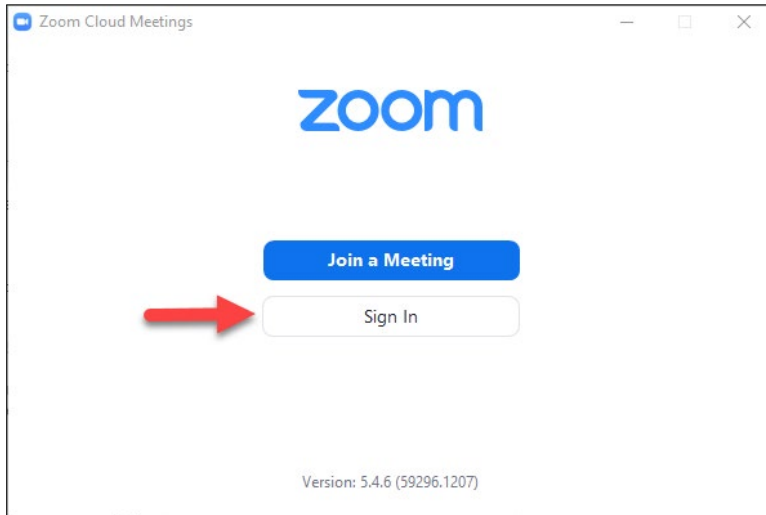


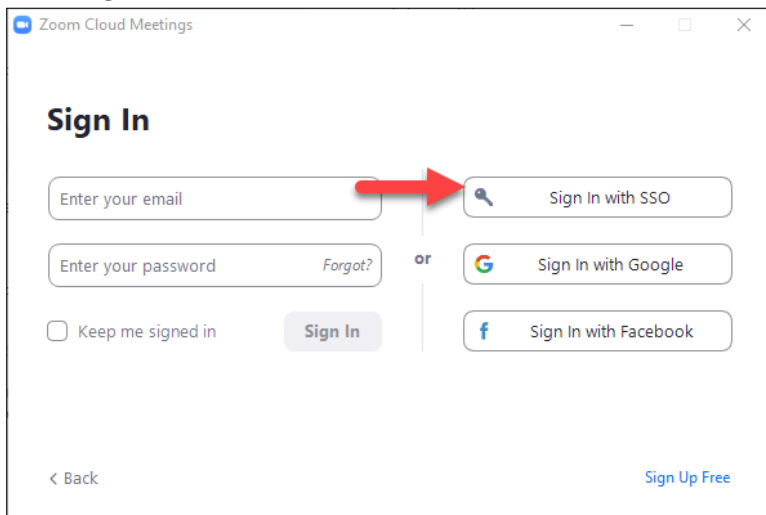
SCHEDULE A ZOOM MEETING IN THE ZOOM CLIENT DESKTOP

Faculty are encouraged to create their Zoom meetings in WTClass to ensure students have access to and provide additional security to ensure only students registered for your course access the Zoom meeting. Please use these instructions to create Zoom meetings in the Zoom client desktop if you need to create a Zoom meeting for advising, organizational meetings, department meetings, research meetings, etc.

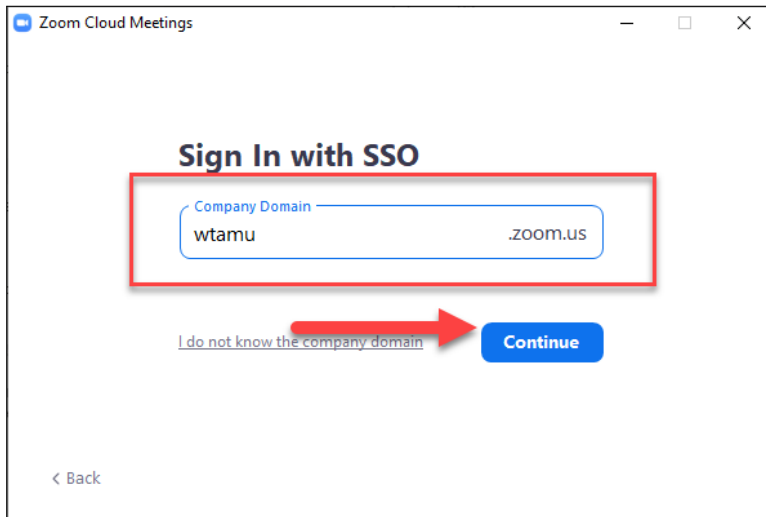
1. **Sign in** by clicking on your Zoom app located via desktop applications.



