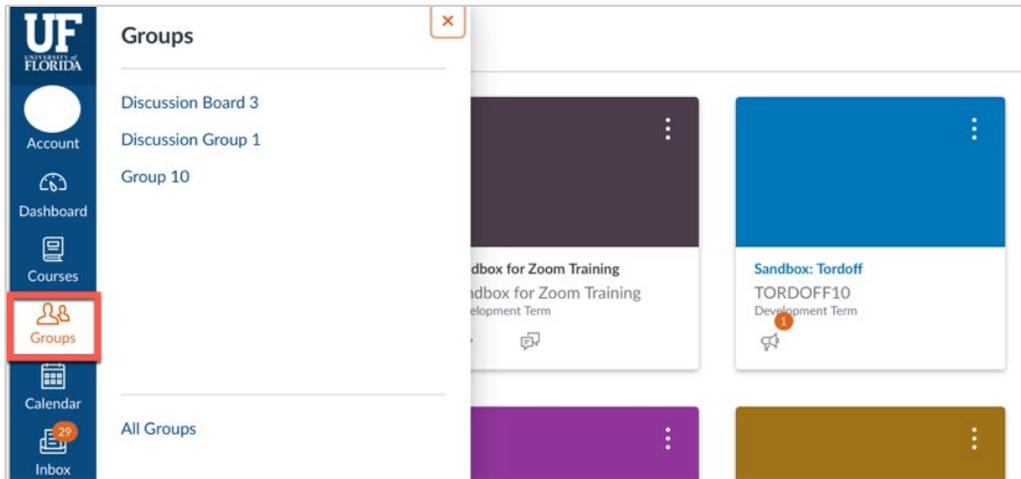


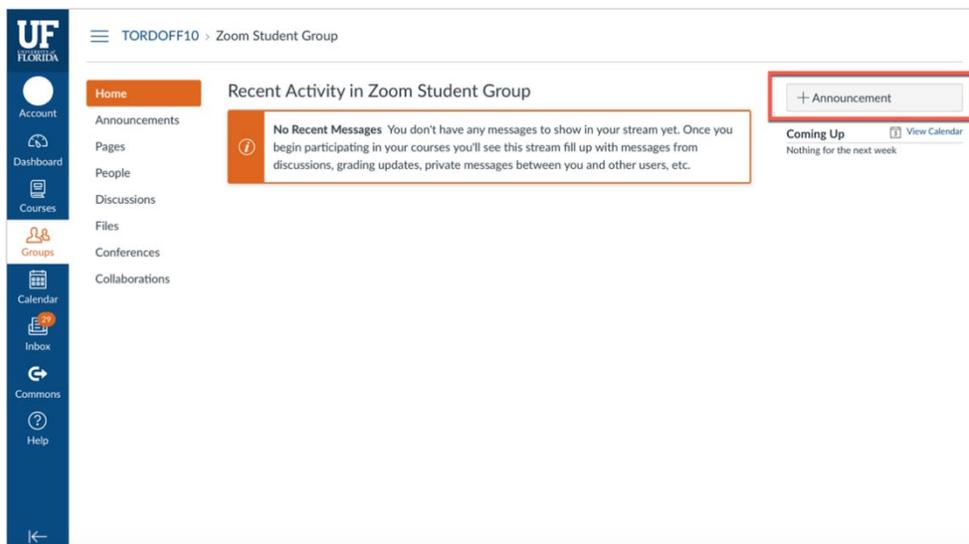
How Students Meet with Each Other via Zoom

For students in e-Learning groups, follow the instructions below.

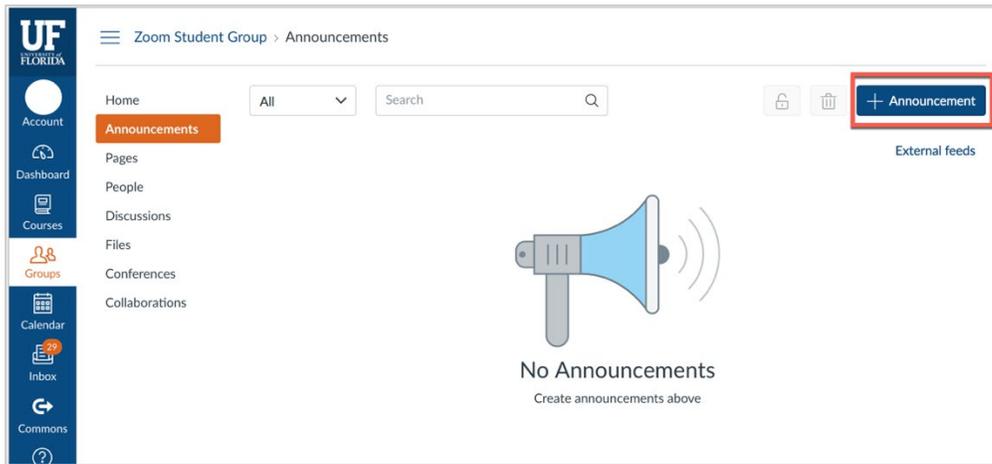
1. Students can use their class groups to meet with each other via Zoom. In order to do this, click **Groups** on the left navigation.



