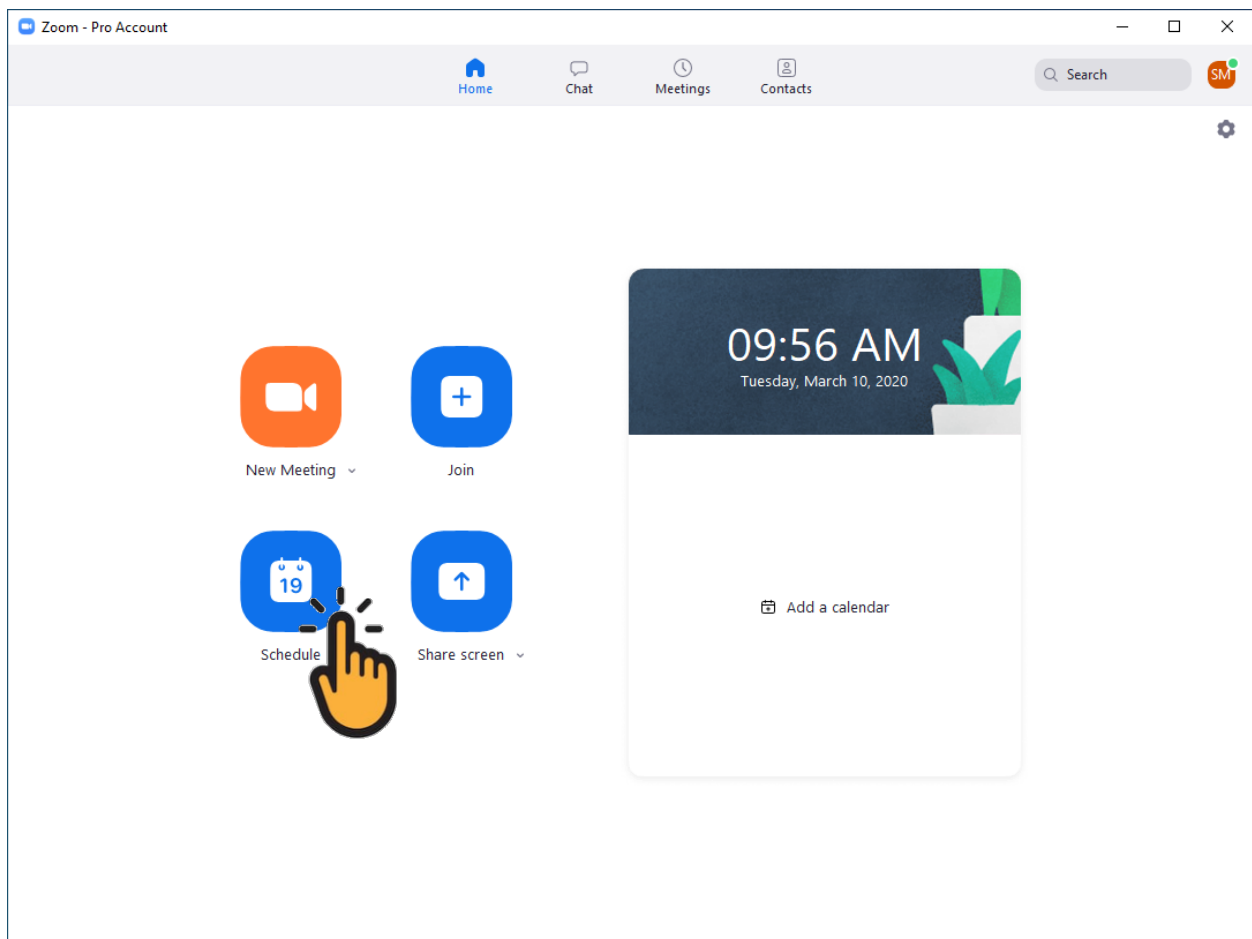




Your Handy Guide to Scheduling Meetings in Zoom Desktop App

There are multiple ways to schedule, join and use Zoom. **The following instructions are focused on scheduling Zoom meetings from within the Desktop App only.** The screenshots below assume that you have a webcam and microphone with your computer and reflect the version of the Zoom App available on March 10, 2020 in the Windows 10 environment.

