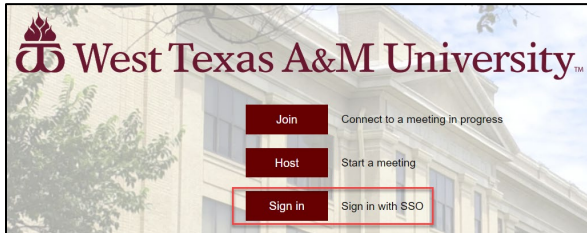
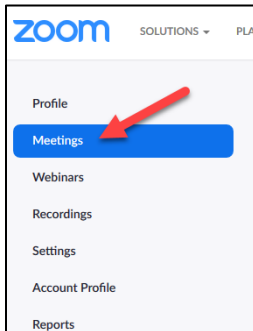


SCHEDULE A ZOOM MEETING IN THE WTAMU ZOOM WEBSITE

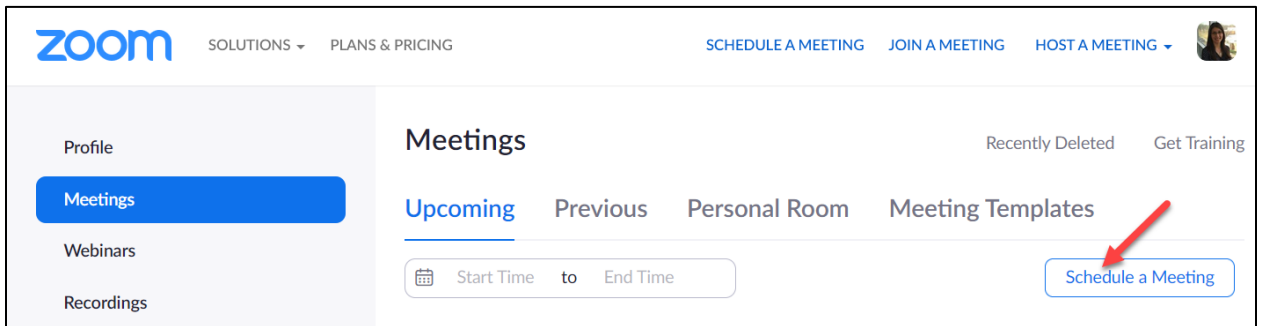
1. Sign in at <https://wtamu.zoom.us> using your WT Single Sign On credentials.



2. Select **Meetings** from the menu.

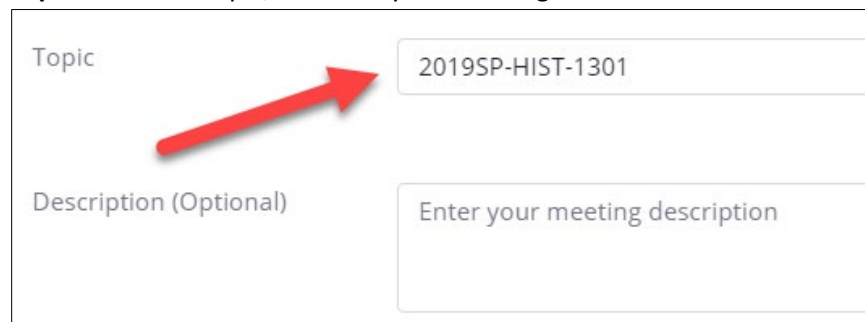


3. Click **Schedule a New Meeting** in the upper right corner of the page.

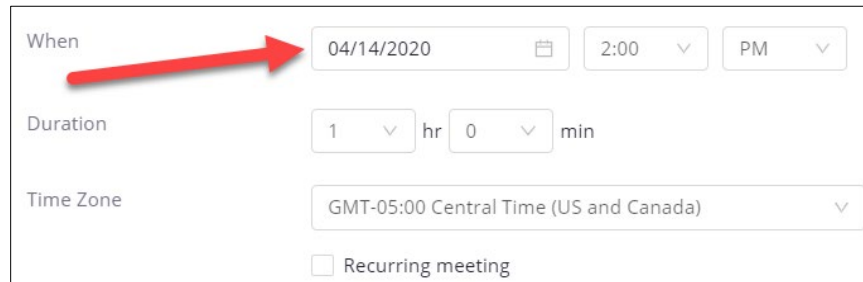


4. Select the recommended settings for the meeting:

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

A screenshot of the Zoom meeting settings form. The form has two main sections: 'Topic' and 'Description (Optional)'. The 'Topic' section has a text input field containing '2019SP-HIST-1301'. A red arrow points to this input field. The 'Description (Optional)' section has a text input field with the placeholder text 'Enter your meeting description'.