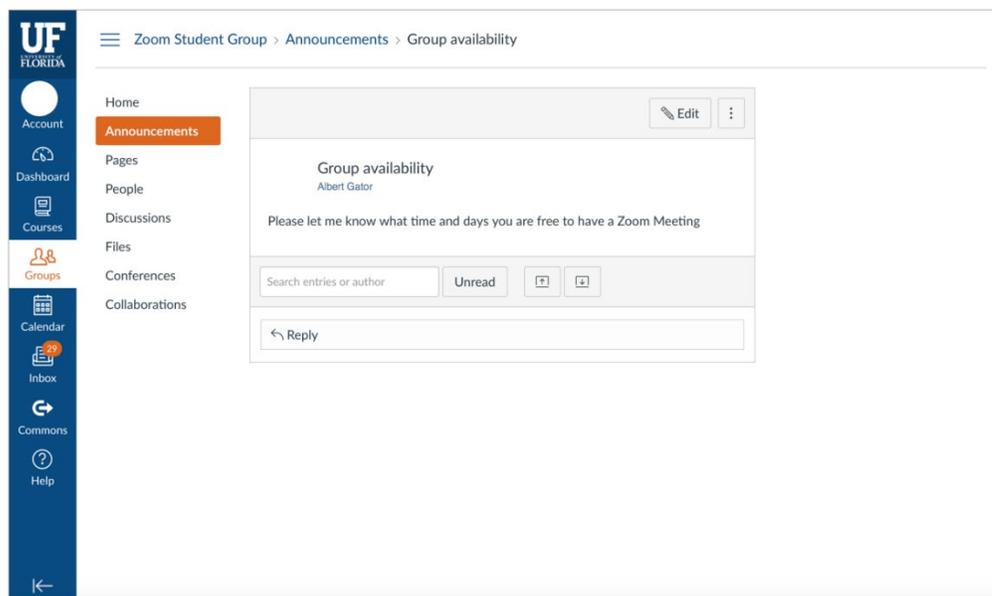
2. Select the desired group and once the window loads, click the **Announcement** tab on the group menu.



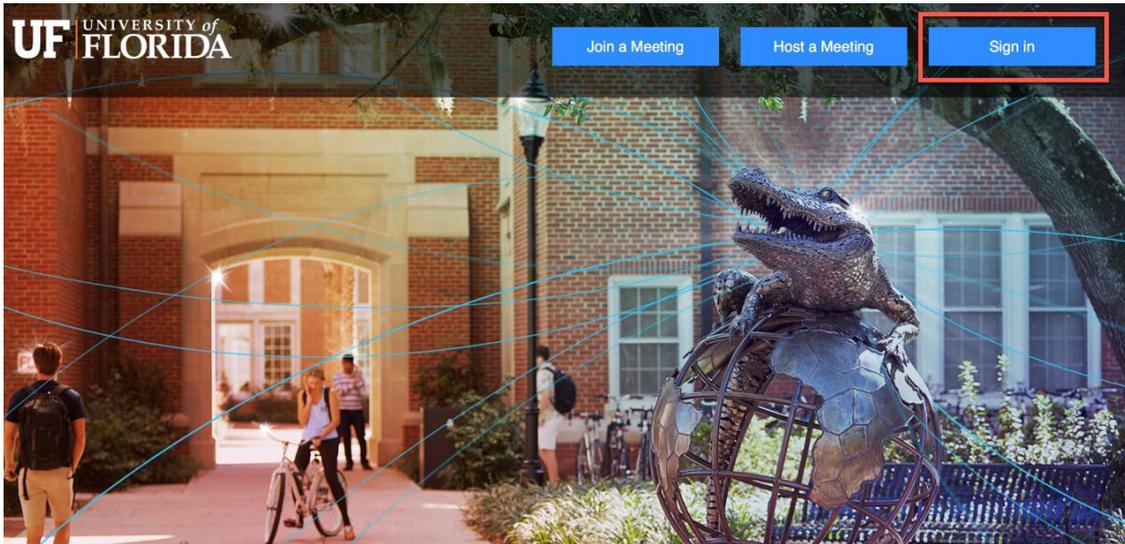
3. Press the **Announcement** radio button on the right-hand side.