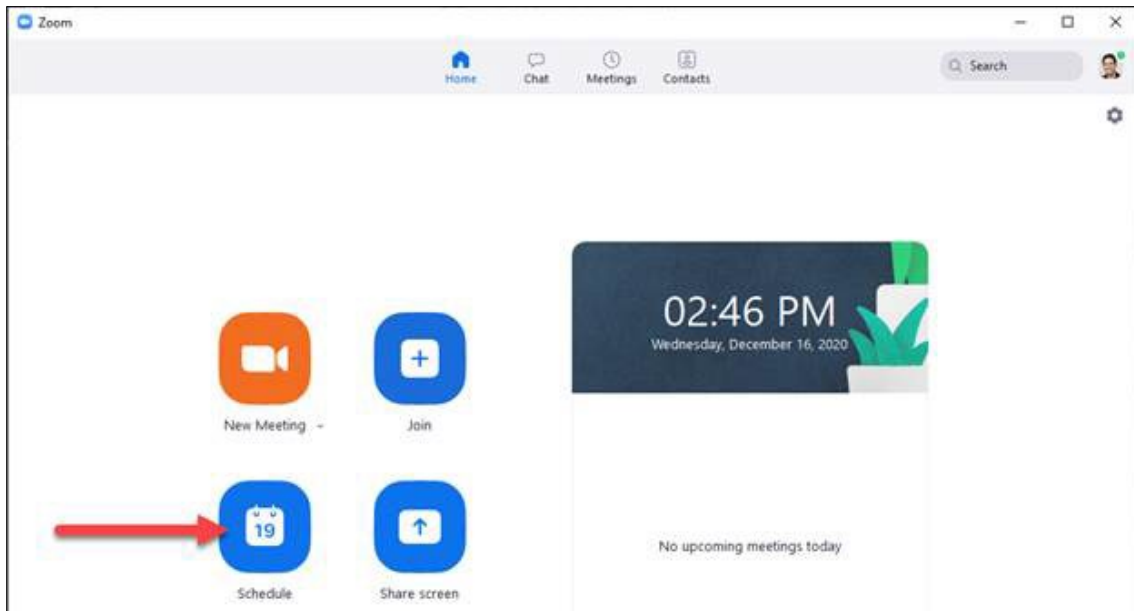
2. Select **Sign in with SSO**.



3. Type in **wtamu** and click continue. Sign in using your WTAMU credentials.

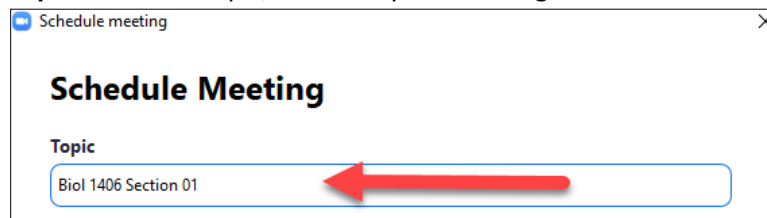


4. Select **Schedule** to schedule a Zoom meeting as a host.



5. Enter the recommended settings for the meeting:

- **Topic:** Choose a topic/name for your meeting



- **When:** Select date and time for your meeting

Start:
 Duration:
 Recurring meeting Time Zone: Central Time (US and Canada) ▾

- **Duration:** Choose the approximate duration of your meeting. NOTE: This is only for scheduling purposes. The meeting will not end once this length of time has passed.

Start:
 Duration:
 Recurring meeting Time Zone: Central Time (US and Canada) ▾

- **Time Zone:** By default, Zoom should use Central Time. Click on the drop down to select a different time zone.

Start:
 Duration:
 Recurring meeting Time Zone: Central Time (US and Canada) ▾

- **Meeting ID:** Meeting ID will generate automatically.

Meeting ID
 Generate Automatically Personal Meeting ID 970 316 4961

Security
 Passcode ⓘ
Only users who have the invite link or passcode can join the meeting
 Waiting Room
Only users admitted by the host can join the meeting

- **Security:** Passcode is automatically created. Faculty can change passcode, but it must meet passcode requirements based on characters.

