How to set up your Zoom meeting for students to join

1. Sign into the Zoom web portal at https://umsystem.zoom.us and click on Sign in using your UMSL SSO username and password as seen in the following screenshot:

   ![Zoom Sign In Screen](image)

2. Select **Schedule A Meeting** for your upcoming Zoom meeting.

   ![Zoom Schedule Meeting](image)

3. Select the meeting options. Note that some of these options might not be available if they were disabled and locked to the Off position at the Account or Group level.
   - **Topic**: Choose a topic/name for your meeting.
   - **Description**: Enter in an option meeting description.
   - **When**: Select a date and time for your meeting.
   - **Duration**: Choose the approximate duration of the meeting. Note that this is only for scheduling purposes. The meeting will not end after this length of time.
   - **Time Zone**: By default, Zoom will use the time zone that you sent in **your Profile**. Click on the drop down to select a different time zone.
   - **The next step is about recurring meetings; this is not recommended** there has been problems in other UMSL courses where there this option has been used. You can use the same meeting room link for the entire semester and you can record...
each time your meet with the same Zoom link (more about recording Zoom sessions later in these directions)

- **Recurring meeting:** *(Not Recommended)* Check if you would like a recurring meeting, i.e. the meeting ID will remain the same for each session. This will open up additional recurrence options.
  - **Recurrence:** *(Not Recommended)* Select how often you need the meeting to recur: Daily, Weekly, Monthly, or No Fixed Time. It can recur up to 50 times. If you need more than 50 recurrences, use the **No Fixed Time** option.
  - *(Not Recommended)* The other recurrence options will depend on how often the meeting recurs. You can configure the meeting to end after a set amount of occurrences or have the recurring meeting end on a specific date.

- **Host Video:** Choose if you would like the host video on or off when joining the meeting. Even if you choose off, the host will have the option to start their video.

- **Participant Video:** Choose if you would like the participants' videos on or off when joining the meeting. Even if you choose off, the participants will have the option to start their video.

- **Audio Options:** choose whether to allow users to call in via Telephone only, Computer Audio only, **Telephone and Computer Audio (both)** *(Recommended)*.

- **Dial in From:** By default, this includes your Global Dial-In Countries

- **Require Meeting Password:** *(Not Recommended)* You can select and input your meeting password here. Joining participants will be required to input this before joining your scheduled meeting.

- **Enable join before host:** *(Recommended)* Allow participants to join the meeting without you or before you join. The meeting will end after 40-minutes for Basic (free) users if 3 or more people join the meeting.

- **Mute Participants Upon Entry:** *(Recommended)* If join before host is not enabled, this will mute all participants as they join the meeting.

- **Use Personal Meeting ID:** *(Not Recommended)* Check this if you want to use your **Personal Meeting ID**. If not selected, a random unique meeting ID will be generated.

- **Default to HD Video:** If you enable this option, the participant view will always default to HD video automatically (if the feature is available via the Account Settings).

- **Record the meeting automatically:** *(Not Recommended to select record automatically)* Check this if you want the meeting to be automatically recorded.

- *(Recommended)* After the meeting starts, select to the cloud *(More later in these direction on how to record to the cloud)*

- **Advanced Options:** Click the arrow to view additional meeting options.
  - **Schedule For:** If you have scheduling privilege for another user, you will be able to choose who you want to schedule for from the drop down.
  - **Alternative Hosts:** Enter the email address of another Zoom user with a Pro license on your account to allow them to start the meeting in your absence. Read more about Alternative Host.

4. Click **Save** to finish.
VERY IMPORTANT: Once finished, you can either select a calendar option to add the scheduled meeting to your calendar or select Copy The Invitation to send out the invitation to your Zoom meeting.

Copy the Invitation will open up a window where you can copy the full invitation to send out via email.

Copy this Zoom invitation, which contains the Zoom link and audio options for students to join, into a page in Canvas for students.