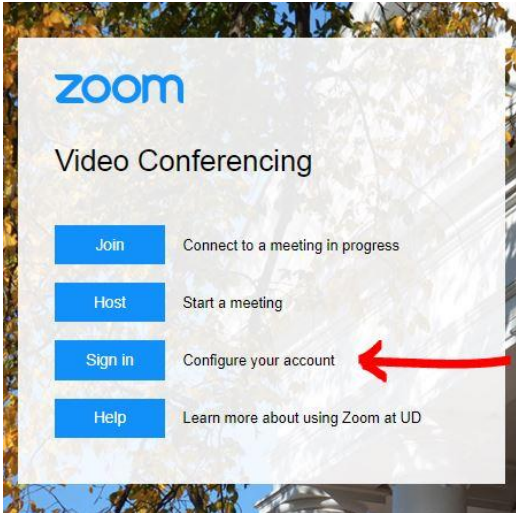


SETTING UP ZOOM RECURRING MEETINGS

Below you will find step by step instructions for setting up recurring meetings for synchronous streaming of your course content on Zoom.

Go to www.udel.edu/zoom and **Sign into Zoom** and click **Schedule a Meeting**.

The image shows the Zoom user interface after signing in. The top navigation bar includes the Zoom logo, links for "SOLUTIONS", "PLANS & PRICING", "CONTACT SALES", "SCHEDULE A MEETING" (circled in red), "JOIN A MEETING", "HOST A MEETING", a user profile picture, and "SIGN OUT". On the left sidebar, the "Meetings" option is highlighted. The main content area has tabs for "Upcoming Meetings", "Previous Meetings", and "Personal Meeting Room". Below the "Upcoming Meetings" tab, the "Schedule a New Meeting" button is circled in red. A table lists upcoming meetings with columns for "Start Time", "Topic", and "Meeting ID".

Start Time	Topic	Meeting ID	
Recurring	HIST 316 Fall 2019 Zoom Meeting	391-484-222	<button>Start</button> <button>Delete</button>
Tue, Mar 17 (Recurring) 05:00 PM	HIST493	667-691-515	<button>Start</button> <button>Delete</button>
Thu, Mar 19 (Recurring) 04:00 PM	hist test	195-096-230	<button>Start</button> <button>Help</button>

- Enter your course information in the Topic and a brief description (optional).
- Click on the calendar icon and choose the **FIRST** date of your scheduled class.
- Select your start time (this should be your normal class start time).
- Choose duration (ie. 50 min, 1 hr and 15 min, 3 hr - can go longer--you won't get cut off).
- Choose Weekly, Repeat Every 1 Week and , Check the days the course will meet.
- Choose **end date** and type the last day the class will meet (# of occurrences will automatically update). Last day of Spring 2020 classes is 5-18-2020.

zoom SOLUTIONS ▾ PLANS & PRICING SCHEDULE A MEETING JOIN A MEETING HOST A MEETING ▾  SIGN OUT

Profile

Meetings

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Knowledge Base

My Meetings > Schedule a Meeting

Schedule a Meeting

Topic HIST101 Hoseth Office Hours ✓

Description (Optional) Angie Hoseth Office Hours for Spring 2020 ✓

Use a template Select a template ▾

When 03/15/2020  1:00 ▾ PM ▾ ✓

Duration 1 ▾ hr 0 ▾ min ✓

Time Zone (GMT-4:00) Eastern Time (US and Canada) ▾

☒ Recurring meeting Every week on Mon, Wed, Fri, until May 18, 2020, 28 occurrence(s) ✓

Recurrence Weekly ✓

Repeat every 1 ▾ week ✓

Occurs on ☐ Sun ☒ Mon ☐ Tue ☒ Wed ☐ Thu ☒ Fri ☐ Sat ✓

End date ☒ By 05/18/2020  ☐ After 7 ▾ occurrences

 Help

- Video: **Host “on”** and **Participant “off”** (you should not allow participant video to show for class sizes larger than 15 or it will slow your feed down)
- Audio: **“Both”**
- Meeting Options: **“Mute participant upon entry”**

Video	Host	☒ on	☐ off
	Participant	☐ on	☒ off

Audio	☐ Telephone	☐ Computer Audio	☒ Both
	Dial from United States of America Edit		

Meeting Options	☐ Enable join before host
	☒ Mute participants upon entry 
	☐ Enable waiting room
	☐ Only authenticated users can join
	☐ Breakout Room pre-assign
	☐ Record the meeting automatically

New Info: There have been reports of random people using random numbers to gain entrance into zoom rooms across the globe. You may want to consider checking the **ONLY Authenticated Users Can Join box**. **This requires students to be logged in with their UD credentials to join the meeting.**

Click the blue **Save** button and you will see the Meeting ID and Invitation information for your newly scheduled course meeting.

Inviting Your Students

You can save the invitation to your Google, Outlook or Yahoo calendars (I always do this). You can **copy the invitation** and paste it in an announcement in Canvas and/or in an email using POBox.

PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING  SIGN OUT

Topic HIST101 Hoseth Office Hours  [Start this Meeting](#)

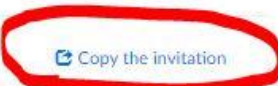
Description Angie Hoseth Office Hours for Spring 2020

Time Mar 16, 2020 01:00 PM Eastern Time (US and Canada)
Every week on Mon, Wed, Fri, until May 18, 2020, 28 occurrence(s) [Show all occurrences](#)

 Add to [Google Calendar](#) [Outlook Calendar \(.ics\)](#) [Yahoo Calendar](#)

Meeting ID 346-216-427

Meeting Password ☒ Require meeting password

 Invite Attendees Join URL: <https://udel.zoom.us/j/346216427>  [Copy the invitation](#)

Video Host On
Participant On

Audio Telephone and Computer Audio
Dial from United States of America

Meeting Options ☒ Enable join before host
☒ Mute participants upon entry 
☒ Enable waiting room
☒ Only authenticated users can join
☒ Record the meeting automatically

[Delete this Meeting](#) [Save as a Meeting Template](#)  [Edit this Meeting](#)  [Start this Meeting](#)