Meeting ID
 Generate Automatically Personal Meeting ID 970 316 4961

Security
 Passcode ⓘ ←
Only users who have the invite link or passcode can join the meeting
 Waiting Room
Only users admitted by the host can join the meeting

- **Video:** Select to leave the Off for Host and Participant to start the meeting. You and your participants will still have the option to start video after entering the meeting.

Video
 Host: On Off Participants: On Off

- **Audio:** Select both Telephone and Computer Audio

- **Calendar:** Select Outlook to link invite to your WTAMU Outlook Calendar

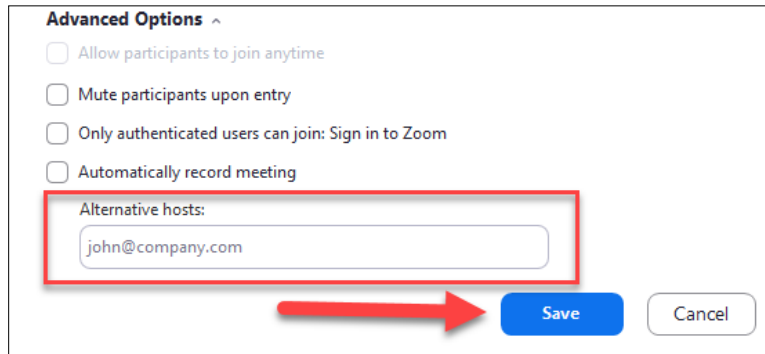
- **Advanced Options:** Select arrow to **expand Advanced Options**.

- **Meeting Options:** Select the meeting option to Mute participants upon entry. Muting participants helps to reduce background noise that may occur upon entering. Leave the options for “Only authenticated users can join” and “Use Personal Meeting ID” unchecked. These may prevent students from accessing the meeting.

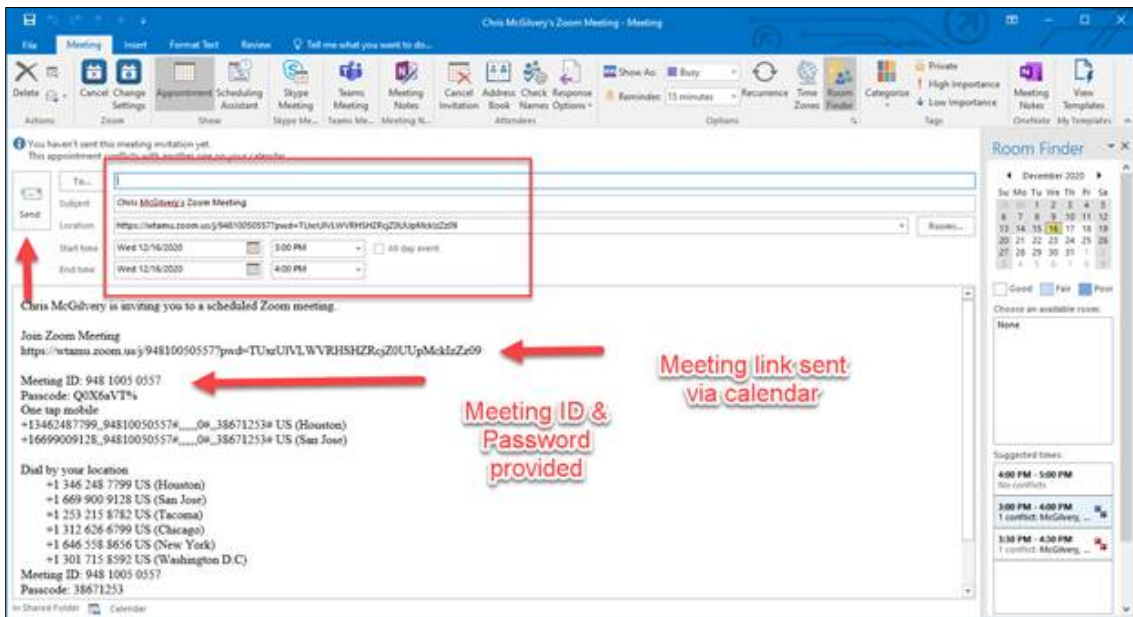
- **(Optional) Automatically record meeting:** If you plan to record your meetings the recording is for instructional use for a course, select the option to Record the meeting automatically, and then select the option to record In the cloud so that your recording is automatically is placed into your Ensemble account within 24 hours. For more information on recording for staff and non-academic purposes, see Record & Share a Zoom Meeting in the WTAMU Zoom Site.

