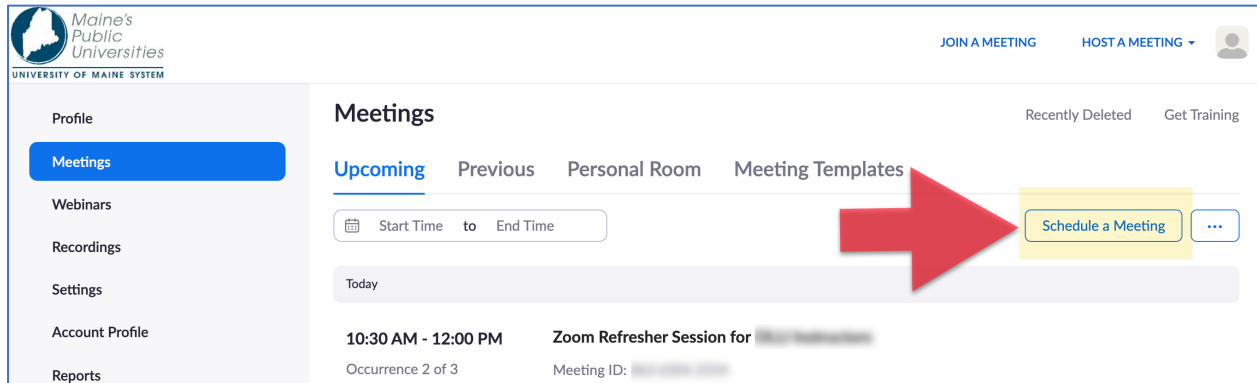


**Schedule Meetings using ZOOM's web portal settings.
Open your Zoom Portal and work through the directions below**

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**."



Meeting ID Settings

1. Give your meeting a title
2. Enter the date and time of your meeting
3. Use your Personal Meeting ID for one-off meetings.

A screenshot of the 'Schedule a Meeting' form in the Zoom web portal. The form includes the following fields:

- Topic:** A text box containing 'My Personal Meeting'.
- + Add Description:** A link to add a description.
- When:** Fields for date (01/06/2022), time (10:00), and AM/PM (AM).
- Duration:** Fields for hours (1) and minutes (0).
- Time Zone:** A dropdown menu showing '(GMT-5:00) Eastern Time (US and Canada)'.
- Recurring meeting:** An unchecked checkbox.
- Registration:** An unchecked checkbox labeled 'Required'.
- Meeting ID:** Two radio button options: 'Generate Automatically' (unchecked) and 'Personal Meeting ID' (checked). A red arrow points to the 'Personal Meeting ID' option.

Setting up recurring meetings for a class.

NOTE – This will give you a different Meeting ID number!

i.e. You will not use your Personal Meeting ID number.

- This gives you the option of setting up your multi-week class in Zoom.
- Click on the **Recurring** meeting button.
- You will see a new panel opens (highlighted in yellow below).
- Look carefully at the options!
- Adjust the settings for your class (e.g. select weekly instead of daily).
- Indicate the number of “occurrences.”

The screenshot shows the Zoom meeting setup interface. The 'Topic' field is 'My Class - (Recurring Meeting)'. The 'When' field shows '01/06/2022' at '10:00 AM'. The 'Duration' is '1 hr 0 min'. The 'Time Zone' is '(GMT-5:00) Eastern Time (US and Canada)'. A yellow highlighted panel contains the 'Recurring meeting' options. A red arrow points to the 'Recurring meeting' checkbox, which is checked. The text next to it says 'Every day, until Jan 12, 2022, 7 occurrence(s)'. Another red arrow points to the 'End date' section, which is set to 'By 01/12/2022'.

Topic: My Class - (Recurring Meeting)

+ Add Description

When: 01/06/2022 10:00 AM

Duration: 1 hr 0 min

Time Zone: (GMT-5:00) Eastern Time (US and Canada)

☒ Recurring meeting Every day, until Jan 12, 2022, 7 occurrence(s)

Recurrence: Daily

Repeat every: 1 day

End date: ☒ By 01/12/2022 ☐ After 7 occurrences

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

(Currently *passcodes are optional* – you do not have to use a password!)

