Zoom - Quick Guide - Creating a Meeting

1. Go to Millersville's Zoom web site.
   - From outside D2L:
     a. Go to: https://millersville.zoom.us/
   - From within D2L:
     a. In the navbar, click "University".
     b. In the menu that opens, click or tap "Zoom".

2. Log in to Zoom.
   a. Click or tap "Manage".
   b. If prompted, enter your Millersville username and password, the same as you use for email and other Millersville University systems.

3. In the left column, click or tap "Meetings".
4. Click or tap the “Upcoming Meetings” tab.

5. Click or tap the “Schedule a New Meeting” button.

6. In the “Topic” field, rename your meeting. If your meeting is for a course, be sure to include your specific course number and semester.
   
   Example: EDUC433 Spring 18

   Participants may see your meeting in a list with all their meetings from other courses and organizations. Use your meeting’s topic to clearly identify it.

7. (optional) Use the “Description” field to provide more information about this meeting.

8. Use the “When”, “Duration”, and “Time Zone” settings to schedule your meeting.

   Your meeting will not end automatically based upon what you choose for “Duration”. Your meeting will end when your or another host chooses to end it.

9. (optional) Adjust the settings for your meeting.

   • **Registration**: Check “Required” to require participants register in advance.

   • **Video**
     
     • **Host**: Set to “on” if you wish to enter the meeting with your webcam on automatically.
     • **Participant**: Set to “on” if you wish all participants to enter the meeting with their webcams on automatically.

   • **Audio**: Leave audio set to ”Both”.

   • **Meeting Options**
     
     • **Require meeting password**: Check to set a password participants will need in order to join the meeting.
     • **Enable join before host**: Check to allow participants to enter your meeting room before you arrive.
     • **Mute participants upon entry**: Check to mute your participants’ microphones automatically as they join. **Recommended.**
     • **Use Personal Meeting ID nnn-nnn-nnnn**: Use your personal Zoom meeting room for this meeting. **Not recommended.**
     • **Enable waiting room**: Check to put every participant into a waiting room until you choose allow her or him in to the actual meeting room.
     • **Record the meeting automatically**: Check to avoid the need to manually start recording the meeting.

10. (optional) Use the “Alternative Hosts” field to make one or more other people hosts in your meeting with moderation capabilities equal to your own.

11. Click the “Save” button.

12. Share the access information for your meeting.

   a. Click or tap “Copy the invitation” to see the full access information for your meeting including the “Join URL”. Your participants will need the Join URL to enter the meeting. The last 9 digits are the unique code needed to join the meeting if a user is not following a link to the meeting.

   b. Copy the entire meeting invitation or, at a minimum, copy the Join URL.

   c. Paste the meeting invitation (or Join URL) into:
     
     • an email message to participants
     • an Outlook meeting request
     • a D2L course within an announcement, content topic, discussion post, homepage widget, or other course area
     • etc.