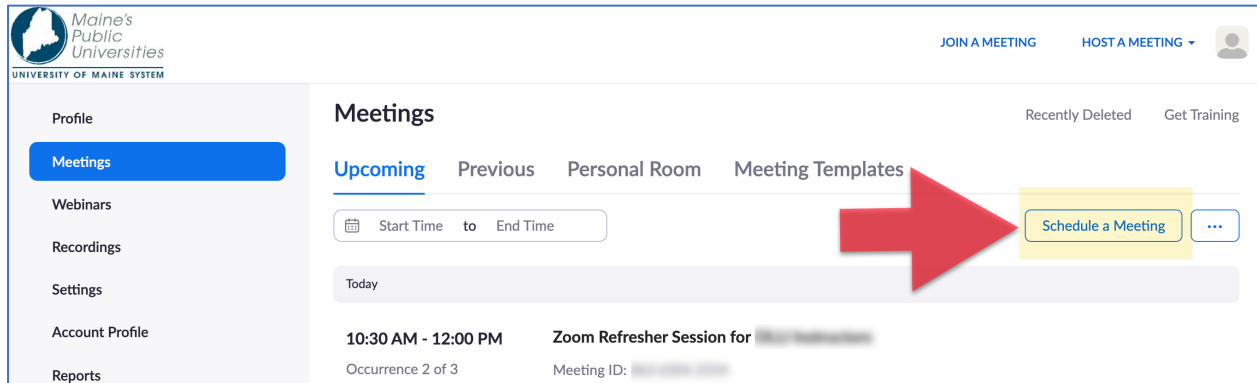**Schedule Meetings using ZOOM's web portal settings.**
Open your Zoom Portal and work through the directions below

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.

Setting up recurring meetings for a class.
NOTE – This will give you <u>a different Meeting ID number!</u>
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."

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.)

Now scroll down to Options and click on "Show"
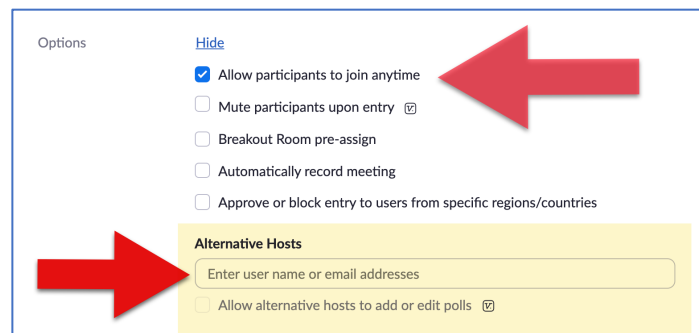
Select: "Allow participants to join anytime."
Many senior college class instructors are allowing class participants to join the class a little early so that they can chat with each other.

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

Alternative Hosts
- When scheduling a meeting, the host can designate another maine.edu user to be the alternative host. The alternative host can start t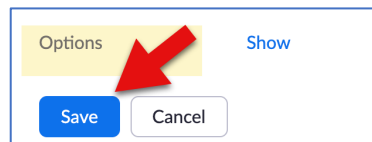he session on the host's behalf. This user will receive an email notifying them that they are an alternative host; this will include a link to start the meeting.
- **OLLI Faculty**
  - OLLI instructors are encouraged to enter Rob's email as their Alternative Host

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

- A 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	
Security	✕ Passcode ✕ Waiting Room ✕ Require authentication to join
Invite Link	https://maine.zoom.us/ ↗ 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,

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/

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:

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
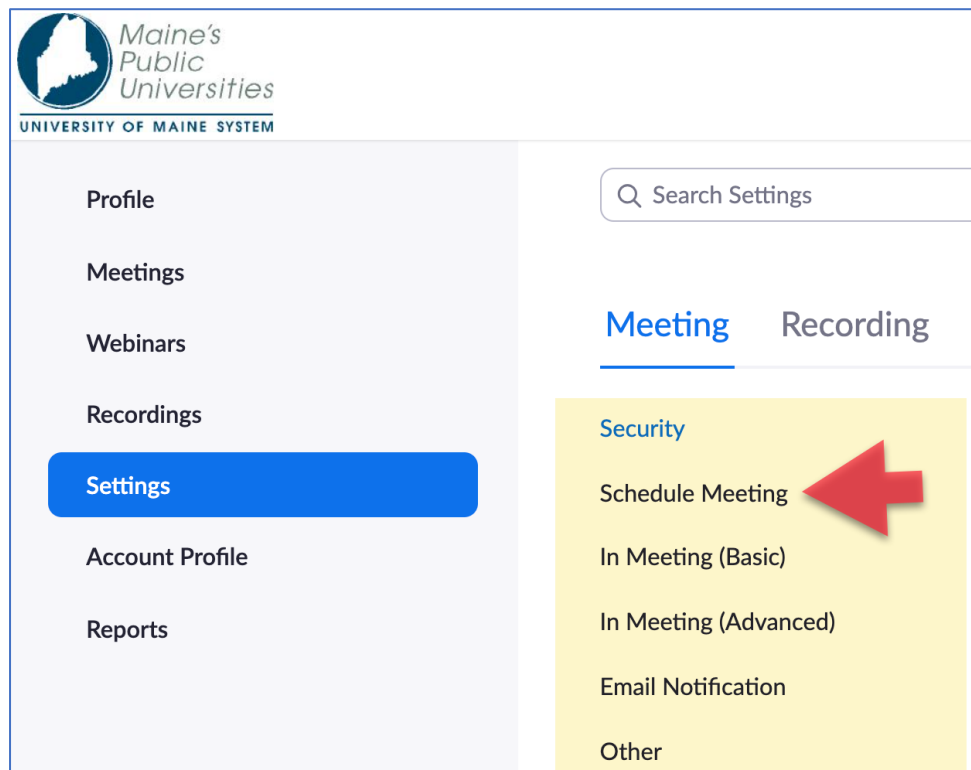**Friday, Jan 7, 2022 10:30 AM – 12:00 PM**

Link:
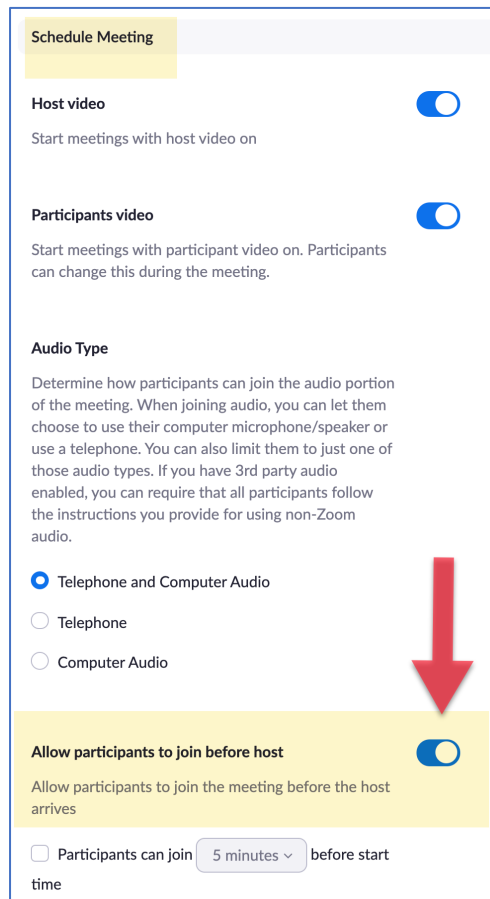https://maine.zoom.us/j/XXXXXXXXXXXXXXXXX
Password: **Tadpoles**

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.**

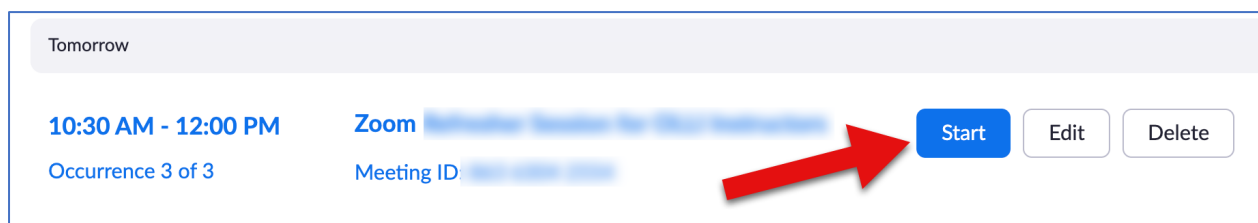Scroll down the list of options and make sure "Allow participants to join before host" is switched on.

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

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