- **Alternative Hosts:** Additional Faculty in your course may be listed here. You cannot remove Alternative Hosts at this time. To add alternative host, edit your meeting at

<http://wtamu.zoom.us>. For more information see Designating an Alternative Host in the WTAMU Zoom Website.

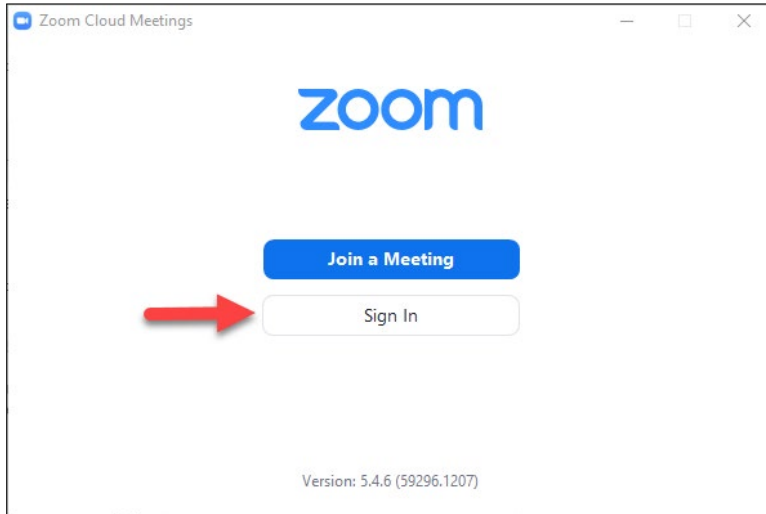


6. Click **Save**.
7. A **calendar invite is generated to add participants**. It is recommended that faculty or staff use the calendar invite to send emails to guest lectures or colleagues. If you are sending to students, copy the meeting information and paste into WTclass. For more information, see how to add Zoom to WTclass instructions.

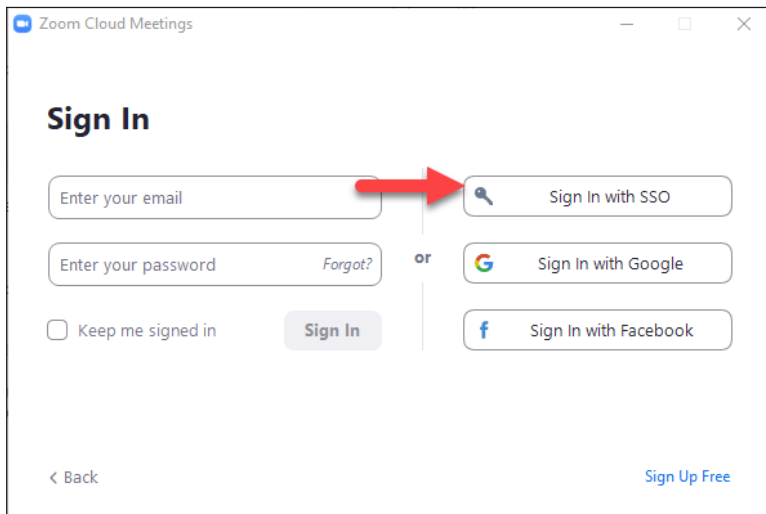


SCHEDULE REOCCURRING MEETINGS

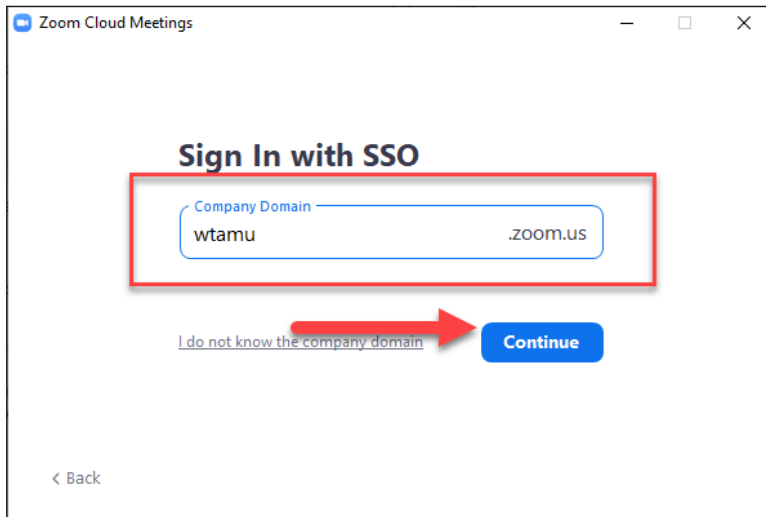
1. **Sign in** by clicking on your Zoom app located via desktop applications.



