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.
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 for 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.
4. Click “Meetings” in left navigation panel.
5. Click “Schedule a New Meeting.”
6. Fill in the form.

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

Click link above to collapse this area.

NEED MORE HELP? Contact help@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.

Table of Contents for Sharing Links to Specific Sections Above

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- Telephone-Only Conference Call
- Deleted a Meeting and Need to Recover?
- MORE HELP?
  - *Additional Assistance is ONLY for Drexel University - College of Computing & Informatics (CCI) instructors, faculty, professional staff, and students.*