



Scheduling/Sharing Meetings

- [Scheduling a Meeting: Desktop](#)
- [Scheduling a Meeting: Web](#)
- [Scheduling a Meeting: Via Outlook](#)
- [ODU ITS Zoom Meeting Security \(ITS Page\)](#)
- [Obtaining Meeting URL/Invitation](#)
- [Sharing Meeting URL/Invitation](#)

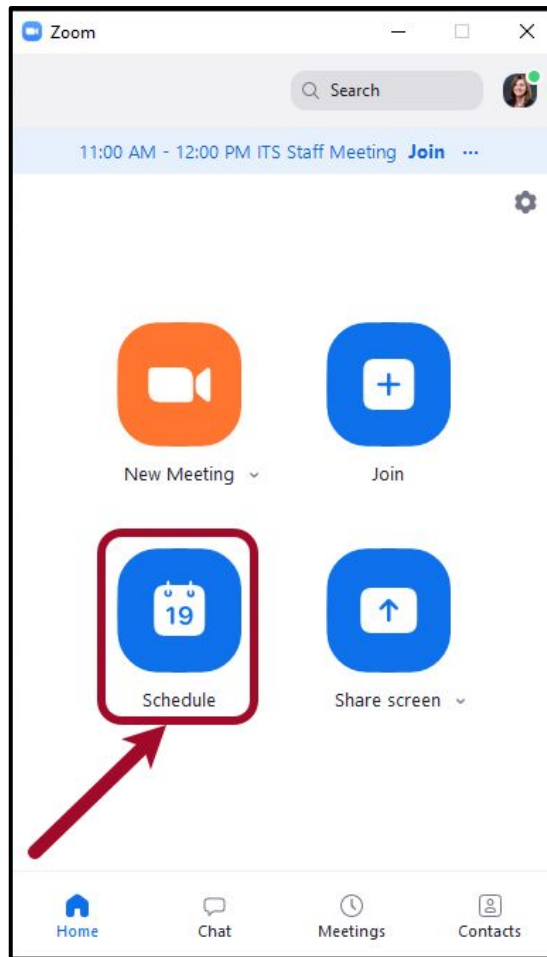


The Home icon will bring you to the Full Zoom Slide Deck.



Scheduling a Meeting: Desktop

Return to Scheduling/Sharing
Meetings Topic





Desktop Schedule a Meeting Page

Return to Scheduling/Sharing
Meetings Topic

Schedule meeting

Schedule Meeting

Topic

Kristin White's Zoom Meeting

Start: Mon August 31, 2020 11:00 AM

Duration: 1 hour 0 minute

Recurring meeting Time Zone: Eastern Time (US and Canada)

Meeting ID

Generate Automatically Personal Meeting ID

Security

Passcode 734850 Waiting Room

Video

Host: On Off Participants: On Off

Audio

Telephone Computer Audio Telephone and Computer Audio

Dial in from United States [Edit](#)

Calendar

Outlook Google Calendar Other Calendars

Advanced Options

[Save](#) [Cancel](#)





Scheduling a Meeting: Web

Return to Scheduling/Sharing Meetings Topic

REQUEST A DEMO 1.888.799.0125 RESOURCES SUPPORT

zoom SOLUTIONS PLANS & PRICING CONTACT SALES **SCHEDULE A MEETING** JOIN A MEETING HOST A MEETING

Profile

Meetings

Webinars

Personal Audio Conference

Recordings

Settings


Account Profile

Reports

Attend Live Training

Video Tutorials

Knowledge Base

 **Kristin White** [Edit](#)

Account No. **1000**

[Change](#) [Delete](#)


Personal Meeting ID ***** ** *109** [Show](#) [Edit](#)

https://odu.zoom.us/j/*****109 [Show](#)

✔ Use this ID for instant meetings

Personal Link https://odu.zoom.us/my/***** [Show](#) [Customize](#)

Sign-In Email **krw***@odu.edu** [Show](#)

Linked accounts: 

User Type **Licensed** [?](#)

Capacity **Meeting** **300** [?](#)

Language **English** [Edit](#)

Date and Time **Time Zone** **(GMT-4:00) Eastern Time (US and Canada)** [Edit](#)





Web Schedule a Meeting Page

Return to Scheduling/Sharing
Meetings Topic

zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING ▾

Profile

Meetings

Webinars

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Knowledge Base

My Meetings > Schedule a Meeting

Schedule a Meeting

Topic

Description (Optional)

