Zoom -- Scheduling

Managing Privacy, Security, and Users
Be sure to review Managing Users, Privacy, and Security Measures at the link below.

- Zoom -- Managing Users, Privacy, and Security Measures

Video Instructions

- https://support.zoom.us/hc/en-us/articles/201362413-Scheduling-meetings

Written Instructions

1. Visit https://drexel.zoom.us
2. Click "Sign in Standard."
3. Login with your Drexel login. Click link below for additional details, or if run into issues.

Click link above to collapse this area.
a. Use your DrexelOne userid@drexel.edu and DrexelOne password unless you are Emeritus Faculty. The user ID is usually in abc123 format.
   i. Emeritus Faculty Only: You may need to use your Drexel email address that contains your first name, (usually) middle initial, and last name followed by @drexel.edu. (Example: michael.j.galloway@drexel.edu)
   b. If the Zoom app opens instead and asks you to login:
      i. Click “SSO” (single-sign on).
      ii. Use “drexel.zoom.us” as the “company domain” in the prompt, and click “Continue.”

   iii. Click “Open link” or similar to use “zoom.us” to open the link/application.
   iv. Click “Schedule” to schedule meetings. The https://drexel.zoom.us website offers more options for scheduling than the app.
Click “Meetings” in left navigation panel.
5. Click “Schedule a New Meeting.”
6. Fill in the form.

Click link above to collapse this area.

a. The instructions below are more geared towards those using the website to schedule a Zoom meeting.
   b. For “Topic,” give meeting name or host’s name, meeting date, start time through end time, time zone, building name, room number. Keep it short as possible.
      i. An Example: OLC ETC Mtg, Fri, 9/28/18, 3-4pm Eastern, Rush 137
   c. In “When”, put in day of meeting and start time.
      i. REMEMBER to select AM or PM.
   d. Enter “Duration.”
   e. Select “Time Zone.” Usually Eastern or GMT -4 Eastern.
   f. If you want a “Recurring meetings,” check box for that.
      i. Then specify how often the meeting will reoccur.
      ii. If you have a meeting that changes day/date/time:
         1. Under “Recurrence,” select “No Fixed Time.”
   g. Leave Video “off” for both “Host” and “Participant.”
      i. They can turn it on themselves if they wish once they join the meeting.
   h. For “Audio” choose “Both.”
      i. So you can choose telephone or computer audio.
      ii. Helps with audio problems in particular.
   i. Under “Meeting Options,” check “Enable join before host.
   j. If you wish to record the meeting automatically:
      i. Check “Record the meeting automatically” “AND” choose “Record to the Cloud.”
   k. Do not check anything else.
      i. Click “Save.”

7. If you wish to have people register for a Meeting, see link below.
   a. This is a good idea if you have large meetings, or if you are publicly posting the Zoom link.
   b. Zoom -- Using Registration for Public Zoom Meetings
   c. If you are, also see:
   d. Zoom -- Tips for Virtual Walk-In Meetings or if Zoom Link on Public Website
8. Scroll down to “Copy the invitation,” and click that link.
9. Copy/paste and share that information with others via an Outlook email.
   a. Here is a sample invitation (not a real Zoom meeting).
Scheduling Large Meetings or Publicly Posted Meetings

If you are scheduling a large meeting, or a meeting with the Zoom Meeting link publicly posted, be sure to **ALSO** review the following, in addition to instructions below.

- Zoom -- Using Registration for Public Zoom Meetings
- Zoom -- Tips for Virtual Walk-In Meetings or if Zoom Link on Public Website

Schedule a Zoom Meeting for Someone Else

- Zoom -- Scheduling for Someone Else -- Delegated Access

Telephone-Only Conference Call

- Schedule a Zoom meeting.
- As shown above.
- But only share 1 or 2 of the Zoom meeting phone numbers, plus the Meeting ID.

Phone number & meeting ID are in the email or calendar invite.

International calls will cost money. International participants should attend by computer only to avoid charges.

Deleted a Meeting and Need to Recover?

- See Zoom -- Recover Deleted Meeting or Recording
NEED MORE HELP? Contact ihelp@drexel.edu or the CCI Commons HelpDesk at 215-895-2480.

*Additional Assistance is ONLY for Drexel University - College of Computing & Informatics (CCI) instructors, faculty, professional staff, and students.*

Anyone else should contact technical support for their own college, department, university, organization, or business.