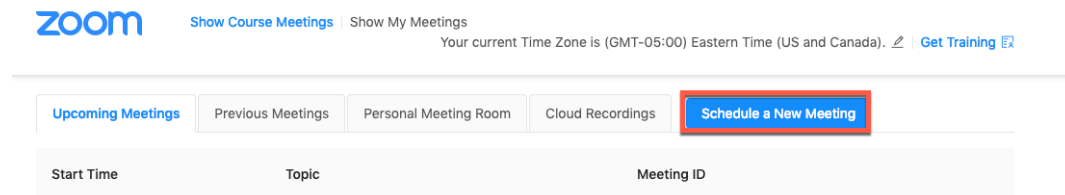


Scheduling a Meeting

- 1.) Click the link in the course menu that you just created.
- 2.) Click **Schedule a Meeting**.



- 3.) Select the desired settings for the meeting.
 - **Topic:** Choose a topic/name for your meeting.
 - **Description:** Enter in an option meeting description
 - **When:** Select a date and time for your meeting.
 - **Duration:** Choose the approximate duration of the meeting. Note that this is only for scheduling purposes. The meeting will not end after this length of time.
 - **Time Zone:** By default, Zoom will use the time zone that you sent in your profile. Click on the drop down to select a different time zone.
 - **Recurring Meeting:** Check if you would like a recurring meeting, i.e. the meeting ID will remain the same for each session. This will open up additional recurrence options.
 - **Recurrence:** Select how often you need the meeting to recur: Daily, Weekly, Monthly, or No Fixed Time. It can recur up to 50 times. If you need more than 50 recurrences, use the **No Fixed Time** option.
 - The other recurrence options will depend on how often the meeting recurs. You can configure the meeting to end after a set the number of occurrences or have the recurring meeting end on a specific date.
 - **Registration:** Check this option if your meeting will require registration. Instead of a join link for your participants, you will be provided a registration link.
 - **Host Video:** Choose if you would like the host video on or off when joining the meeting. Even if you choose off, the host will have the option to start their video.
 - **Participant Video:** Choose if you would like the participants' videos on or off when joining the meeting. Even if you choose off, the participants will have the option to start their video.
 - **Audio Options:** Choose whether to allow users to call in Via Telephone only, Computer Audio only, Telephone and Computer Audio (both).
 - **Require Meeting Password:** You can select and input your meeting password

here. Joining participants will be required to input this before joining your scheduled meeting.

The following preferences (in red) must be checked for groups or meetings where others will be there without you. Record meeting automatically only needs to be checked if you need to view the recording of the group meeting.

- **Enable join before host:** Allow participants to join the meeting without you or before you join. The meeting will end after 40-minutes for Basic (free) subscribers.
- **Record the meeting automatically:** Check this if you want the meeting to be automatically recorded. Select if you want it to be recorded locally (to your computer) or to the cloud.
- **Alternative Hosts:** Enter the email address of another Zoom user to allow them to start the meeting in your absence.

4.) Click **Save**

