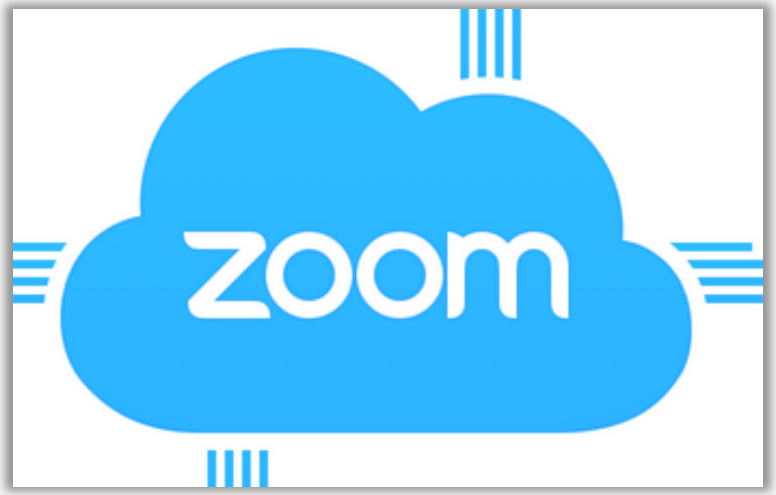
Using Zoom for Online Meetings



1) Go to https://uiowa.zoom.us and sign in using your HawkID and password.

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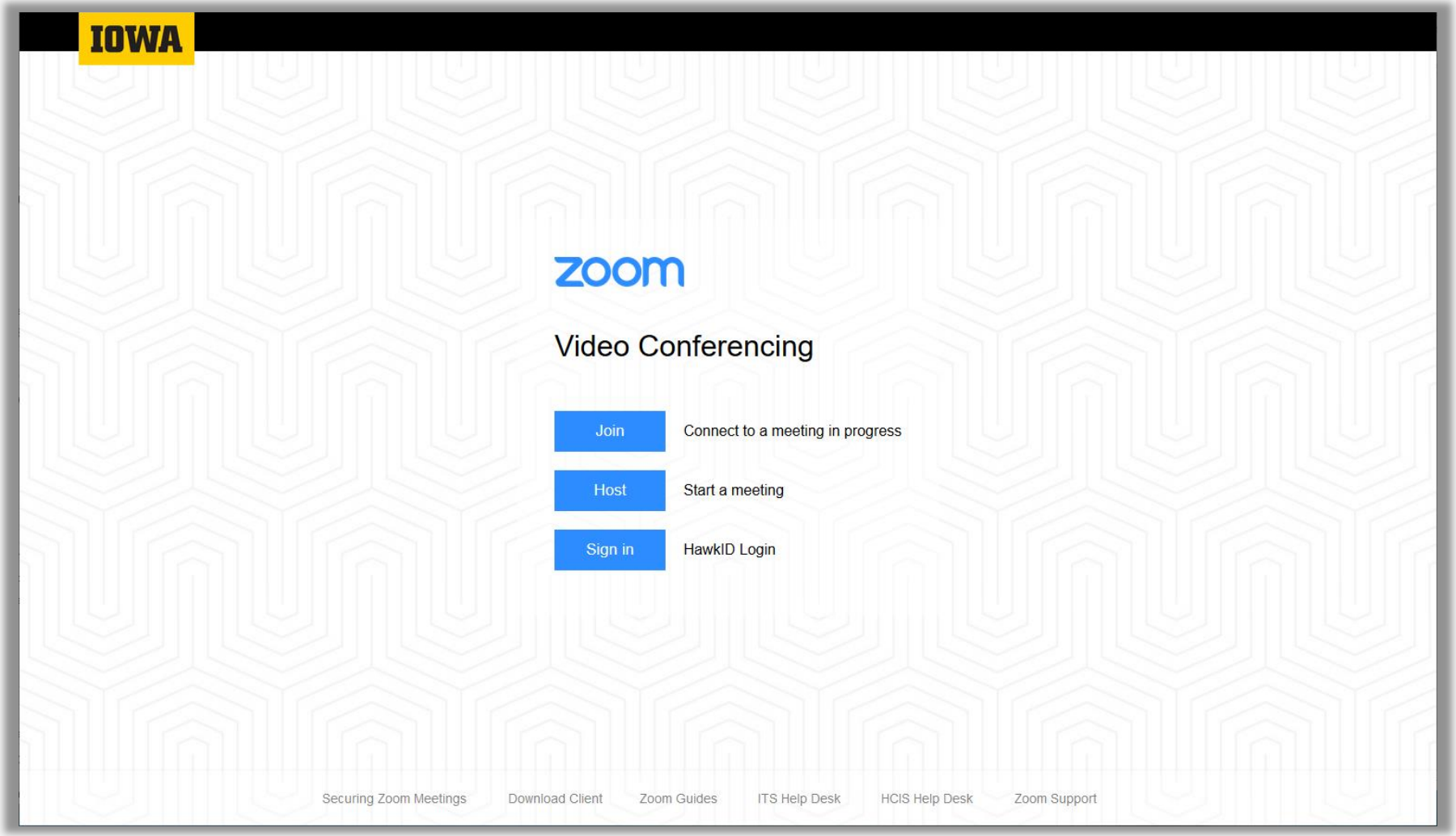

