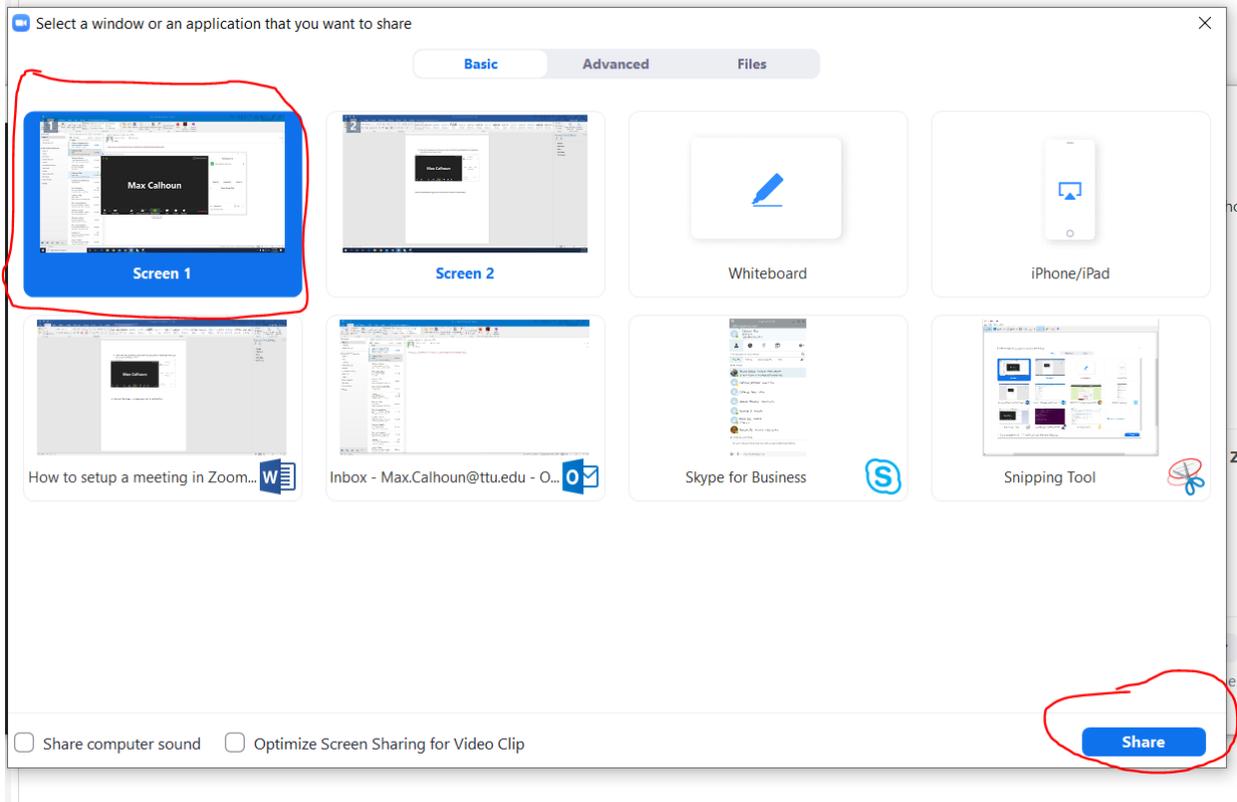
<https://zoom.us/j/499086329?pwd=eFVueTlxYUpwOHEyTkjhUFhIWncwQT09>

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.