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



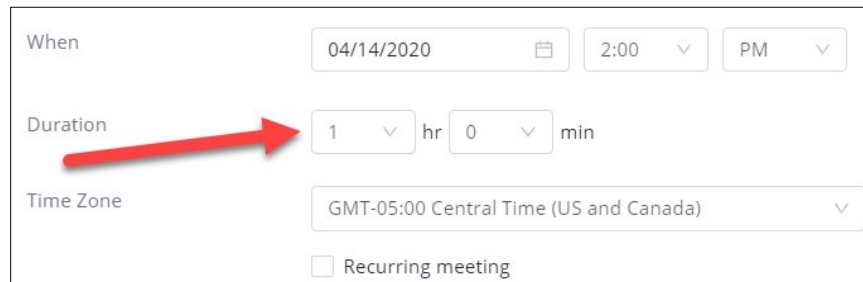
When: 04/14/2020 2:00 PM

Duration: 1 hr 0 min

Time Zone: GMT-05:00 Central Time (US and Canada)

Recurring meeting

- **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.



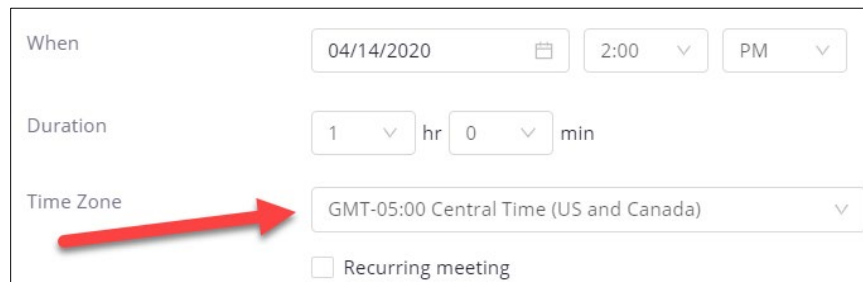
When: 04/14/2020 2:00 PM

Duration: 1 hr 0 min

Time Zone: GMT-05:00 Central Time (US and Canada)

Recurring meeting

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




When: 04/14/2020 2:00 PM

Duration: 1 hr 0 min

Time Zone: GMT-05:00 Central Time (US and Canada)

Recurring meeting

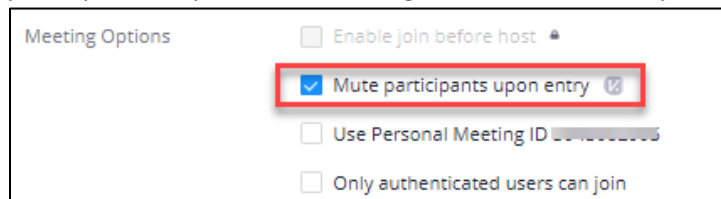
- **Video:** Select to leave the video **Off** for Host and Participant to start the meeting. You and your participants will still have the option to start video after entering the meeting.



Video Host on off

Participant on off

- **Meeting Options:** Select the option to **Mute participants upon entry**. Muting participants helps to reduce background noise that may occur upon entering.



Meeting Options

Enable join before host

Mute participants upon entry

Use Personal Meeting ID

Only authenticated users can join

- Leave the options for **“Only authenticated users can join”** and **“Use Personal Meeting ID”** unchecked. These may prevent students from accessing the meeting.

- **(Optional) Record the meeting automatically:** If you plan to record your meetings and 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](#)



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

5. Click **Save**.

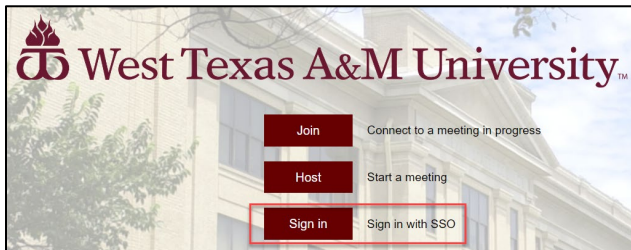
SCHEDULE OFFICE HOURS FOR ALL COURSES

When teaching more than one course, you can schedule a single Zoom meeting and make the information available to all students. The document below shows you how to schedule and easily manage your Office Hour Zoom meeting information across multiple courses.