1. To schedule a meeting, start by clicking the Schedule icon in your Zoom App.



2. This will open your Scheduling window. Enter your meeting information.

Schedule Meeting

Topic
Meeting Name

Start: Tue March 10, 2020 08:00 AM

Duration: 1 hour 0 minute

☐ Recurring meeting Time Zone: Central Time (US and Canada)

Meeting ID
☒ Generate Automatically ☐ Personal Meeting ID 925-580-6656

Password
☐ Require meeting password

Video
Host: ☒ On ☐ Off Participants: ☒ On ☐ Off

Audio
☐ Telephone ☐ Computer Audio ☒ Telephone and Computer Audio

Dial in from United States [Edit](#)

Calendar
☒ Outlook ☐ Google Calendar ☐ Other Calendars

Advanced Options ^
☐ Enable waiting room
☒ Enable join before host
☐ Mute participants on entry
☐ Only authenticated users can join: Sign in to Zoom
☐ Automatically record meeting

Alternative hosts:
Example:john@company.com;peter@school.edu

Schedule **Cancel**

Use the pulldown option to select the date for your meeting.

Use the pulldown menu to select the time your meeting will begin.

You may choose to start your meeting with video on or off. On is recommended for both.

Telephone and computer audio is recommended for

BSU is a Microsoft school. Please use the Outlook option for the Calendar setting.

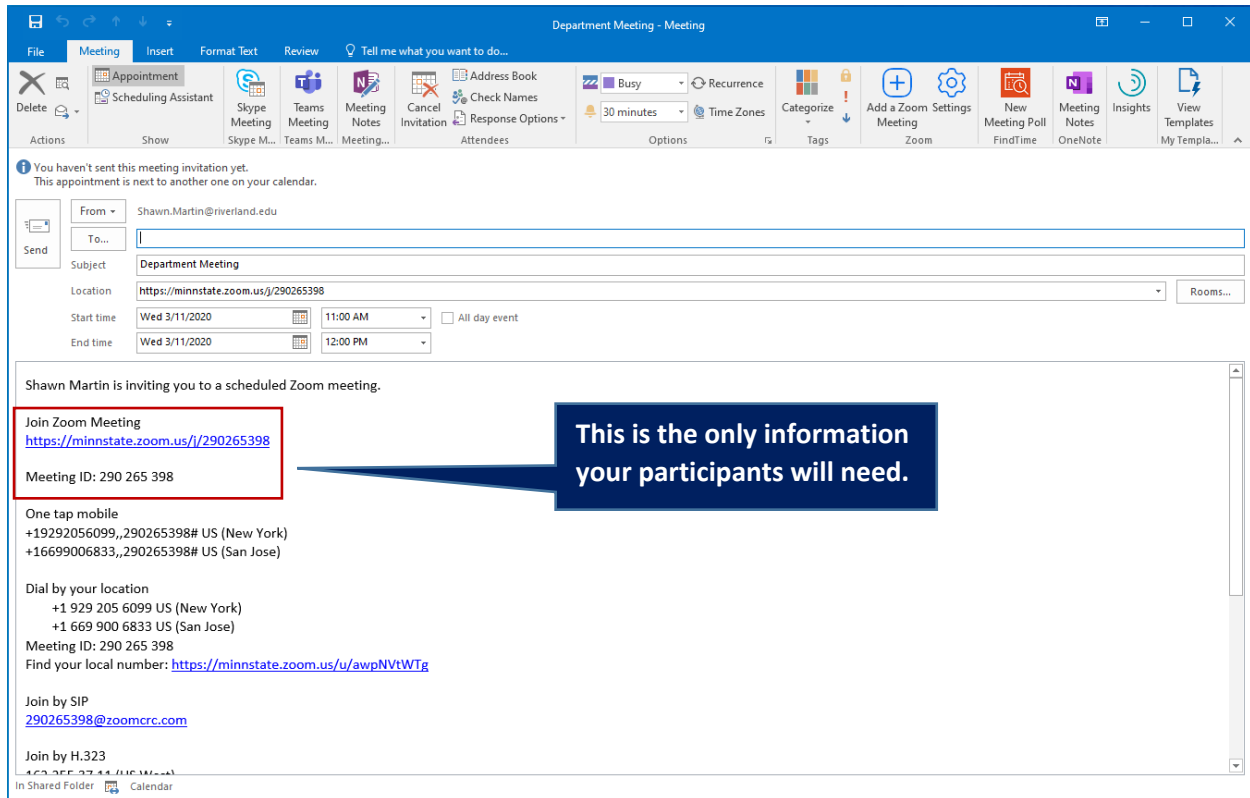
Please click the pulldown for Advanced Options.