Now go to the Security section

- Leave the Passcode check box blank if you do not want to use a passcode.
- If you *do want* to use a passcode click on the button.
- Note you can create your own custom passcode.
 - (If you want to use a Waiting Room you must select that option.)

The screenshot shows the 'Security' section of the Zoom meeting setup interface. The 'Registration' checkbox is unchecked. The 'Template' dropdown is set to 'Select a template'. The 'Security' section is highlighted in yellow. The 'Passcode' checkbox is checked, and the 'ClassTitle' button is visible. Below it, the text says 'Only users who have the invite link or passcode can join the meeting'. The 'Waiting Room' checkbox is unchecked, and the text below it says 'Only users admitted by the host can join the meeting'. The 'Require authentication to join' checkbox is also unchecked.

Registration: ☐ Required

Template: Select a template

Security: ☒ Passcode ClassTitle

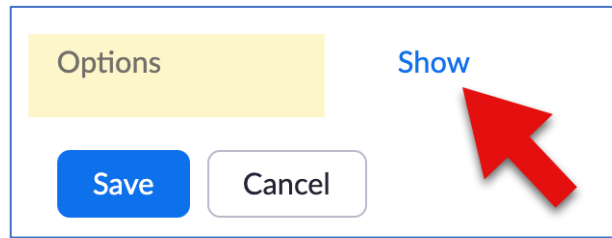
Only users who have the invite link or passcode can join the meeting

☐ Waiting Room

Only users admitted by the host can join the meeting

☐ Require authentication to join

Now scroll down to Options and click on "Show"

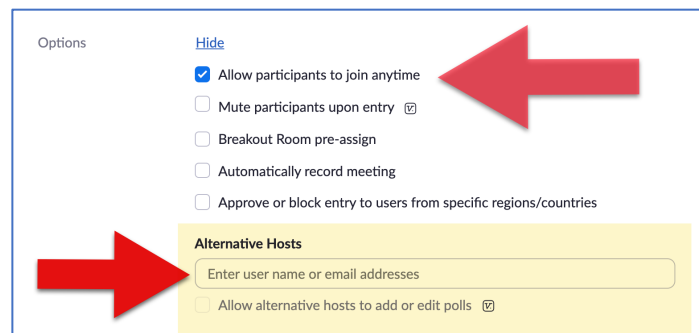


A screenshot of a web interface showing a yellow box labeled "Options" and a blue button labeled "Show". Below the "Options" box are two buttons: a blue "Save" button and a white "Cancel" button. A large red arrow points from the "Show" button towards the bottom right of the image.

Select: "Allow participants to join anytime."

Many senior college class instructors are allowing class participants to join the class a little early so that they can chat with each other.

- To create this option, select "Allow participants to join anytime."

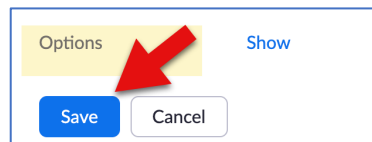


A screenshot of a web interface showing the "Options" section. The "Options" box is yellow. Below it are several checkboxes: "Allow participants to join anytime" (checked), "Mute participants upon entry" (unchecked), "Breakout Room pre-assign" (unchecked), "Automatically record meeting" (unchecked), and "Approve or block entry to users from specific regions/countries" (unchecked). Below these is a section titled "Alternative Hosts" with a text input field labeled "Enter user name or email addresses" and a checkbox labeled "Allow alternative hosts to add or edit polls" (unchecked). A large red arrow points from the "Show" button in the previous screenshot to the "Allow participants to join anytime" checkbox.

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.
- **OLLI Faculty**
 - OLLI instructors are encouraged to enter Rob's email as their Alternative Host

When everything is set up in Schedule Meetings remember to click on the Save button at the bottom of the page!



A screenshot of a web interface showing the "Options" section. The "Options" box is yellow. Below it are two buttons: a blue "Save" button and a white "Cancel" button. A large red arrow points from the "Show" button in the previous screenshot to the "Save" button.

- A new page will open.
- Review all the information for your meeting.