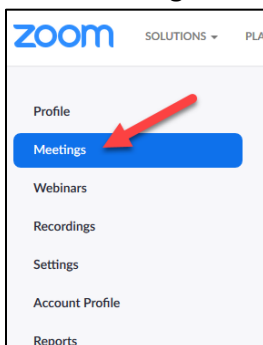
[Creating Zoom Office Hours for all Courses](#)

SCHEDULE A RECURRING MEETING

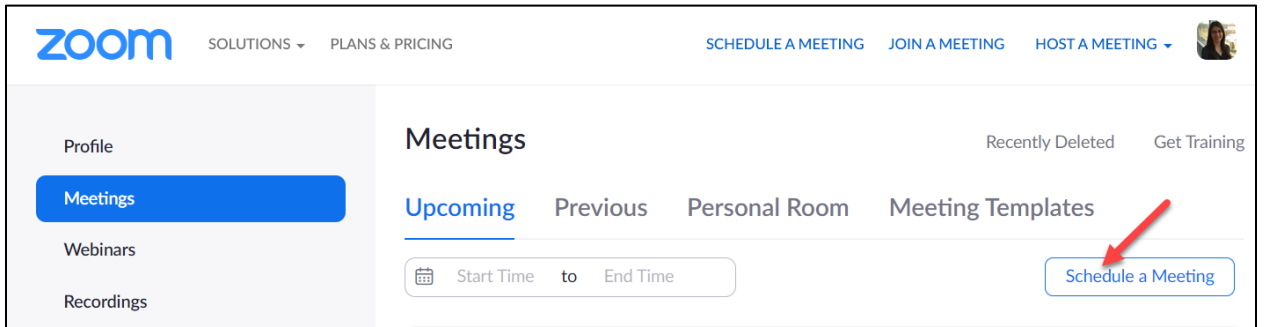
1. **Sign in** at <https://wtamu.zoom.us> using your WT Single Sign On credentials.



2. Select **Meetings** from the menu.



3. Click **Schedule a New Meeting** in the upper right corner of the page.



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

The screenshot shows the 'Topic' field of the Zoom meeting scheduling form. The text '2019SP-HIST-1301' is entered in the 'Topic' input box. A red arrow points to this input box. Below it is the 'Description (Optional)' field with the placeholder text 'Enter your meeting description'.

- o **When:** Select a date and time for your first meeting.

The screenshot shows the 'When' field of the Zoom meeting scheduling form. The date '04/14/2020' is selected, along with the time '2:00' and 'PM'. A red arrow points to the date input. Below this are the 'Duration' field (set to 1 hr and 0 min) and the 'Time Zone' dropdown menu (set to 'GMT-05:00 Central Time (US and Canada)'). There is also a checkbox for 'Recurring meeting' which is unchecked.

- o **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.*

The screenshot shows the 'Duration' field of the Zoom meeting scheduling form. The duration is set to '1' hour and '0' minutes. A red arrow points to the '1' in the hour field. The 'When' field above it shows the date '04/14/2020', time '2:00', and 'PM'. The 'Time Zone' dropdown menu is set to 'GMT-05:00 Central Time (US and Canada)'. There is also a checkbox for 'Recurring meeting' which is unchecked.

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

When: 04/14/2020 2:00 PM

Duration: 1 hr 0 min

Time Zone: GMT-05:00 Central Time (US and Canada)

Recurring meeting

- **Recurring meeting:** Select Recurring meeting, change Recurrence to **Weekly**, select the day(s) you meet and set the **End date** to the last day you will meet. It can recur up to 50 times. *If you need more than 50 recurrences, use the **No Fixed Time** option.*

Recurring meeting Every week on Mon,Wed, until Dec 03,2020, 30 occurrence(s)

Recurrence: Weekly

Repeat every: 1 week

Occurs on: Sun Mon Tue Wed Thu Fri Sat

End date: By 12/03/2020 After 7 occurrences

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

Video Host on off

Participant on off

- **Meeting Options:** Select the option to **Mute participants upon entry**. Muting participants helps to reduce background noise that may occur upon entering.

Meeting Options

Enable join before host

Mute participants upon entry

Use Personal Meeting ID

Only authenticated users can join

- Leave the options for **“Only authenticated users can join”** and **“Use Personal Meeting ID”** unchecked. These may prevent students from accessing the meeting.

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- If you plan to record your meetings and 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.

Record the meeting automatically On the local computer In the cloud

- If you plan to record your meetings and the recording is for staff and/or non-academic purposes, select the option to **Record the meeting automatically**, and then select the option to record **On the local computer**. please record to 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 an alternative host, edit your meeting at <http://wtamu.zoom.us>. For more information, see [Designating an Alternative Host in the WTAMU Zoom Website](#).

4. Click **Save**.