2) Go to the “Meetings” tab and select “Schedule a New Meeting.”

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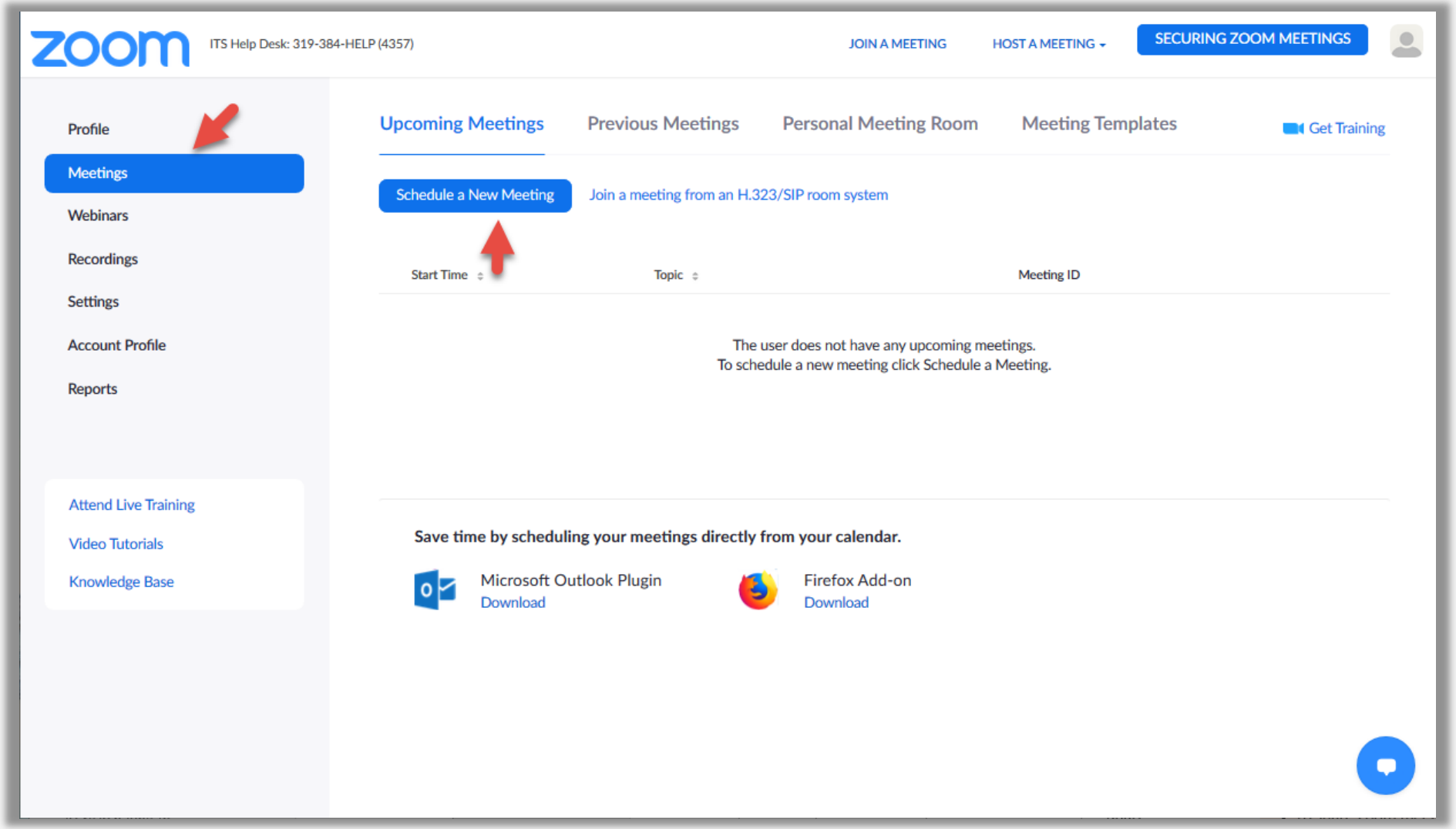

