

Schedule Meetings using ZOOM's web portal settings.

- To open your UMS Zoom account go to <https://maine.zoom.us/profile>
 - Provide your university email address and password to verify your identity.
 - Navigate your way to **"Meetings,"** then go to **"Schedule a Meeting."**
 - You can schedule all your Zoom meetings and classes on this page.

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My Meetings > Schedule a Meeting

Schedule a Meeting

Topic: My Meeting

Description (Optional): Enter your meeting description

When: 10/19/2020 10:00 AM

Duration: 1 hr 0 min

Time Zone: (GMT-4:00) Eastern Time (US and Canada)

☐ Recurring meeting

Registration: ☐ Required

1 Meeting ID: ☐ Generate Automatically ☒ Personal Meeting ID

2 Security: ☐ Passcode ☐ Waiting Room

After scheduling this meeting, the settings you change here will apply to all scheduled meetings with the Personal Meeting ID. [Revert Settings](#)

1. Meeting ID setting

I recommend using your Personal Meeting ID when you are starting on Zoom!

1 Meeting ID ☐ Generate Automatically ☒ Personal Meeting ID : [blurred]

Select your Personal meeting ID

Ignore the following notes if you are using your Personal Meeting ID.

When using "Generate Automatically" to create a Zoom Meeting ID.

- Zoom will generate an automatic meeting ID# for you.
- Make sure you note when you are scheduling an *auto-generated* meeting ID#(!)
- Be careful! Do not confuse auto-generated meeting ID#s with personal meeting ID#!

2. Security: Decide if you want to set a password for your meetings.

a. Look carefully at your "Security" section on the Schedule Meetings page.

- i. Leave the Passcode check box blank if you do not want to use a passcode.

Meeting ID ☐ Generate Automatically ☒ Personal Meeting ID [blurred]

Security ☐ Passcode ☐ Waiting Room

After scheduling this meeting, the settings you change here will apply to all scheduled meetings with the Personal Meeting ID. [Revert Settings](#)

b. If you are using a passcode, check the box.

- i. This action will trigger the passcode entry area to open.

Meeting ID ☐ Generate Automatically ☒ Personal Meeting ID [blurred]

Security ☒ Passcode ☐ Waiting Room

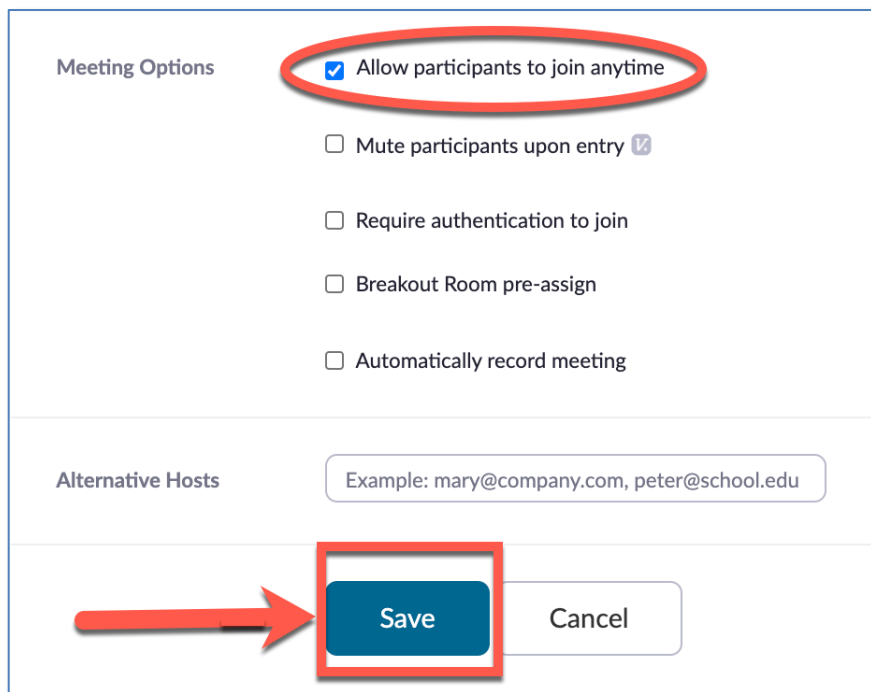
c. You can create your own (easy to remember) passcode.

Note: (If you want to use a Waiting Room, you can check the Waiting Room box located next to the passcode box.)

Meeting Options

While you are still on your schedule meeting page, check your meeting options!

- Many senior college class instructors are allowing their class participants to join the class a little early so that they can chat with each other.
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- To create this option, select "Allow participants to join anytime."
- Don't forget to click "Save" once you have set up your meeting!