Click Schedule to complete the Scheduling process.

The Topic is what your attendees will see as the name of the meeting.

Please use the auto-generated ID for non-recurring meetings.

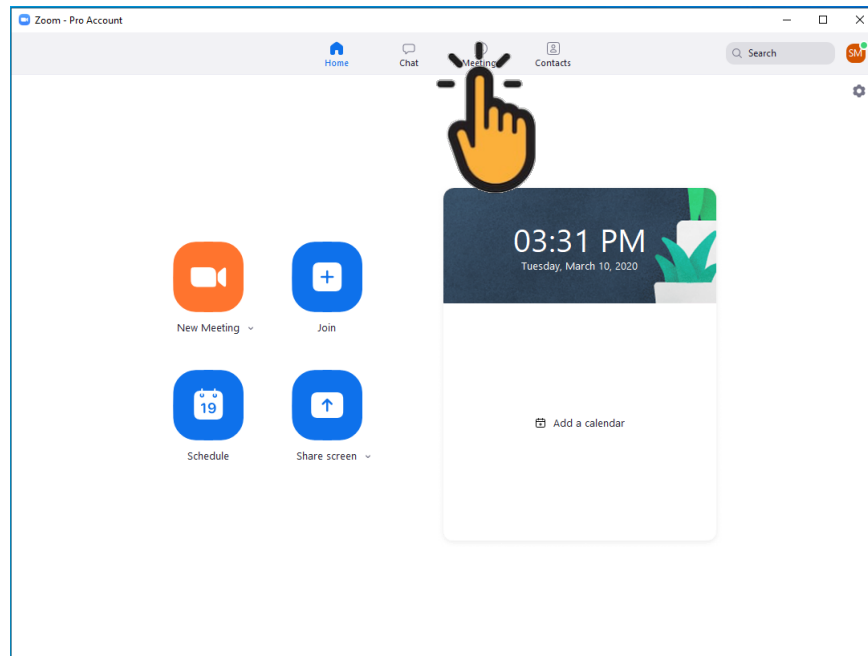
- This process will automatically generate an Outlook Meeting Appointment. You may send this invitation to participants as you otherwise would when you schedule a meeting within your Outlook calendar.



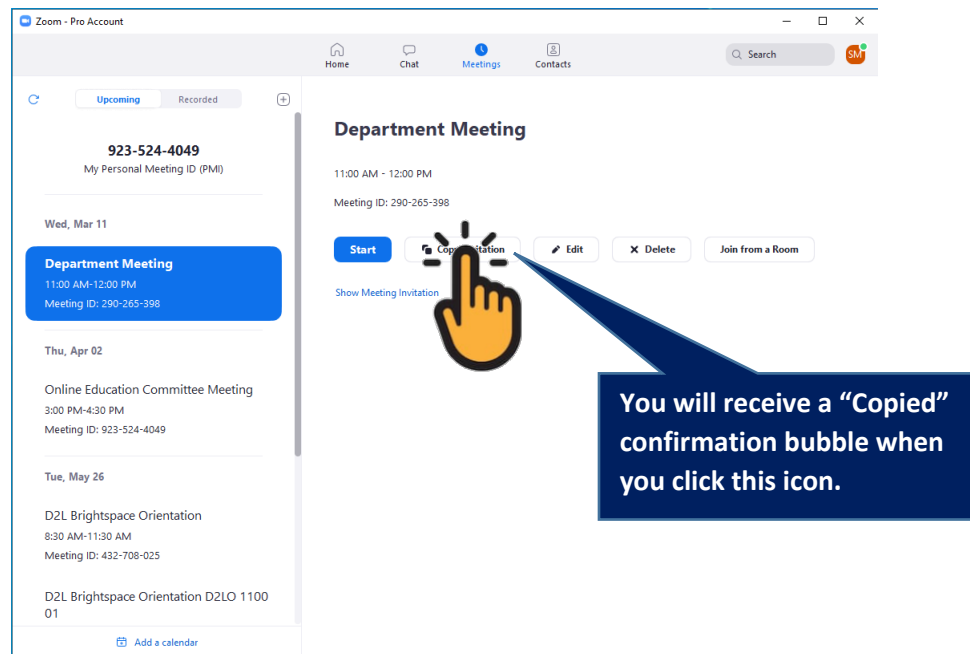
Please note: there is a great deal of information included in this invitation. Your participants will only need the “Join Zoom Meeting” link and meeting ID. Please feel free to delete everything else if you wish.

