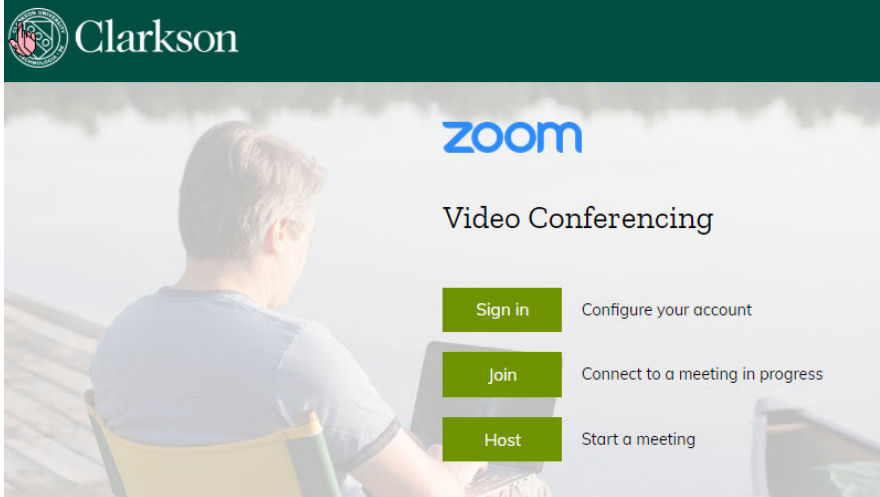


Zoom - Setting Up A Meeting

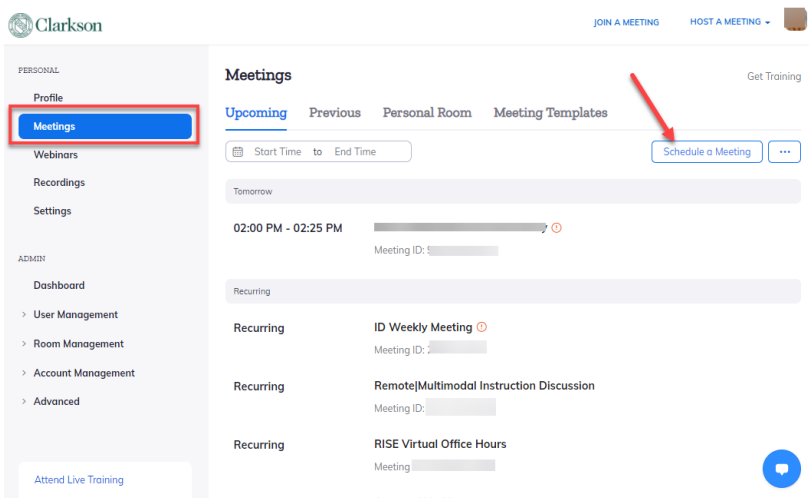
NOTE: Even though Zoom will allow you to schedule multiple concurrent meetings, you can only host one meeting at a time. ([More Info](#))

Follow this recommended guide for Zoom meeting set up:

1. Go to clarkson.zoom.us, click Sign In. Use Clarkson Username and Password to Sign in to your Clarkson Enterprise Level Zoom Account.



2. After signing in, select "Meetings" in the left side menu. Click Schedule a New Meeting.



3. In "Schedule a Meeting" fill out the information.

Topic: (Fill in)

My Meetings > Schedule a Meeting

Schedule a Meeting

Topic

My Meeting

Fill In

Description (Optional)

Enter your meeting description

Use a Template

Select a template

When: Select Date, Time, Duration, and check if recurring event.

When

09/14/2020



1:00

PM

Duration

1

hr

0

min

Time Zone

(GMT-4:00) Eastern Time (US and Canada)

Recurring meeting

Registration: Check when you wish to require registration. Recommended for all publicly advertised Zoom meeting events. Not recommended for regular recurring for class and other small internal meetings.

Meeting ID: select Generate Automatically. **AVOID USING: Personal Meeting ID**

Security: Passcode: the default should be checked and populated with auto generated passcode.

Waiting Room: Check (if desired).

Require authentication to join: Recommended when ALL attendees are from Clarkson, i.e. class, internal training, and meetings

Registration	<input checked="" type="checkbox"/> Required	Use Registration option when advertising Zoom meeting to public.
Meeting ID	<input checked="" type="radio"/> Generate Automatically <input type="radio"/> Personal Meeting ID	
Template	None	
Security	<input checked="" type="checkbox"/> Passcode	
		Only users who have the invite link or passcode can join the meeting
	<input checked="" type="checkbox"/> Waiting Room	Use Waiting Room to when managing attendees entrance to the meeting room.
		Only users admitted by the host can join the meeting
	<input checked="" type="checkbox"/> Require authentication to join	Best practice for events when all desired attendees are from Clarkson, i.e, classes, trainings, meetings.

Meeting Options:

Video Host: default Off

Video Participant: default Off

Audio: default Both

Meeting Options:

Allow participants to join anytime: default Uncheck

Mute Participants upon entry: default Check

Break Out Room pre-assign: default Uncheck (see Breakout rooms)

Automatically record meeting in the cloud: default Uncheck

Alternative Hosts: enter user name and select from add email address if you want to assign others permission to host the meeting in your absence

Save.

Video	Host	<input type="radio"/> on <input checked="" type="radio"/> off
	Participant	<input type="radio"/> on <input checked="" type="radio"/> off
Audio	<input type="radio"/> Telephone <input type="radio"/> Computer Audio <input checked="" type="radio"/> Both	
	Dial from United States of America	Edit
Meeting Options	<input type="checkbox"/> Allow participants to join anytime	
	<input checked="" type="checkbox"/> Mute participants upon entry ?	
	<input type="checkbox"/> Breakout Room pre-assign	
	<input type="checkbox"/> Automatically record meeting in the cloud	
	<input type="checkbox"/> Approve or block entry for users from specific countries/regions	
Alternative Hosts	<input type="text" value="Enter user name or email addresses"/>	
Interpretation	<input type="checkbox"/> Enable language interpretation ?	
	<input type="button" value="Save"/>	<input type="button" value="Cancel"/>

After Saving, a link will be available to copy and paste to send to invitees.



Topic	Meets
Time	Sep 14, 2020 01:00 PM Eastern Time (US and Canada) Add to Google Calendar Outlook Calendar (.ics) Yahoo Calendar
Meeting ID	932 9769
Security	✓ Passcode ***** Show ✗ Waiting Room
Invite Link	https://clarkson.zoom.us/j/93297690171?pwd=chp6c0tcDHVQZ2Z2VzNRT05qVGsrZz09 Copy
Video	Host Off Participant Off
Audio	Telephone and Computer Audio Dial from United States of America
Meeting Options	✗ Enable join before host ✓ Mute participants upon entry ⓘ ✓ Only authenticated users can join. Sign in to clarkson.zoom.us ✗ Automatically record meeting in the cloud ✗ Enable language interpretation ⓘ
Delete this Meeting	Save as a Meeting Template Edit this Meeting Start Meeting