3) Name the meeting, check “Recurring meeting”, select “No Fixed Time” from menu (so meeting does not expire), then “Save”.

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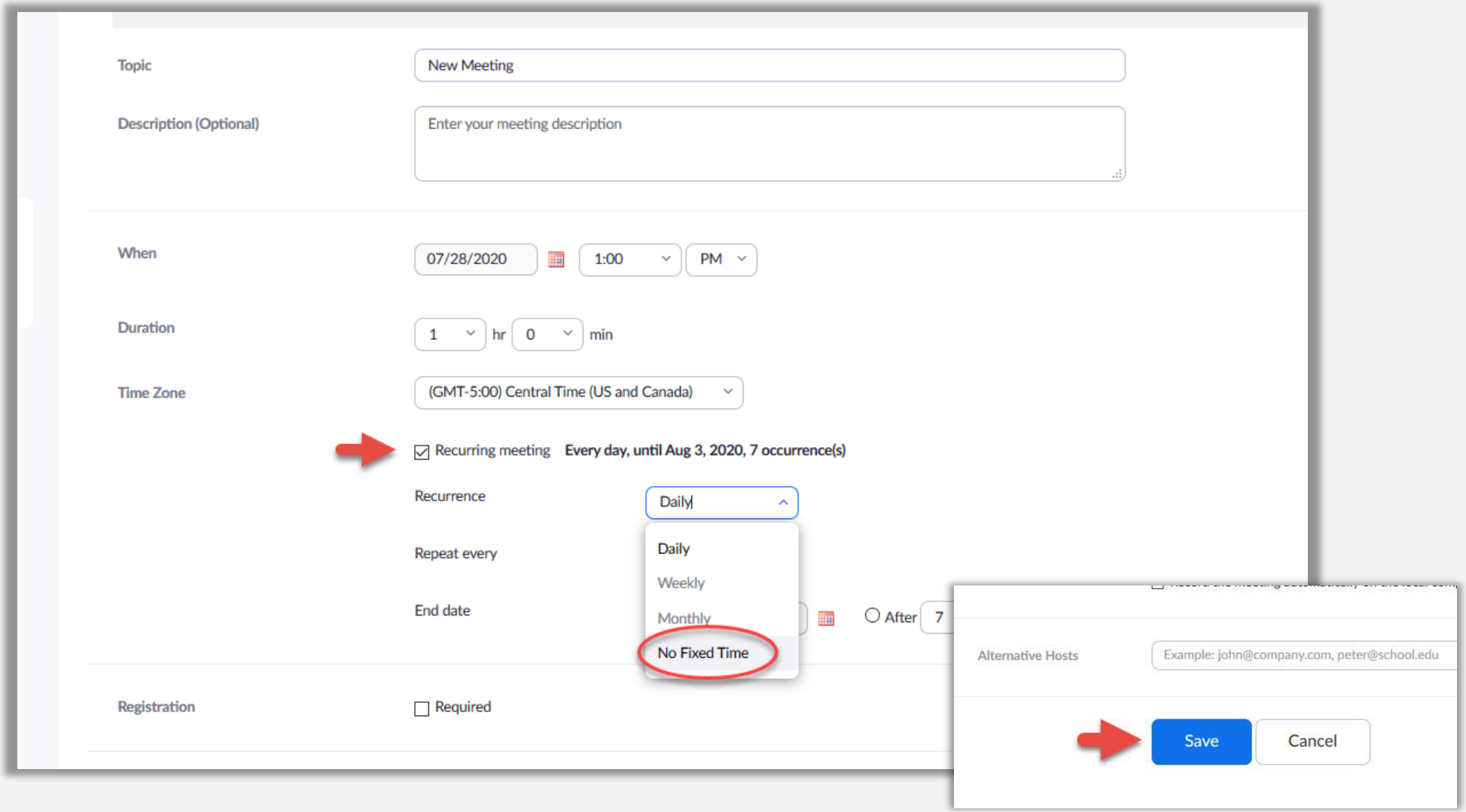