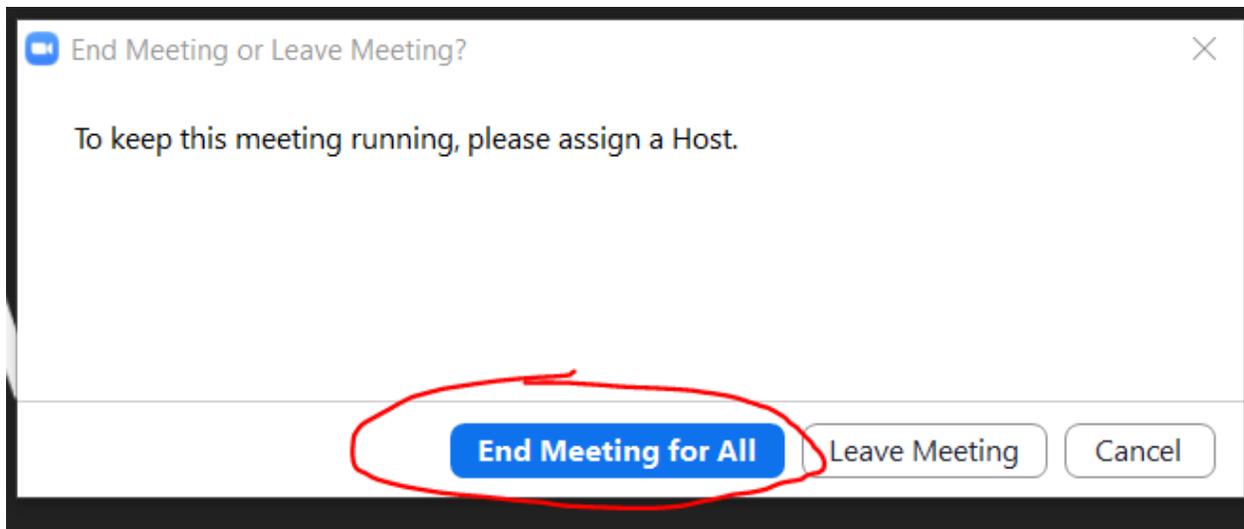
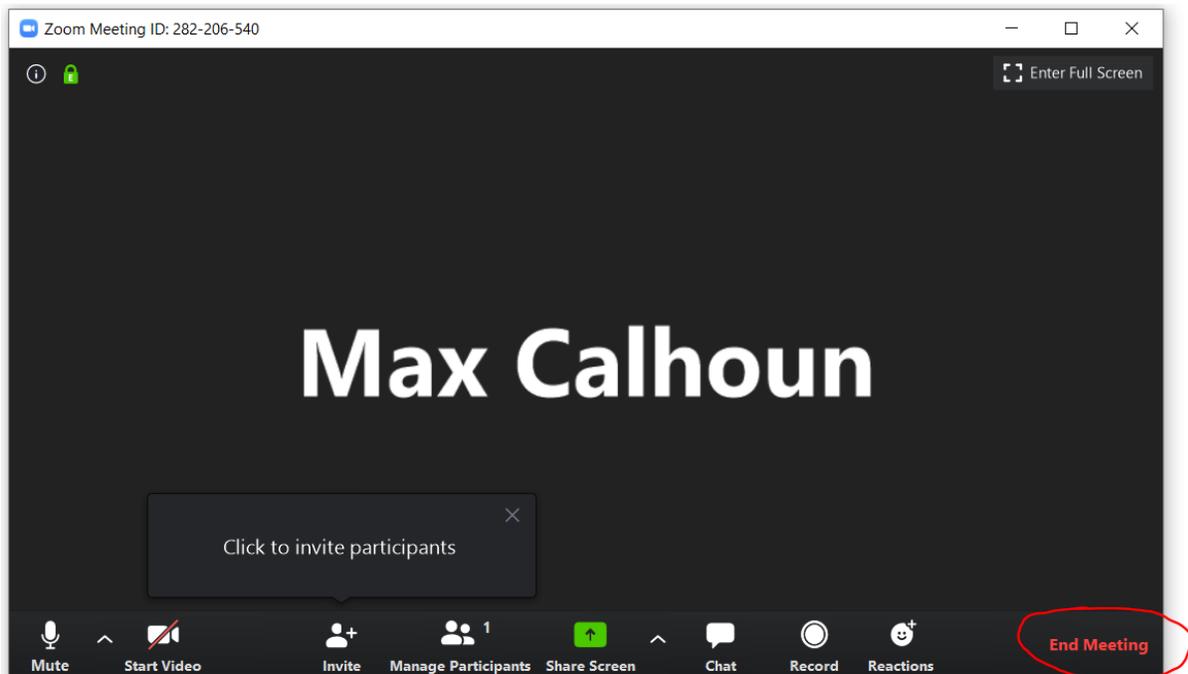