- Once you have added your attendees’ email addresses in the To line of your invitation, click Send, then skip to step 12. If you would like to use your Brightspace classlist to invite your students to attend, please proceed to step 5.

5. To send an email invitation to your classlist in Brightspace, return to your Zoom App's home page. Find and click on the Meetings icon.



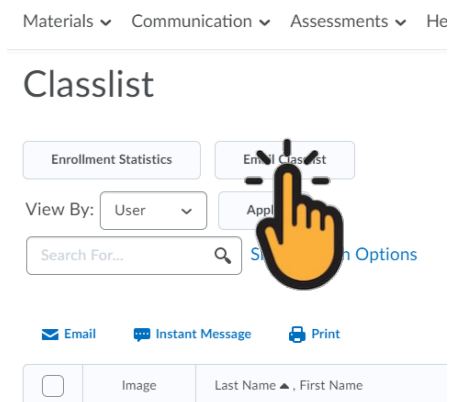
6. Find the meeting you've created for your students and click the Copy Invitation icon.



7. Log in to your D2L Brightspace, and access the class you wish to send the invitation to. Click the Communication tab, then Classlist.



8. Once you have opened your classlist, click the Email Classlist button to generate your entire class list.



9. Click the Send Email button to generate an email editor. This will open in a new window.

Email Classlist

View By: User Apply

Search For... Show Search Options

Last Name ▲, First Name
Brown, Alyssa
Buchwitz, Kaitlin
Hernandez, Blas
Hutchins Gutierrez, Alexandria

Send Email Close

10. In the email editor, your entire classlist will appear in the BCC line. Below this, you can edit the Subject line and add any precursory information you'd like in the Body of the email. Then, you would use the Ctrl+V function to paste the Zoom invitation you copied in step 6.

Compose New Message - BUS A 1002-70 Introduction to Online Learning - Google Chrome

riverland.learn.minnstate.edu/d2l/le/email/4417537/ComposePopUpIntegration?ou=4417537

Compose New Message

Subject BUS A 1002-70 Introduction to Online Learning - Zoom session

Body

Shawn Martin is inviting you to a scheduled Zoom meeting.

Topic: Department Meeting
Time: Mar 11, 2020 11:00 AM Central Time (US and Canada)

Join Zoom Meeting
<https://minnstate.zoom.us/j/290265398>

Meeting ID: 290 265 398

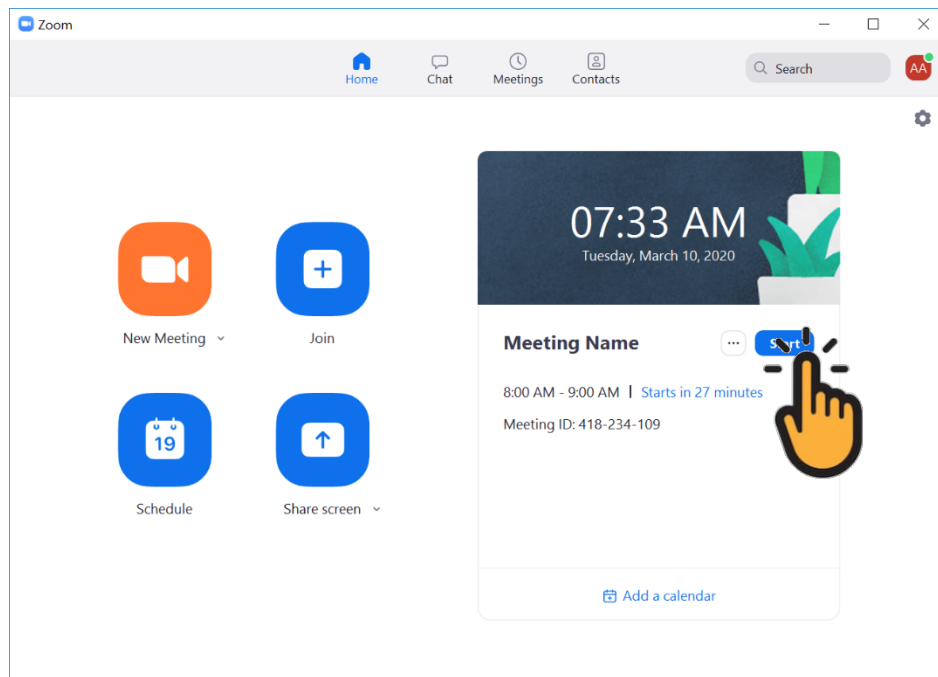
One tap mobile
+19292056099,,290265398# US (New York)
+16699006833,,290265398# US (San Jose)