- Now click the “Copy invitation” button!

| | | | |
|-------------|--|-------------------------|-----------------|
| Topic | My Meeting | | |
| Time | Jan 6, 2022 10:00 AM Eastern Time (US and Canada) | | |
| Add to | Google Calendar | Outlook Calendar (.ics) | Yahoo Calendar |
| Meeting ID | [Redacted] | | |
| Security | × Passcode × Waiting Room × Require authentication to join | | |
| Invite Link | https://maine.zoom.us/[Redacted] | | Copy Invitation |

This will open the Copy Invitation Box
Click on the Copy Meeting Invitation button in this box.

Copy Meeting Invitation

Meeting Invitation

Hi there,

[Redacted] inviting you to a scheduled Zoom meeting.

Topic: My Meeting
Time: Jan 6, 2022 10:00 AM Eastern Time (US and Canada)

Join from PC, Mac, Linux, iOS or Android: https://maine.zoom.us/j/[Redacted]

Or Telephone:

US: +1 312 626 6799 or +1 646 876 9923 or +1 301 715 8592 or +1 253 215 8782 or +1 346 248 7799 or +1 408 638 0968 or +1 669 900 6833

Meeting ID: [Redacted]

From a Polycom or other H.323 room system that is not a member of a video conference, click call on the remote and dial one of the following IP addresses followed by # the meeting ID and # again:
162.255.36.11 (US East)

Copy Meeting Invitation
 Cancel

Now open your maine.edu email account and paste in the invitation.

- You can edit the message and make it more personal.
- Remove anything that is distracting.
- Warn people that using the phone numbers may incur charges.

Example of an edited invitation in your email account

Instructor name is inviting you to a scheduled Zoom meeting.

Topic: The History of Tadpoles
Thursday, Jan 6, 2022 10:30 AM – 12:00 PM
Friday, Jan 7, 2022 10:30 AM – 12:00 PM

Link:

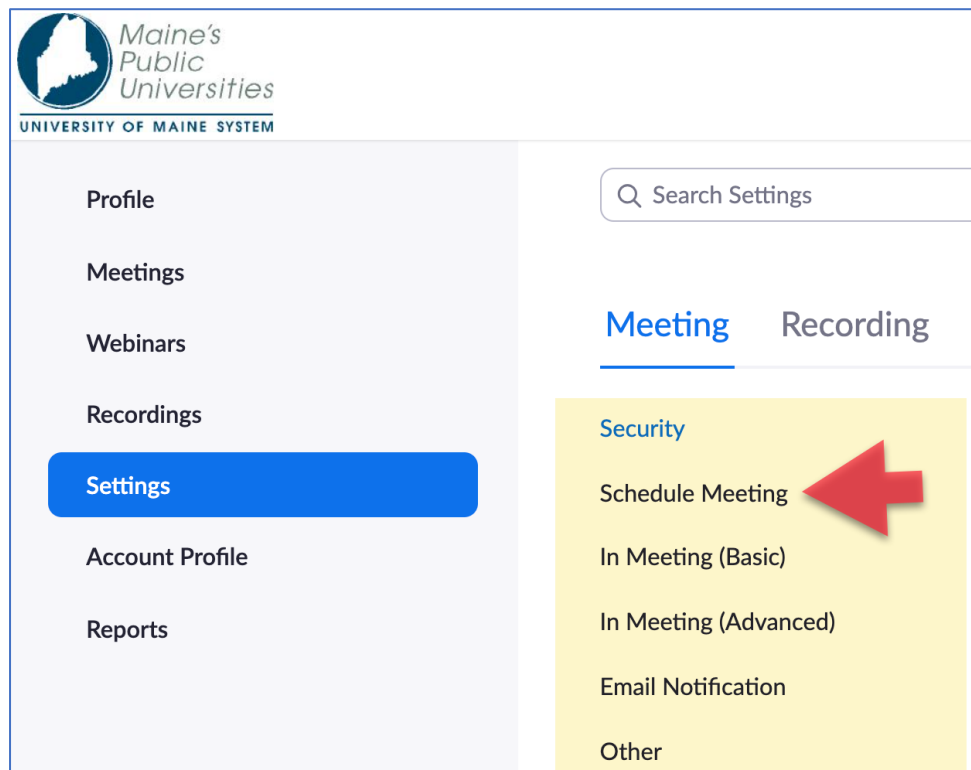
<https://maine.zoom.us/j/XXXXXXXXXXXXXXXXXXXX>