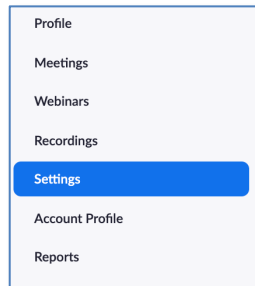
The screenshot shows a 'Meeting Options' form. The first section, 'Meeting Options', contains five checkboxes: 'Allow participants to join anytime' (checked and circled in red), 'Mute participants upon entry' (unchecked), 'Require authentication to join' (unchecked), 'Breakout Room pre-assign' (unchecked), and 'Automatically record meeting' (unchecked). The second section, 'Alternative Hosts', has a text input field with the placeholder text 'Example: mary@company.com, peter@school.edu'. At the bottom, there are two buttons: 'Save' (highlighted with a red box and a red arrow pointing to it) and 'Cancel'.

Pay careful attention to your Meeting Options!

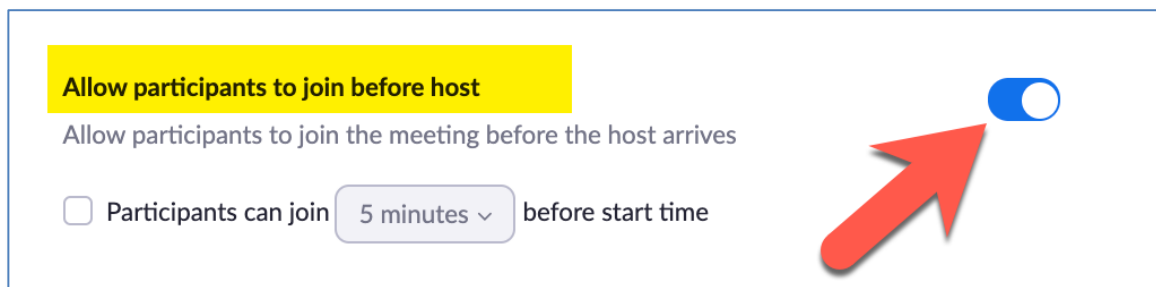
Alternative Hosts

When scheduling a meeting, the host can designate another maine.edu user to be the alternative host. The alternative host can start the session on the host's behalf. This user will receive an email notifying them that they are an alternative host; this will include a link to start the meeting.

Note – You are advised to periodically review your Zoom Settings and make sure your scheduled meeting options match up!



**Go to Settings in your navigation menu.
Scroll down the page to the “Schedule meeting” section.**

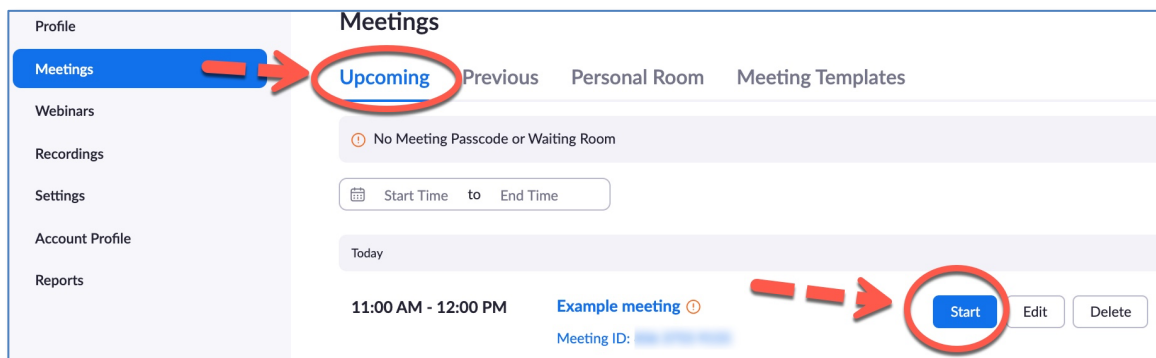


Locate “Allow participants to join before host and make sure this option is on (i.e. the button is blue!)

See starting your class from your Zoom account on the web portal on the next page.

Start your class from your Zoom account on the web portal

- Open your UMS Zoom account go to <https://maine.zoom.us/profile>
 - Provide your university email address and password to verify your identity.
 - Navigate your way to **Meetings** and select "**Upcoming**"
 - Click on the class or meeting to see the blue "Start" button.
 - Now, launch your class by clicking on the blue Start button!



Examples of Zoom Meeting Links

Example of a link that does not use a passcode:

<https://maine.zoom.us/j/89460017982>

Example of the same link employing a passcode:

<https://maine.zoom.us/j/89460017982?pwd=M1Z0aUU0SUFibHpFWGtjZCtWck5FZz09>

Zoom Discrepancy!

Some of you may notice that Zoom uses the term "Passcode" on the scheduling page, but when you copy your invitation, it switches to using the term "Password," They are both the same thing.

For information about the additional meeting settings, please go to the Zoom Help Center at <https://support.zoom.us/hc/en-us>