4) Once scheduled, Meeting ID and room URL are displayed on the screen. Copy the URL or the invitation to share with participants.

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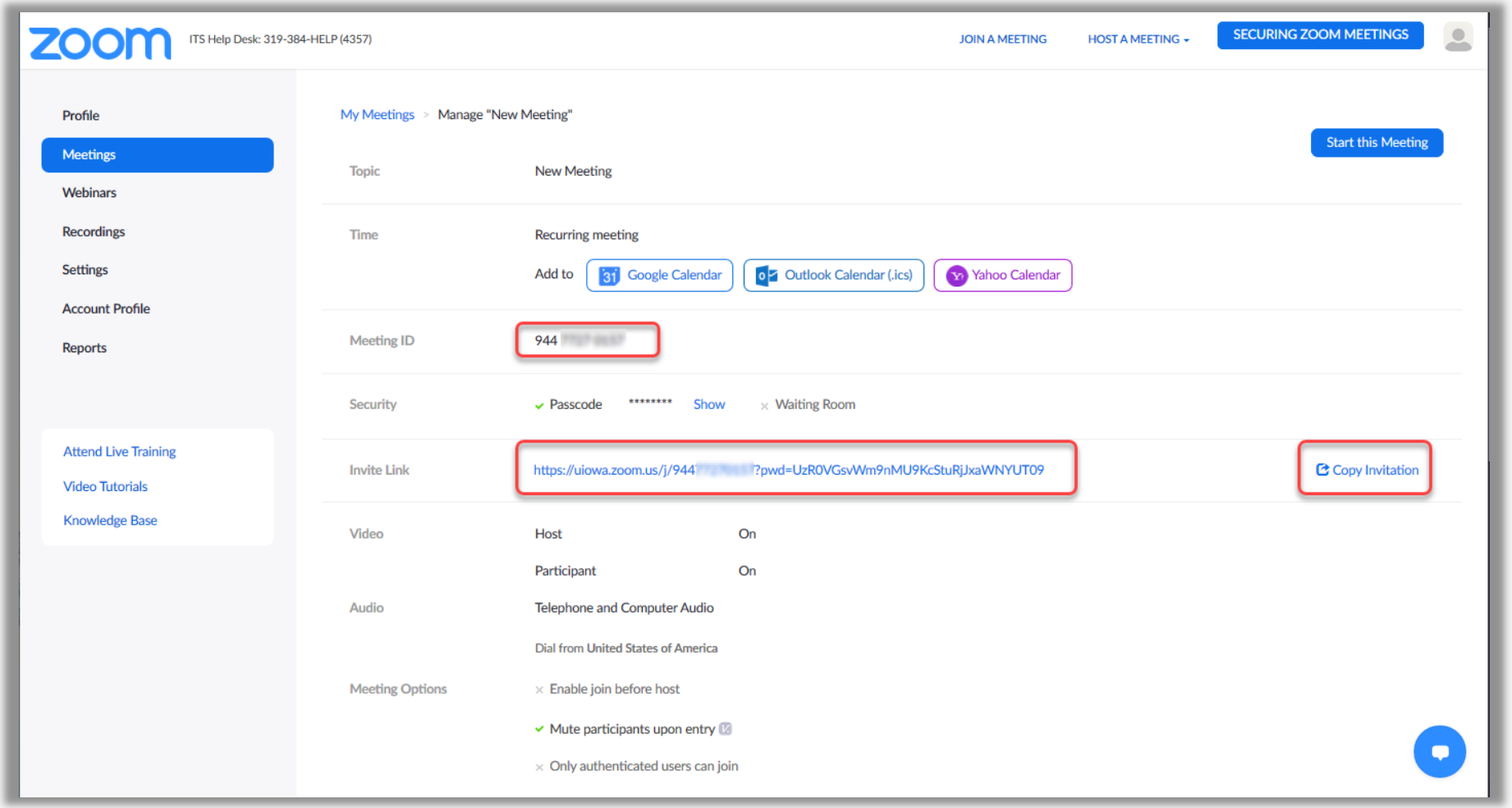

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5) Before hosting a meeting for the first time, be sure to go to “Settings” and modify settings according to your preference.

