## **Zoom Meeting Basics**

There are multiple ways to do this. Below is a basic way that works for me based on how my account is configured. This is provided to help get you started, but is not intended to be comprehensive. Your experience might vary.

You will need a computer with a high-speed internet connection and audiovisual capabilities.

I STRONGLY ENCOURAGE each student to

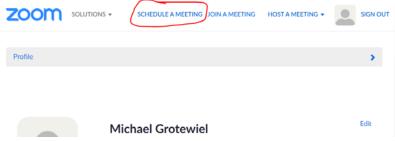
- set-up 2 or more Zoom meetings BEFORE their defense <u>as tests</u> to ensure that everything will work on the day of their defense.
- schedule and then launch the Zoom meeting several minutes prior to the intended start of their defense seminar to allow time to handle any last minute technology challenges.
- identify someone (i.e. Advisor, other student familiar with Zoom, etc.) that can help with last minute technology challenges on the day of the defense.

## To SCHEDULE a Zoom meeting:

- 1. Go to zoom.vcu.edu. You will likely be redirected to vcu.zoom.us.
- 2. Sign-in to your account. You might be asked to create an account.



3. Click on "Schedule a Meeting".



4. Add the requested information about your meeting.

I suggest DESELECTING the password requirement. Deselecting the password requirement will allow users to simply click a link and get into the meeting.

I suggest SELECTING "Enable join before host". This will allow audience members to join the meeting before you as the host start the meeting.

Click "Save" when all information is entered.

Schedule a Meeting			
Outlook Plugin for Zoom Schedule your Zoom meetings directly	from Outlook with the Outlook plugin. Click here to download.		
Торіс	My Meeting		
Description (Optional)	Enter your meeting description		
When	03/19/2020 III 11.00 v AM v		
Duration	$1 \longrightarrow hr (0 \longrightarrow min$		
Time Zone	(GMT-4.00) Eastern Time (US and Canada)		
	Recurring meeting		
Registration	Required		
Meeting ID	Generate Automatically     O Personal Meeting ID 994-529-8137		
Meeting Password	Require meeting password  861876		
Video	Host O on @ off		
	Participant 0 on # off		
Audio	© Telephone © Computer Audio @ Both Dial from United States of America Edit		
Meeting Options	Enable join before host		
	Mute participants upon entry (3)		
	Enable waiting room		
	Cerly authenticated users can join  Record the meeting automatically on the local computer		
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Alternative Hosts	Example: mary@company.com, peter@school.edu		

5. In the next interface, you'll see a brief summary of the meeting. Click on "Copy the invitation". You can paste the invitation (which contains the meeting URL and other information) into an email and distribute to everyone that needs to be invited to your defense.

My Meetings > Manage	"My Meeting"		
Торіс	My Meeting		Start this Meeting
Time	Mar 19, 2020 11:00 AM Ea Add to (3) Google Ca Yahoo Calendar	Inder Time (US and Canada)	)
Meeting ID	579-756-182		
Meeting Password	× Require meeting passwo	rd	
Invite Attendees	Join URL: https://zoom.us/j/579756182		
Video	Host	Off	
	Participant	Off	
Audio	Telephone and Computer Audio		

6. Your Zoom meeting should now be scheduled.

## To HOST a Zoom meeting:

1. Log into your Zoom account. Click on "Meetings" on the left and then click "Start" for the appropriate meeting.

SOLUTIONS	- PLANS & PRICING CONTACT SALES	SCHEDULE	A MEETING JOIN A MEETING HO	DST A MEETING + SIGN OUT
Profile	Upcoming Meetings	Previous Meetings	Personal Meeting Room	Get Training Meeting Templates
Webinars	Schedule a New Meeting	Join a meeting from an H.3	323/SIP room system	Recently Delete
Recordings				
Settings	Start Time ÷	Topic :	Meeting ID	
Account Profile	Today 11:00 AM	My Meeting	579-756-18	32 Start Delete

- 2. Click on "Open Zoom Meetings". You might have to download and launch the Zoom app.
- 3. Click "Join with Computer Audio".
- 4. Click "Share".
- 5. Click "Screen".
- 6. Hover your cursor over the Zoom interface, ensure that "Mute" and "Stop Video" are DESELECTED.
- 7. Your meeting should now be live.