Dial by your location
+1 929 205 6099 US (New York)
+1 669 900 6833 US (San Jose)
Meeting ID: 290 265 398
Find your local number: <https://minnstate.zoom.us/u/awpNVtWTg>

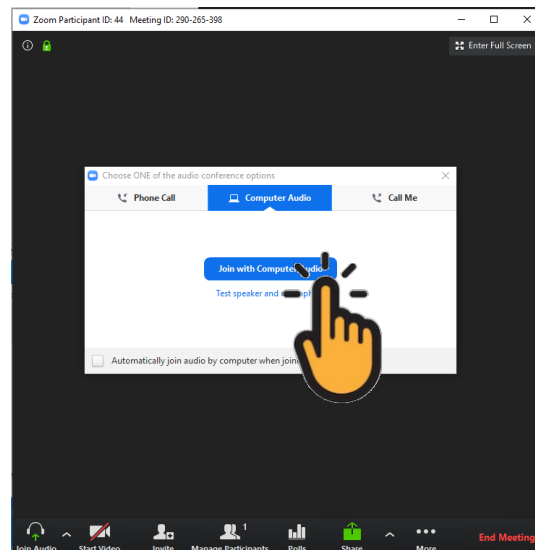
Again, please note: there is a great deal of information included in this invitation. Your participants will only need the “Join Zoom Meeting” link and meeting ID. Please feel free to delete everything else if you wish to.

11. The blue Send button is in the top-left corner of your email editor.

12. To begin your meeting, please open your Zoom App. Click the blue Start button to enter your meeting room.

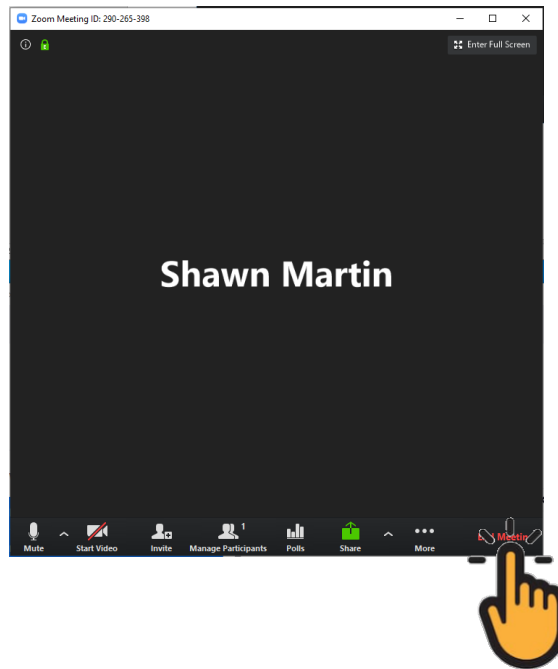


13. When you do, your Zoom App will ask you how you wish to manage your audio connection. Please click the Join with Computer Audio button.



Please note: these instructions do not include information on meeting management.

14. To end a meeting, please click the End Meeting in the bottom-right corner of your Zoom meeting window.



15. This will generate a confirmation pop-up window asking you if you wish to end the meeting for all or simply leave the meeting. Please click the End Meeting for All button.

