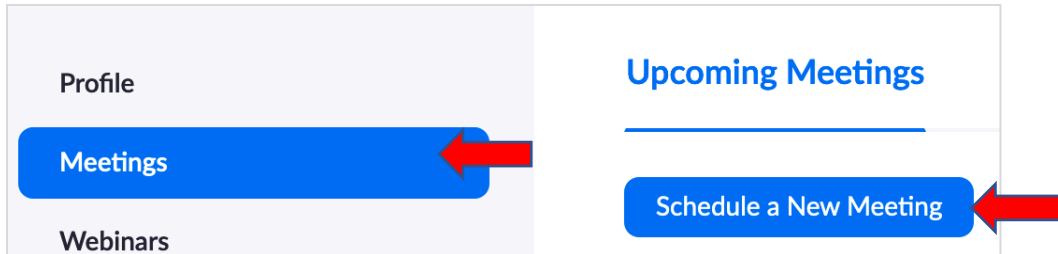




Scheduling / Creating a Zoom Meeting - Web Portal

- To create a Zoom meeting click Meetings and then Schedule a New Meeting



- These are the default settings from Zoom. Make the following changes:
 - Enter the topic or title of your meeting
 - Enter the date and start time
 - Enter the duration (Round up if you are not sure)
 - Zoom defaults to Pacific Time. Change it to Eastern Time.
 - Check the Registration Required box if:
 - You are going to use Breakout Rooms
 - You are going to use Polling
 - You wish to get a report of who attended your meeting

The screenshot shows the Zoom meeting scheduling form with the following fields and annotations:

- Topic:** A text input field containing "My Meeting" with a red arrow and the number "1" pointing to it.
- Description (Optional):** A text area with the placeholder "Enter your meeting description".
- When:** A section containing a date field with "05/13/2020", a time field with "1:00", and a time zone dropdown with "PM". A red arrow and the number "2" point to the time and time zone fields.
- Duration:** A section containing two dropdown menus for "1" hr and "0" min. A red arrow and the number "3" point to the minutes dropdown.
- Time Zone:** A dropdown menu showing "(GMT-7:00) Pacific Time (US and Canada)". A red arrow and the number "4" point to the dropdown.
- Registration:** A section with a checkbox labeled "Required". A red arrow and the number "5" point to the checkbox.



- If you will be using Breakout Rooms and wish to pre-assign them, check this box. See the Pre-Assigning Breakout Rooms section for more information
- **IMPORTANT** – Participants are assigned to rooms by email address. Be sure the address used has the WSU Access ID (*ab1234@wayne.edu*)
- Once you are done, click Save


Meeting Options

Enable join before host

Mute participants upon entry 12

Enable waiting room


Only authenticated users can join

Breakout Room pre-assign  **6**


Record the meeting automatically

Alternative Hosts

Example: mary@company.com, peter@school.edu

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- If you need to make any changes to your meeting, go to the Meetings page under Upcoming Meetings and click on the topic link

Start Time ⇅	Topic ⇅
Fri, May 15 12:00 PM 03:00 PM Eastern Time (US and Canada)	My Test Meeting 

- Once your changes have been made, click Save at the bottom of the page