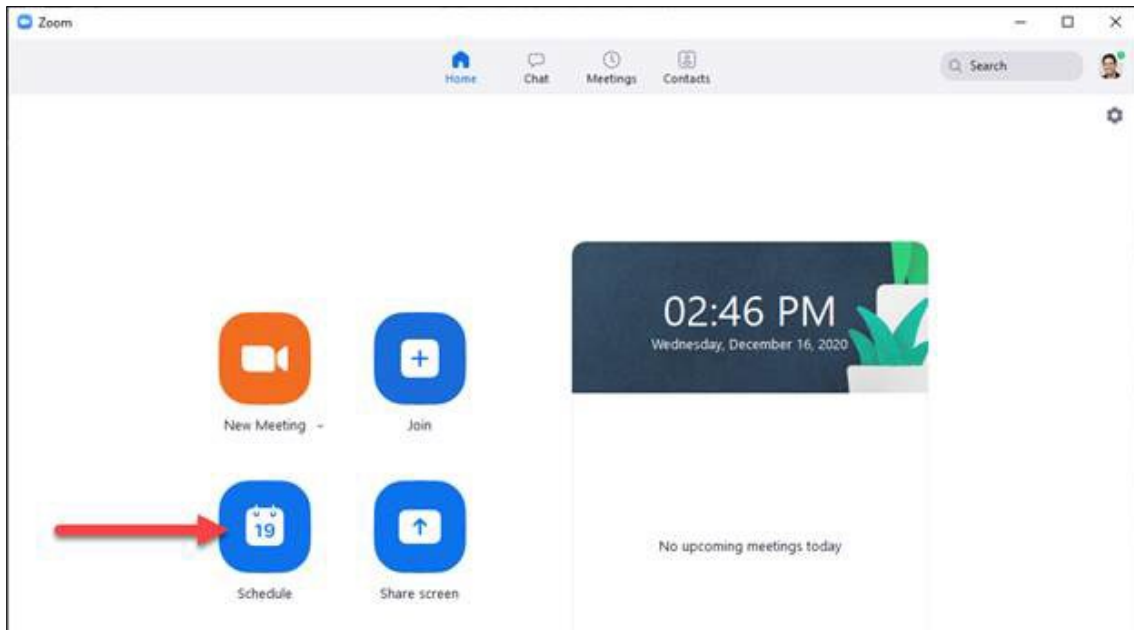
2. Select **Sign in with SSO**.



3. Type in **wtamu** and click continue. Sign in using your WTAMU credentials.

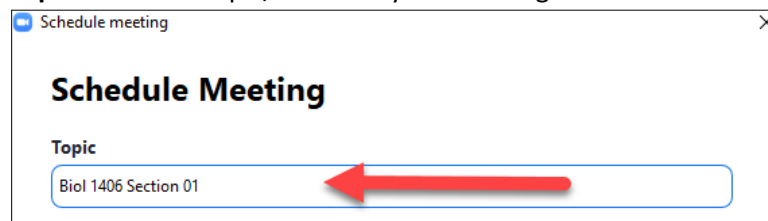


4. Select **Schedule** to schedule a Zoom meeting as a host.



5. Enter the recommended settings for the meeting:

- **Topic:** Choose a topic/name for your meeting



- Select **recurring meeting**

Schedule Meeting

Topic
Biol 1406 Section 01

Recurring meeting

Remember to check recurrence or repeat in your calendar invitation

- **Meeting ID:** Meeting ID will generate automatically.

Meeting ID

Generate Automatically Personal Meeting ID 970 316 4961

Security

Passcode 2uKWvcj+ ?
Only users who have the invite link or passcode can join the meeting

Waiting Room
Only users admitted by the host can join the meeting

- **Security:** Passcode is automatically created. Faculty can change passcode, but it must meet passcode requirements based on characters.