When

Duration hr min

Time Zone

Recurring meeting

Registration Required

Meeting ID Generate Automatically Personal Meeting ID





Scheduling a Meeting: Via Outlook

Return to Scheduling/Sharing Meetings Topic

The screenshot shows the Outlook Appointment window for a meeting titled "Zoom Outlook Meeting". The ribbon includes tabs for File, Appointment, Scheduling Assistant, Insert, Format Text, Review, and Help. The Zoom add-in is visible in the ribbon, with a red box highlighting the "Add a Zoom Settings Meeting" button. A red arrow points from the bottom right towards the highlighted button. The meeting details are as follows:

Field	Value
Title	Zoom Outlook Meeting
Start time	Fri 8/13/2021 2:00 PM
End time	Fri 8/13/2021 2:30 PM
Location	

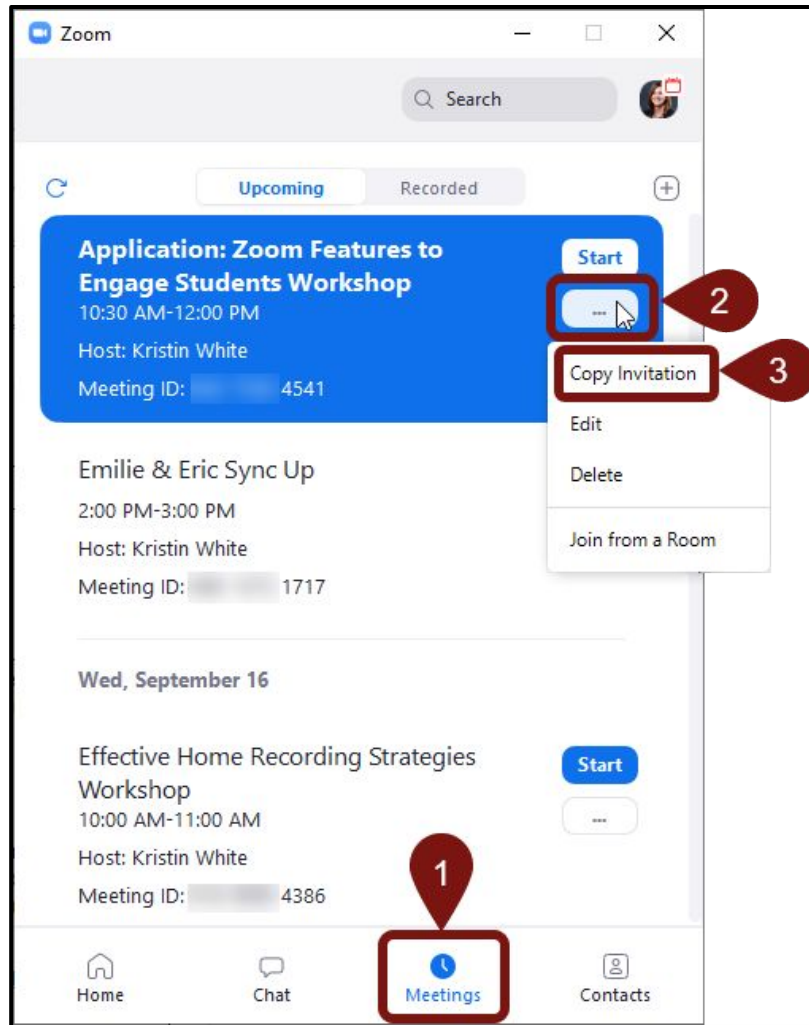
If you have [downloaded the Outlook add-in](#) (PC only), you can create a Zoom meeting directly in Outlook.



Obtaining Meeting Invitation Desktop

Return to Scheduling/Sharing Meetings Topic

1. From the "Meetings" tab of the Desktop Client, select the meeting you want the URL/Meeting Invite for
2. Select the "... " (more) button for more options
3. Select "Copy Invitation"
 - Full invitation copies from here, not just URL link





Obtaining Meeting URL/ Invitation Web - Part 1

Return to Scheduling/Sharing Meetings Topic

1. From the [ODU Zoom Website](#), select the "Meetings" tab
2. Select the meeting name to obtain the URL/meeting invite from the page that opens

The screenshot shows the Zoom web interface. The top navigation bar includes 'REQUEST A DEMO', '1.888.799.0125', 'RESOURCES', and 'SUPPORT'. Below this, the Zoom logo is followed by 'SOLUTIONS', 'PLANS & PRICING', and 'CONTACT SALES'. On the right, there are links for 'SCHEDULE A MEETING', 'JOIN A MEETING', and 'HOST A MEETING', along with a user profile icon.

