Zoom: Create meetings

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Tags: Zoom

This article explains how to schedule a Zoom meeting and invite participants in Zoom web portal or app.

- To add a Zoom meeting to an Outlook event, see Zoom: Create meetings through Outlook.
- To schedule Zoom meetings for a Moodle course, use Moodle's Zoom activity [] instead.

Before you begin, you need:

• A Bryn Mawr Zoom account

Schedule a meeting

- 1. Log into your BMC Zoom account [] through the Zoom web portal [], the Zoom desktop app, or the Zoom mobile app.
- 2. Click Schedule.
- 3. Give the meeting a Topic. In the web portal, you can also select + Add Description.
- 4. Use When to set the meeting date and start time. Check Recurring meeting to set up a series of meetings that use the same link, ID, and passcode (if enabled). If you select this option, determine how often the meeting will repeat:
 - Recurrence: This can be set to Daily, Weekly, Monthly, or No Fixed Time (if it repeats without a set pattern).

Warning: If you set the meeting to reoccur at **No Fixed Time**, you will not be able to secure it with a registration link. Creating a meeting without a registration link is a security risk because it exposes you to "Zoom bombing" (see Zoom: Use registration to secure meetings). **As a result, we do not recommend having a meeting reoccur at No Fixed Time**.

- o Repeat every: determines how often the meeting reoccurs
- End Date: if you know the last date this series of meetings will be held.
- 5. List the people you want to be invited to the meeting in Attendees. You can search for users by their Bryn Mawr email.
- 6. Click Save to finish scheduling your meeting.

Customize meeting

Zoom provides further options for customizing your meeting. For these settings, we recommend using the default we've provided for all Bryn Mawr accounts, particularly those dealing with security. Nevertheless, you can change them if you have a compelling reason to do so.

View and manage meetings

Once you schedule a Zoom meeting, it will display on the **Meetings** page within your Zoom account. This includes meetings created through the Zoom activity in Moodle and the Zoom add-in for Microsoft Outlook.

To open your **Meetings** page, do the following

- 2. Click Meetings in the left sidebar (on the Zoom website) or top menu bar (within the app).

From there, click on any meeting to view its information. If you created the meeting, you will have the following options:

- Start the meeting.
- · Edit the meeting details and setting
- **Delete** the meeting. If this meeting is a series, you will have to clarify whether you wish to delete this one occurrence or all of them.

If you are on Zoom's website, you will see three additional options for meeting management:

- Personal Meeting Room: Zoom creates a personal meeting room that you can use for instant meetings. This page will let you control this room's settings
- Meeting Templates: You can save the settings for a meeting to use them as a templates for future
 ones. If you've created any templates, you'll find them here
- Polls/Quizzes: this will take you to the Surveys page, where you can create questionnaires to be used in future meetings.

Invite people to a scheduled meeting

To invite people to your meeting, send them the information they will need to join:

- 2. Click Meetings in the left sidebar (web portal) or top menu bar (apps).
- 3. Click on the meeting to which you want to invite people.
- 4. Click **Copy invitation** to copy the meeting link and information participants would need to dial in on a telephone.
- 5. Paste the invitation into an email and send it to the people you wish to invite.

Caution: Be careful with where you copy and paste meeting information. Anyone who has the link can join the meeting, so make sure you can trust who you're sending it to. In general, you should share the link to in settings with a small audience and where access is restricted. If you need to share in a large, unrestricted setting, use registration to secure the meeting.

Videos & reading on Zoom scheduling

Zoom: How to Schedule a Meeting
 Zoom: Scheduling a recurring meeting

Questions?

If you have any additional questions or problems, don't hesitate to reach out to the Help Desk!

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