# Scheduling Zoom Meeting for Zoom Website

1. Log in to https://zoom.us using SMU Email address and your password for Zoom account
2. From the left navigation panel, go to **Meetings**
3. Click on **Schedule a new meeting**.
4. Change the topic name, set the date and time and the duration of your class meeting

| Topic | My Meeting |
|---|---|

+ Add Description

| When | 01/11/2022 | 10:00 | AM |
|---|---|---|---|

| Duration | 1 | hr | 0 | min |
|---|---|---|---|---|

5. Set up the meeting as Recurring meeting by checking the box **Recurring Meeting.**

| Time Zone | (GMT-4:00) Halifax |
|---|---|

☐ Recurring meeting

6. Set the recurrence (This feature is only available in https://zoom.us )

   i.   For your weekly classes, set the **Occurrence** to weekly.
   ii.  Set the **Repeat every** to the 1 week and select
   iii. Set the **Occurs On** to the day of the weeks it will occur.
   iv.  Set the **End Date** or set the number of weeks to repeat

☑ Recurring meeting   Every week on Tue, until Dec 28, 2021, 7 occurrence(s)

| Recurrence | Weekly |
|---|---|

| Repeat every | 1 | week |
|---|---|---|

Occurs on   ☐ Sun  ☐ Mon  ☑ Tue  ☐ Wed  ☐ Thu  ☐ Fri  ☐ Sat

End date   ● By  12/28/2021    ○ After  7  occurrences

7. Enable or Disable **Waiting room** as you prefer. You need to admit the participants manually if you enable the waiting room. You can leave the option **Passcode** to default



8. Leave all the **Video** and **Audio** options to default.



9. Click on Show beside Options to show the Meeting options.



10. Once you click Show, you can see the following options. Check the box beside the option to enable them.

Here are the descriptions for each of the options.

- **Allow participants to join anytime:** This option will enable the students to join and start the meeting. We would suggest not to select this option
- **Mute participants upon entry:** This is to make sure that all participants have their microphones muted when they join the meeting.
- **Breakout room preassign:** You can create breakout rooms prior to the meeting. You can

    o **Create Rooms**. You can Create rooms manually**.** Here you can only add the SMU Email addresses.
    o **Import from CSV.** You can import the Breakout Rooms using a CSV file. You can use any Email address.

    ☑ Breakout Room pre-assign

        + Create Rooms     ⬆ Import from CSV

- **Request permission to unmute participants:** option will display a dialog box when participants join the meeting. The dialog box will ask for permission to allow the host to mute or unmute them. Once participant gives their consent, the host can mute or unmute them.
- **Automatically record meeting:** If you select this option, the meeting will automatically be recorded. Also, under this there are two other options. On the local computer and In the cloud.

    ☑ Automatically record meeting    ⦿ On the local computer    ◯ In the cloud

- **Approve or block entry to users from specific regions/countries**: This will enable any Zoom data centers that are not already enabled by the Zoom admin. We would suggest you <u>not</u> to change this option.

11. You can add any **Alternative host** for your meeting. The **Alternative host** needs to have a Zoom license from the SMU if you are scheduling the meeting from you SMU Zoom account. If you check the option **Allow Alternative host to add or edit polls**, the other host can add and edit polls to your meeting.

    **Alternative Hosts**

    | Enter user name or email addresses |

    ☐ Allow alternative hosts to add or edit polls  Ⓥ

12. Click **Save**