Password: **Tadpoles**

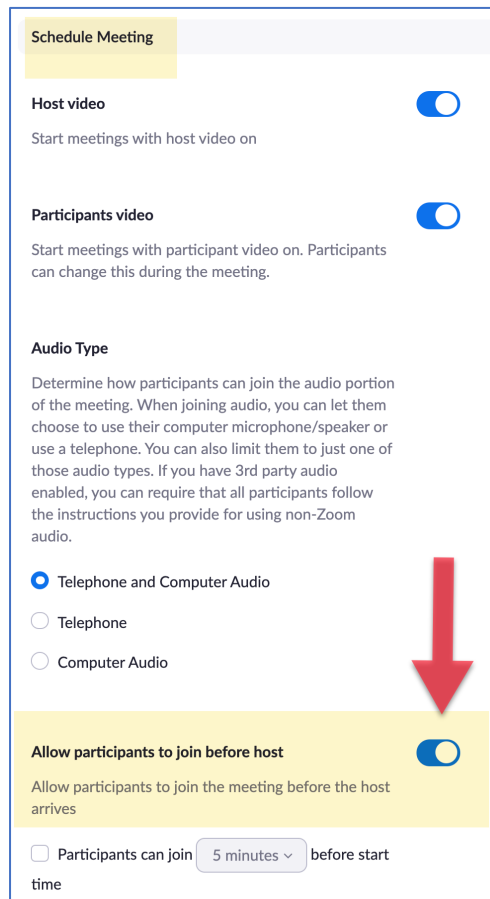
Meeting ID XXX XXXX XXXX

Tip

- Periodically review your Zoom Settings in the web portal to make sure your scheduled meeting options match up!
- Go to Settings and then look in the list of options on the right (indicated in yellow below).
- Select **Schedule Meetings**.



Scroll down the list of options and make sure “Allow participants to join before host” is switched on.



Schedule Meeting

Host video ☒
Start meetings with host video on

Participants video ☒
Start meetings with participant video on. Participants can change this during the meeting.

Audio Type
Determine how participants can join the audio portion of the meeting. When joining audio, you can let them choose to use their computer microphone/speaker or use a telephone. You can also limit them to just one of those audio types. If you have 3rd party audio enabled, you can require that all participants follow the instructions you provide for using non-Zoom audio.

☒ Telephone and Computer Audio
☐ Telephone
☐ Computer Audio

Allow participants to join before host ☒
Allow participants to join the meeting before the host arrives

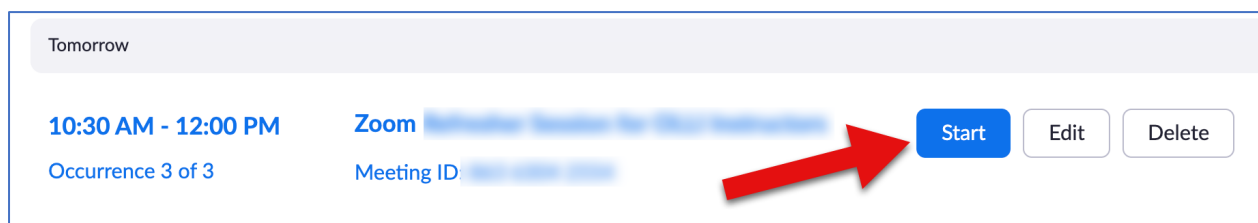
☐ Participants can join before start time

When it is time to start your meeting or class

- Go back into your web port (UMS Zoom account go to <https://maine.zoom.us/profile>)

Go to Meetings

- Look under Upcoming Meetings
- You will see your class listed.
- Click on “Start” to launch the meeting



Tomorrow

10:30 AM - 12:00 PM Zoom
Occurrence 3 of 3 Meeting ID: 919 888 888

Start

Note, you can also edit your meeting or delete it.