The left sidebar contains a 'Profile' section with a red location pin icon labeled '1' above the 'Meetings' tab, which is highlighted in blue. Other tabs in the sidebar include 'Webinars', 'Personal Audio Conference', 'Recordings', 'Settings', 'Account Profile', and 'Reports'. At the bottom of the sidebar, there are links for 'Attend Live Training', 'Video Tutorials', and 'Knowledge Base'.

The main content area is titled 'Meetings' and has tabs for 'Upcoming', 'Previous', 'Personal Room', and 'Meeting Templates'. Below the tabs is a filter box with 'Start Time' and 'End Time' fields, and a 'Schedule a Meeting' button. The meeting list is organized by date:

- Tomorrow**
 - 11:00 AM - 12:00 PM** (Occurrence 4 of 7): **Test Meeting** (Meeting ID: 973 7164 6689) is highlighted with a red box and a red location pin icon labeled '2'. It has 'Start' and 'Edit' buttons.
 - 02:00 PM - 02:00 PM** (Occurrence 3 of 45): **CLT KRWHITE** (Meeting ID: 929 6066 7524)
- Mon, Sep 7**
 - 02:00 PM - 02:00 PM** (Occurrence 4 of 45): **CLT KRWHITE** (Meeting ID: 929 6066 7524)
- Wed, Sep 9**
 - 10:30 AM - 12:00 PM**: **Application: Zoom Features to Engage Student...** (Meeting ID: 940 7590 4541)

A blue chat icon is visible in the bottom right corner of the interface.



Obtaining Meeting URL/ Invitation

Web - Part 2

Return to Scheduling/Sharing Meetings Topic

- Copy either URL or select "Copy Invitation" on the right

REQUEST A DEMO 1.888.799.0125 RESOURCES SUPPORT

SOLUTIONS PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING

zoom My Meetings > Manage "Test Meeting" Start this Meeting

Meetings

Webinars

Personal Audio Conference

Recordings

Settings

Account Profile

Reports

Attend Live Training

Video Tutorials

Knowledge Base

Topic Test Meeting

Time Sep 4, 2020 11:00 AM Eastern Time (US and Canada)

Every month on the 4 of the month, until Dec 4, 2020, 4 occurrence(s) Show all occurrences

Add to Google Calendar Outlook Calendar (.ics) Yahoo Calendar

Meeting ID 973 7164 6689

Security Passcode ***** Show Waiting Room

Invite Link <https://odu.zoom.us/j/973...> Copy Invitation

Video Host On

Participant Off

Audio Telephone and Computer Audio

Dial from United States of America

Meeting Options Enable join before host



Ways to Share Meeting URL/Invitation in Blackboard



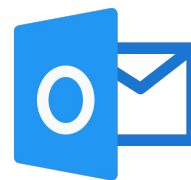
(only required if not using Course Collaboration Tool (CCT))

Sharing Meeting URL/ Invitation Blackboard

- Create a Web Link
 - [From Navigation Pane/Course Menu](#): Select "+" icon, select "Web Link," enter name, past URL, select "Available to Users," select "Submit"
 - [From a Content Page, Learning Module, Lesson Plan, or Folder](#): Hover/Select "Build Content," select "Web Link," enter name, paste URL, select "Submit"
- [Create an Announcement](#)
 - [Use descriptive text links](#) not the URL (508 compliance)
 - Example:
[CLT 101 Office Hours Meeting Space](#)
Not
<https://odu.zoom.us/j/99371362478?pwd=NksrRStwNk1GNnZXSUUrSHFIQXFjdz09>

Return to Scheduling/Sharing Meetings Topic

Blackboard



Ways to Share Using Email Application

- Compose email and create descriptive text for meeting link (508 compliance)
 - Example:

If you have any questions pertaining to the content this week, join the [CLT 101 Office Hours Meeting Space](#) on Tuesday or Thursday from 2:00-3:00pm.

Not

<https://odu.zoom.us/j/99371362478?pwd=NksrRStwNk1GNnZXSUUrSHFIOXFjdzo9>

- Calendar Invite from Email Application
 - Paste Meeting Invitation
 - Create descriptive text link for meeting link (see above)