Meeting ID

Generate Automatically Personal Meeting ID 970 316 4961

Security

Passcode 2uKWvcj+ ?

Waiting Room

- **Video:** Select to leave the Off for Host and Participant to start the meeting. You and your participants will still have the option to start video after entering the meeting.

Video

Host: On Off

Participants: On Off

- **Audio:** Select both Telephone and Computer Audio

Audio

Telephone Computer Audio Telephone and Computer Audio

Dial in from United States [Edit](#)

- **Calendar:** Select Outlook to link invite to your WTAMU Outlook Calendar

Calendar

Outlook Google Calendar Other Calendars

- **Advanced Options:** Select arrow to expand Advanced Options.

Advanced Options ▾

- **Meeting Options:** Select the meeting option to Mute participants upon entry. Muting participants helps to reduce background noise that may occur upon entering. Leave the options for “Only authenticated users can join” and “Use Personal Meeting ID” unchecked. These may prevent students from accessing the meeting.

The screenshot shows the 'Advanced Options' dialog box in Zoom. It contains four unchecked checkboxes: 'Allow participants to join anytime', 'Mute participants upon entry', 'Only authenticated users can join: Sign in to Zoom', and 'Automatically record meeting'. The 'Mute participants upon entry' checkbox is highlighted with a red rectangular box. Below the checkboxes is a text input field for 'Alternative hosts' containing the email address 'john@company.com'. At the bottom right are 'Save' and 'Cancel' buttons.

- **(Optional) Automatically record meeting:** If you plan to record your meetings the recording is for instructional use for a course, select the option to Record the meeting automatically, and then select the option to record In the cloud so that your recording is automatically placed into your Ensemble account within 24 hours. For more information on recording for staff and non academic purposes, see Record & Share a Zoom Meeting in the WTAMU Zoom Site.

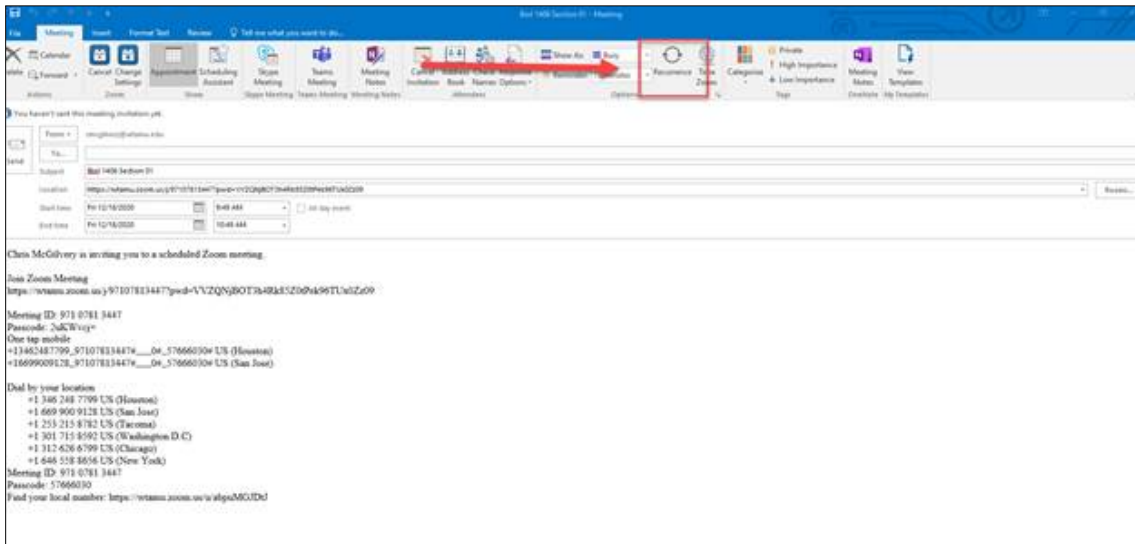
The screenshot shows the 'Advanced Options' dialog box in Zoom. The 'Automatically record meeting' checkbox is checked and highlighted with a red rectangular box. The other three checkboxes ('Allow participants to join anytime', 'Mute participants upon entry', and 'Only authenticated users can join: Sign in to Zoom') are unchecked. The 'Alternative hosts' field contains 'john@company.com'. 'Save' and 'Cancel' buttons are at the bottom right.

