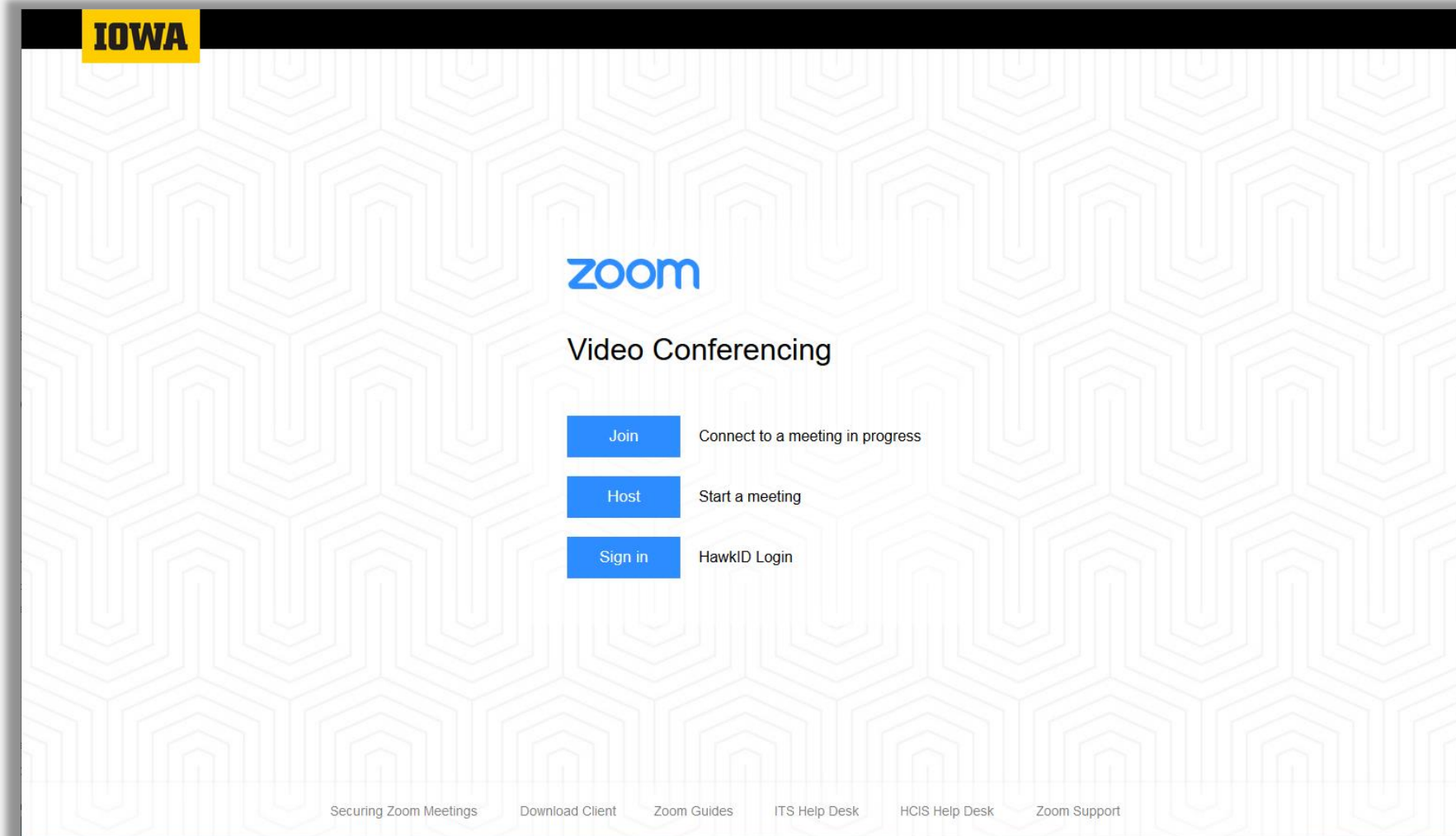


Using Zoom for Online Meetings



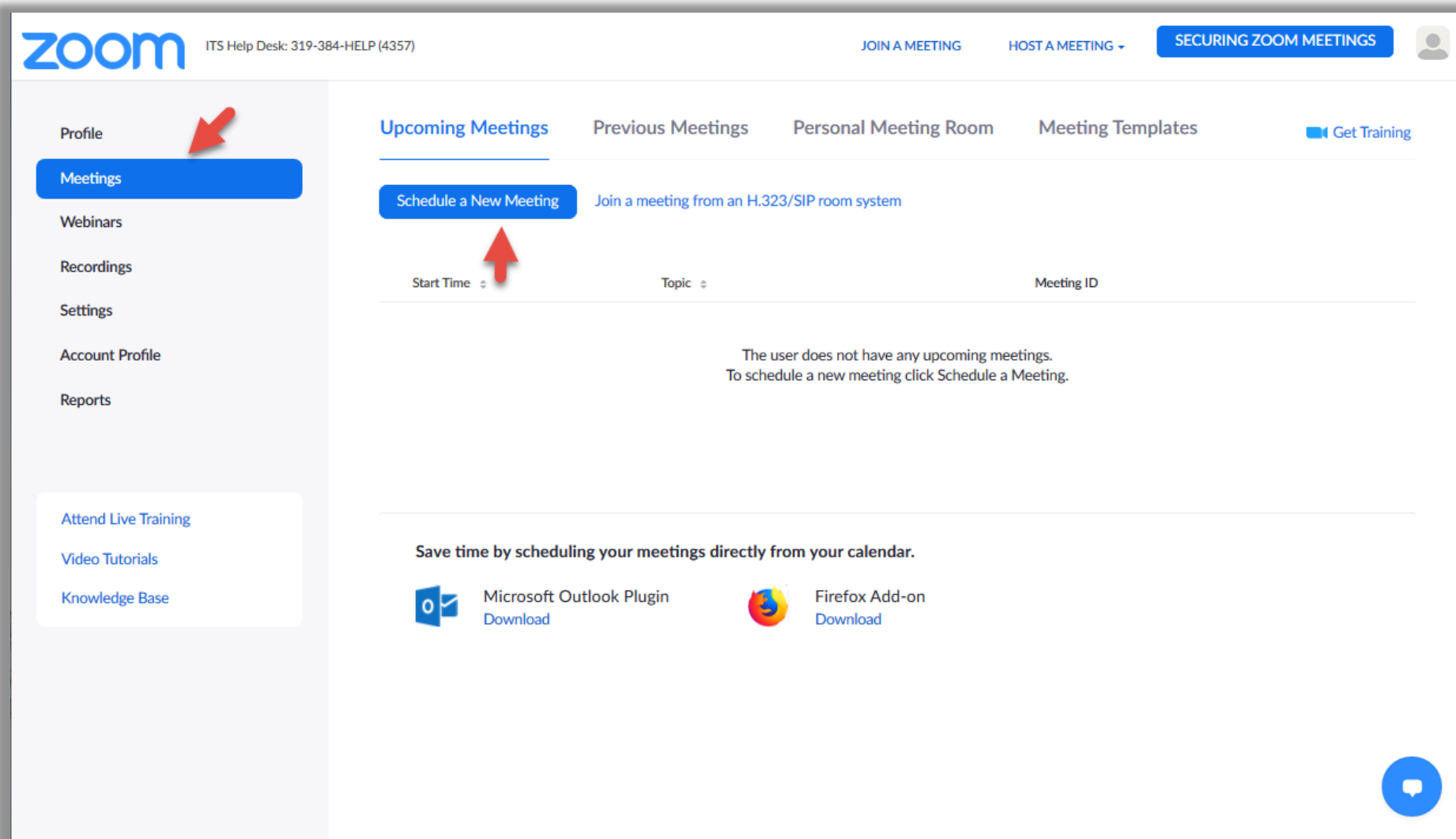
1) Go to <https://uiowa.zoom.us> and sign in using your HawkID and password.

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

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The screenshot displays the Zoom user interface. On the left sidebar, the 'Meetings' tab is highlighted with a red arrow. The main content area shows the 'Upcoming Meetings' tab selected, with a red arrow pointing to the 'Schedule a New Meeting' button. Below this button, there is a table with columns for 'Start Time', 'Topic', and 'Meeting ID'. The table is currently empty, and a message states: 'The user does not have any upcoming meetings. To schedule a new meeting click Schedule a Meeting.' At the bottom of the page, there are links to download the Microsoft Outlook Plugin and the Firefox Add-on.

zoom ITS Help Desk: 319-384-HELP (4357) JOIN A MEETING HOST A MEETING SECURING ZOOM MEETINGS

Profile Meetings Webinars Recordings Settings Account Profile Reports

Attend Live Training Video Tutorials Knowledge Base

Upcoming Meetings Previous Meetings Personal Meeting Room Meeting Templates Get Training

Schedule a New Meeting Join a meeting from an H.323/SIP room system

Start Time Topic Meeting ID

The user does not have any upcoming meetings.
To schedule a new meeting click Schedule a Meeting.

Save time by scheduling your meetings directly from your calendar.

