

## SCHEDULE A MEETING

1. Log in at [www.Zoom.us](http://www.Zoom.us) and click on **My Account** in the upper right corner.
2. Click **Schedule a Meeting** in the upper right menu.
3. Input meeting details and settings, then click **Save**.
4. Copy the "**Join URL**" or click "**Copy the invitation**" and paste it in a message to your attendees via email or ECLearn.

## SETTINGS:

**To create one link for a recurring event** that your participants can reuse every time:

1. Give the meeting a name that is unique to its purpose or the class it's for.
2. Underneath "time zone" check the box for **Recurring Meeting**.
3. Recurrence: drop down to select "**No Fixed Time**".

Other Best Practices:

- **Meeting Password** is on by default. Be sure the meeting password is included in your invitation to participants.
- **Turn On Video for Host and Participants** if you want all to be automatically visible when you start your meeting (video/mic can still be turned off or on during the meeting by host or participants).
- **Record the Meeting Automatically** because you never know who will need to view the content at a later date. Not everyone has consistent internet access at this time.



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## MEETING CONTROLS

### AUDIO

After joining or starting a meeting, you can join audio by phone or by computer.

1. Choose **Join Audio by Computer** to connect your computer's speaker and microphone to the Zoom meeting.
2. You can test your connection before joining by clicking the **Test Computer Audio** link.
3. During a meeting, click **the microphone icon, bottom left**, to mute and unmute your mic. Click on the arrow next to the mic icon to choose a different microphone or speaker.

**Join from a phone:** Call the Dial-in number and enter Meeting ID #, both provided in the Invitation.

### VIDEO

During a meeting, click **the video camera icon, bottom left**, to toggle your video off and on. Click on the arrow next to the video camera icon to choose a different camera.

## INVITE & MANAGE PARTICIPANTS

During a meeting, click **Invite** to send the meeting information to more participants.

If you're a meeting host, you can click **Manage Participants** to mute/unmute, share hosting privileges, or start/stop recording.

## SHARE SCREEN

1. After selecting **Share Screen**, the green computer icon in your toolbar, you can choose to share your desktop, an individual application/window, or start a whiteboard.
2. During your screen share, select **Annotate** to use screen share tools for drawing, pointing, or highlighting.
3. Any attendee in your meeting can start annotating on shared screen. The attendee can access **Annotate** in the upper meeting toolbar.

## CHAT

Click **Chat** to instant message with other participants while in the meeting. In the **Chat** panel, type a message, or click on the drop down in the "To:" section to send a direct message to a specific participant.

## RECORD MEETING

1. If you're a host, you can record the meeting. Click **Record** in the meeting toolbar.
2. Click the arrow on the **Record** icon to choose to save the recording on the cloud or to your computer.
3. Access your cloud recordings from the web portal ([www.zoom.us](http://www.zoom.us)) under **Recordings**.

## ADDITIONAL RESOURCES & SUPPORT

Free support for Zoom is available 24/7 using the dial-in number in the **Copy Invitation** section after the meeting **Settings** are saved.

For additional support go to [support.zoom.us](http://support.zoom.us) or contact Emmanuel at [helpdesk@emmanuel.edu](mailto:helpdesk@emmanuel.edu)



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