12. Select the specific Monitor (if you have more than one monitor) or select Desktop

I have 2 Monitors, therefore I selecting Screen 1 and then select Share

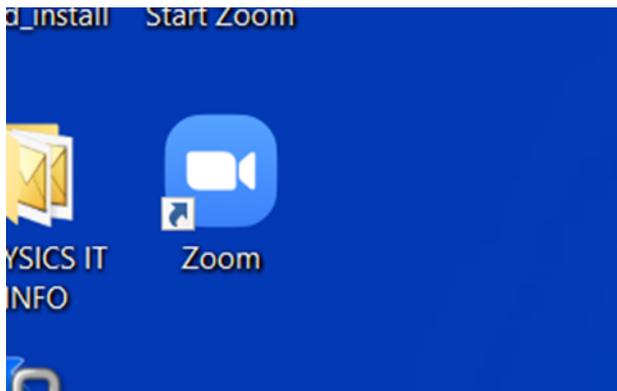


13. Once the meeting is done. Click on End Meeting. You will be prompted another window and select End Meeting for All

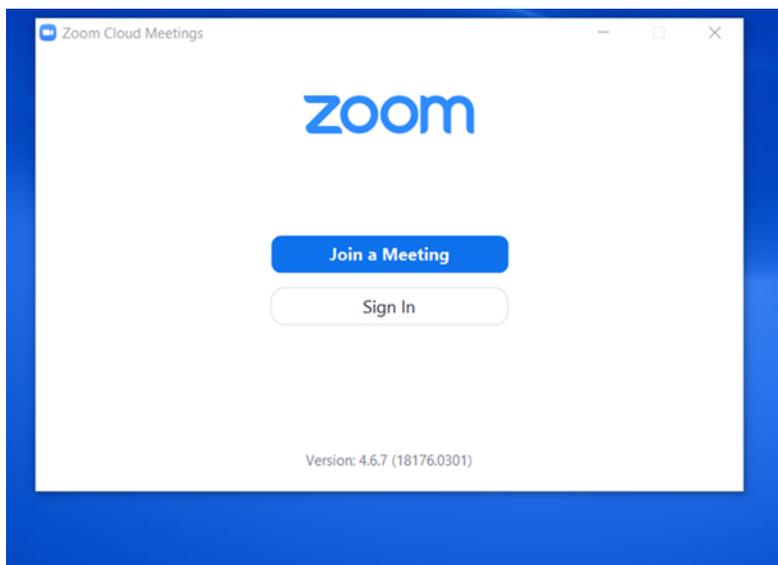


Setting up a Meeting Schedule.

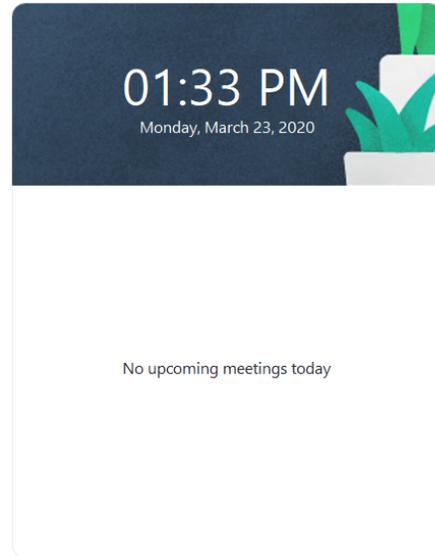
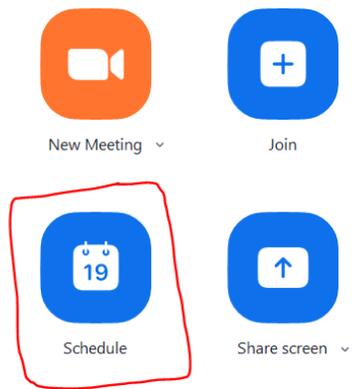
1. Start Zoom



2. Login to Zoom by selecting Sign In



3. Select Schedule



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)



Topic

Max Calhoun's Zoom Meeting



Start: Mon March 23, 2020 02:00 PM

Duration: 0 hour 30 minutes

Recurring meeting Time Zone: Central Time (US and Canad... ▾

Meeting ID

Generate Automatically Personal Meeting ID 227-734-3925

Password

Require meeting password



Video

Host: On Off Participants: On Off

Audio

Telephone Computer Audio Telephone and Computer Audio

Dial in from [Edit](#)

Calendar

Outlook Google Calendar Other Calendars

Advanced Options ^



- Enable waiting room
- Enable join before host
- Mute participants on entry
- Automatically record meeting on the local computer

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>