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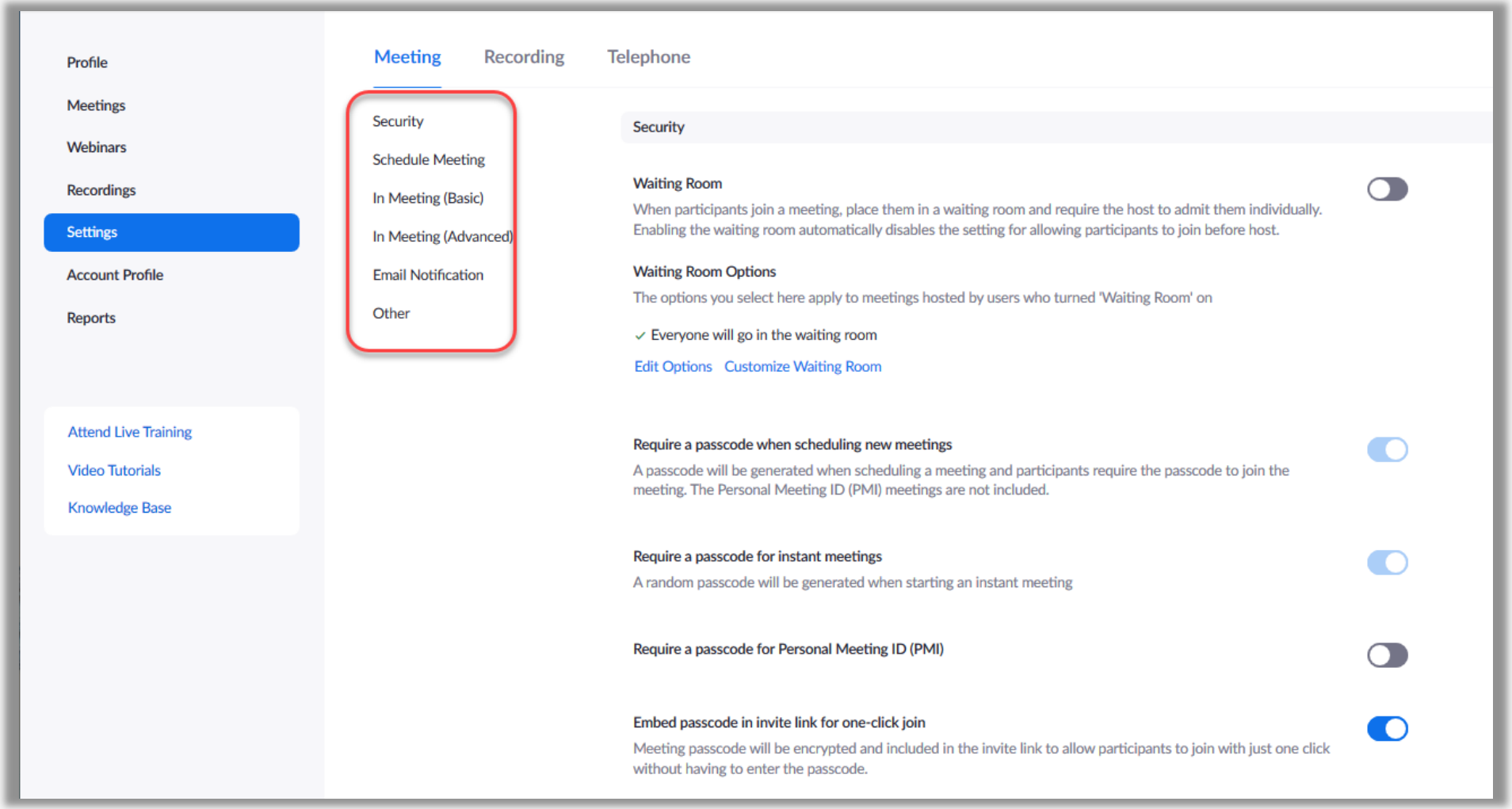
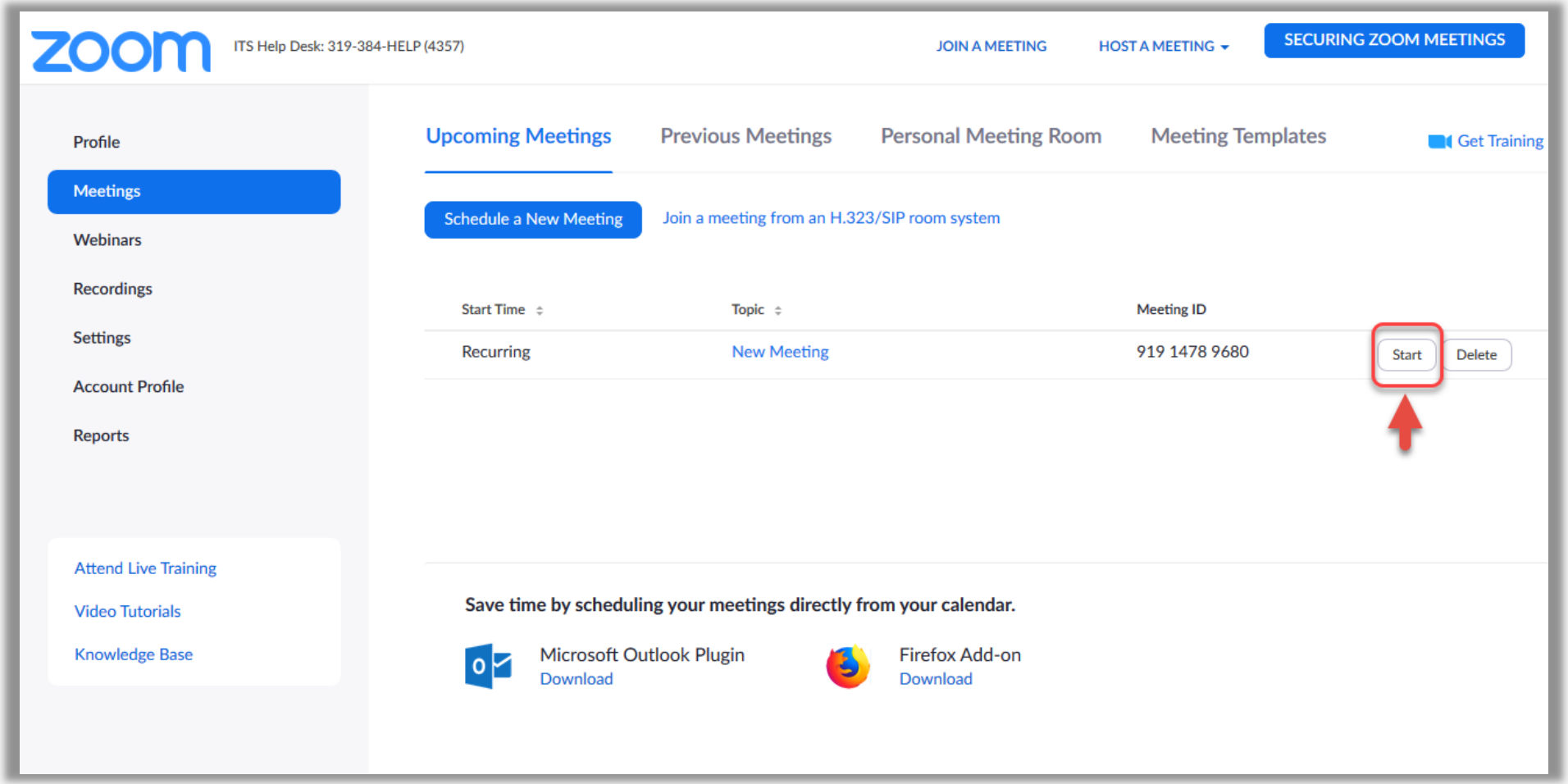


6) To start a meeting, login and use the “Start” button on the “Meetings” page. Logging in first will ensure you are recognized as host.

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