- **Alternative Hosts:** Additional Faculty in your course may be listed here. You cannot remove Alternative Hosts at this time. To add alternative host, edit your meeting at <http://wtamu.zoom.us>. For more information see Designating an Alternative Host in the WTAMU Zoom Website.

The screenshot shows the 'Advanced Options' dialog box in Zoom. The 'Alternative hosts' text input field, which contains 'john@company.com', is highlighted with a red rectangular box. A red arrow points from the bottom of this box towards the 'Save' button. The other checkboxes are unchecked. 'Save' and 'Cancel' buttons are at the bottom right.

6. Click **Save**.

- A calendar invite will appear to set the recurrence for meeting. **Select recurrence to set the timeframe for the reoccurring meeting:**



- Appointment Time:** Select Start, End, and Duration of meeting

Appointment Recurrence

Appointment time

Start: 10:00 AM

End: 11:00 AM

Duration: 1 hour

Recurrence pattern

Daily Recur every 1 week(s) on:

Weekly Sunday Monday Tuesday Wednesday

Monthly Thursday Friday Saturday

Yearly

Range of recurrence

Start: Fri 12/18/2020 No end date

End after: 61 occurrences

End by: Fri 5/7/2021

OK Cancel Remove Recurrence

- **Recurrence Pattern:** Select the recurrence for daily weekly, monthly, or yearly, and the appropriate days of the week for the meeting.

Appointment Recurrence

Appointment time
 Start: 10:00 AM
 End: 11:00 AM
 Duration: 1 hour

Recurrence pattern
 Daily Recur every 1 week(s) on:
 Weekly Sunday Monday Tuesday Wednesday
 Monthly Thursday Friday Saturday
 Yearly

Range of recurrence
 Start: Fri 12/18/2020 No end date
 End after: 61 occurrences
 End by: Fri 5/7/2021

OK Cancel Remove Recurrence

- **Range of recurrence:** Select the start, and end by date. It is recommended to select the start of the semester to the end of the semester if you are having recurring meeting throughout the academic semester. Select Ok.

Appointment Recurrence

Appointment time
 Start: 10:00 AM
 End: 11:00 AM
 Duration: 1 hour

Recurrence pattern
 Daily Recur every 1 week(s) on:
 Weekly Sunday Monday Tuesday Wednesday
 Monthly Thursday Friday Saturday
 Yearly

Range of recurrence
 Start: Fri 12/18/2020 No end date
 End after: 61 occurrences
 End by: Fri 5/7/2021

OK Cancel Remove Recurrence

8. A **calendar invite is generated to add participants.** It is recommended that faculty or staff use the calendar invite to send emails to guest lectures or colleagues. If you are sending to students, copy the meeting information and paste into WTClass. The reoccurrence will be under the

location. For more information, see how to add Zoom to WTclass instructions.

The screenshot shows a Microsoft Outlook window with a meeting invitation for "Biol 1406 Section 01". The invitation is from Chris McGilvery (cmcgilvery@wtamu.edu) and is scheduled for every Friday from 9:49 AM to 10:49 AM, starting on 12/18/2020 and ending on 5/7/2021. The meeting location is a Zoom link: <https://wtamu.zoom.us/j/97107813447?pwd=VVZQNjBOT3h4Rk85Z0tPek96TUx0Zz09>. The invitation includes the Zoom meeting ID (971 0781 3447), passcode (2uKWvcj+), and mobile dial-in numbers for Houston and San Jose. A red arrow points to the "To:" field, and another red arrow points to the "Send" button. The "Recurrence" field is highlighted with a red box.

From: cmcgilvery@wtamu.edu
To: [Redacted]
Subject: Biol 1406 Section 01
Location: <https://wtamu.zoom.us/j/97107813447?pwd=VVZQNjBOT3h4Rk85Z0tPek96TUx0Zz09>
Recurrence: Occurs every Friday effective 12/18/2020 until 5/7/2021 from 9:49 AM to 10:49 AM

Chris McGilvery is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting
<https://wtamu.zoom.us/j/97107813447?pwd=VVZQNjBOT3h4Rk85Z0tPek96TUx0Zz09>

Meeting ID: 971 0781 3447
Passcode: 2uKWvcj+
One tap mobile
+13462487799,,97107813447#,,,,,0#,,57666030# US (Houston)
+16699009128,,97107813447#,,,,,0#,,57666030# US (San Jose)