Microsoft Outlook Plugin Download Firefox Add-on Download



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

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The screenshot shows a meeting creation interface with the following fields and options:

- Topic:** New Meeting
- Description (Optional):** Enter your meeting description
- When:** 07/28/2020, 1:00 PM
- Duration:** 1 hr 0 min
- Time Zone:** (GMT-5:00) Central Time (US and Canada)
- Recurring meeting:** Recurring meeting Every day, until Aug 3, 2020, 7 occurrence(s)
- Recurrence:** Daily (dropdown menu open, with "No Fixed Time" circled in red)
- Repeat every:** Daily, Weekly, Monthly
- End date:** After 7
- Registration:** Required
- Alternative Hosts:** Example: john@company.com, peter@school.edu
- Buttons:** Save (highlighted with a red arrow), Cancel



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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The screenshot shows the Zoom web interface for managing a new meeting. The left sidebar contains navigation options: Profile, Meetings (selected), Webinars, Recordings, Settings, Account Profile, and Reports. Below these are links for Attend Live Training, Video Tutorials, and Knowledge Base. The main content area is titled 'My Meetings > Manage "New Meeting"'. It features a 'Start this Meeting' button in the top right. The meeting details are as follows:

- Topic:** New Meeting
- Time:** Recurring meeting
- Add to:** Buttons for Google Calendar, Outlook Calendar (.ics), and Yahoo Calendar.
- Meeting ID:** 944 (highlighted with a red box)
- Security:** Passcode (masked with asterisks and a 'Show' button), and Waiting Room (disabled).
- Invite Link:** <https://uiowa.zoom.us/j/944...?pwd=UzR0VGsvWm9nMU9KcStuRjJxaWNYUT09> (highlighted with a red box). A 'Copy Invitation' button (highlighted with a red box) is located to the right of the link.
- Video:** Host (On), Participant (On)
- Audio:** Telephone and Computer Audio, Dial from United States of America
- Meeting Options:** Enable join before host (disabled), Mute participants upon entry (checked), Only authenticated users can join (disabled).



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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The screenshot shows the Zoom settings interface. On the left sidebar, the 'Settings' option is highlighted in blue. The main content area has three tabs: 'Meeting', 'Recording', and 'Telephone'. The 'Meeting' tab is active. Under the 'Meeting' tab, there is a list of settings: 'Security', 'Schedule Meeting', 'In Meeting (Basic)', 'In Meeting (Advanced)', 'Email Notification', and 'Other'. The 'Security' option is highlighted with a red rectangular box. The 'Security' section is expanded, showing several settings with toggle switches:

- Waiting Room**: (Off). Description: When participants join a meeting, place them in a waiting room and require the host to admit them individually. Enabling the waiting room automatically disables the setting for allowing participants to join before host.
- Waiting Room Options**: The options you select here apply to meetings hosted by users who turned 'Waiting Room' on.
 - Everyone will go in the waiting room
 - [Edit Options](#) [Customize Waiting Room](#)
- Require a passcode when scheduling new meetings**: (On). Description: A passcode will be generated when scheduling a meeting and participants require the passcode to join the meeting. The Personal Meeting ID (PMI) meetings are not included.
- Require a passcode for instant meetings**: (On). Description: A random passcode will be generated when starting an instant meeting.
- Require a passcode for Personal Meeting ID (PMI)**: (Off).
- Embed passcode in invite link for one-click join**: (On). Description: Meeting passcode will be encrypted and included in the invite link to allow participants to join with just one click without having to enter the passcode.



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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The screenshot shows the Zoom web interface. At the top, there is a navigation bar with the Zoom logo, the text "ITS Help Desk: 319-384-HELP (4357)", and buttons for "JOIN A MEETING", "HOST A MEETING", and "SECURING ZOOM MEETINGS". Below this is a sidebar with navigation options: Profile, Meetings (highlighted), Webinars, Recordings, Settings, Account Profile, and Reports. The main content area is titled "Upcoming Meetings" and includes a "Schedule a New Meeting" button and a link to "Join a meeting from an H.323/SIP room system". A table lists upcoming meetings with columns for Start Time, Topic, and Meeting ID. One meeting is listed as "Recurring" with the topic "New Meeting" and Meeting ID "919 1478 9680". The "Start" button for this meeting is highlighted with a red box and a red arrow. Below the table, there is a section titled "Save time by scheduling your meetings directly from your calendar." with links to "Microsoft Outlook Plugin" and "Firefox Add-on".

Start Time	Topic	Meeting ID	
Recurring	New Meeting	919 1478 9680	Start Delete