4. Create an announcement requesting other group members for their availability for a meeting.



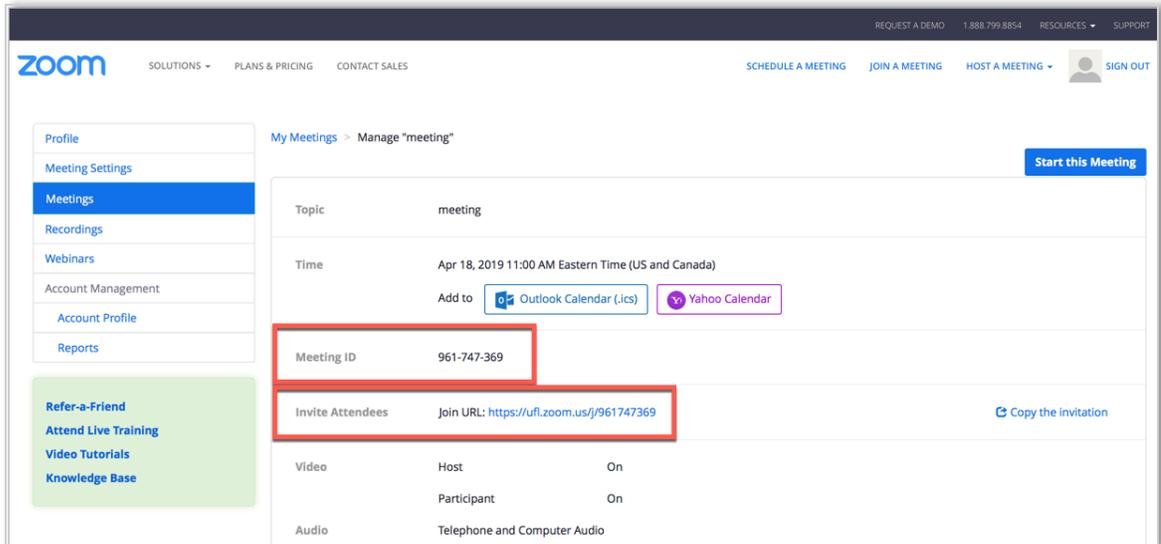
- Once other group members have responded and a meeting time has been set, go to <https://ufl.zoom.us/> and press the **Sign in** button.



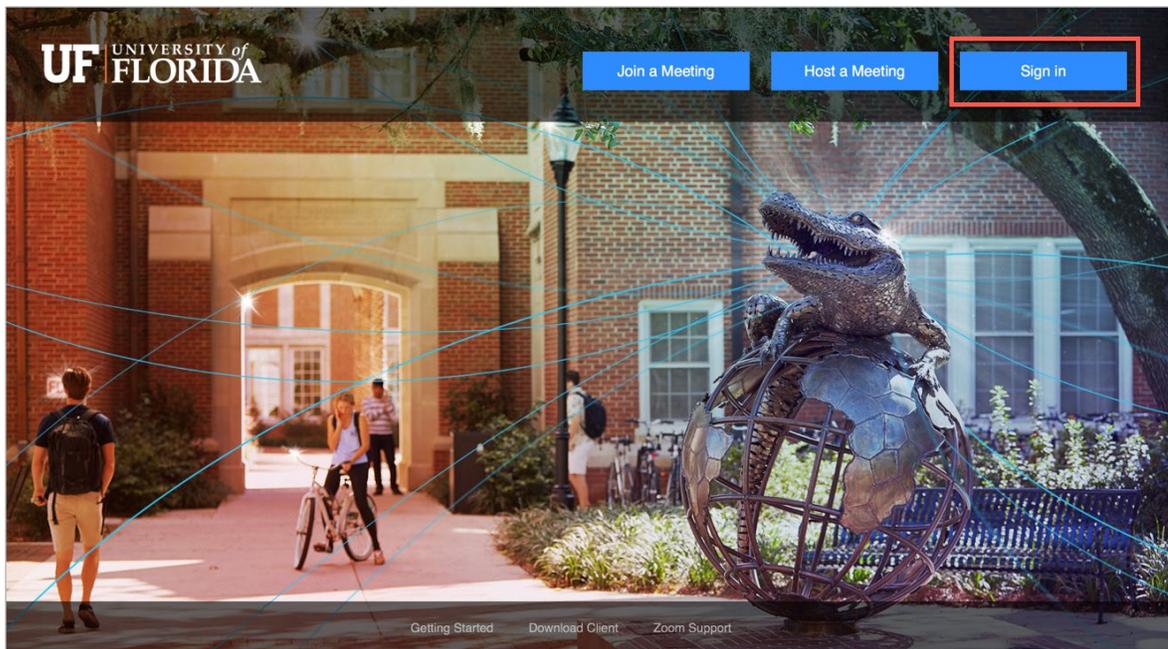
- On the UF Zoom homepage, press the **Schedule a Meeting** [1] tab and fill out all appropriate information. Once complete, press the **Save** [2] radio button.

A screenshot of the Zoom "Schedule a Meeting" form. The form is titled "SCHEDULE A MEETING" and has a red circle with the number "1" next to it. The form fields include: Topic, Description (Optional), When (Date and Time), Duration, Time Zone, Registration, Video (Host and Participant), Audio (Telephone, Computer Audio, Both), Meeting Options (Require meeting password, Enable join before host, Mute participants upon entry, Use Personal Meeting ID, Enable waiting room, Record the meeting automatically), and Alternative Hosts. At the bottom of the form, there is a "Save" button highlighted with a red box and a red circle with the number "2" next to it, along with a "Cancel" button.

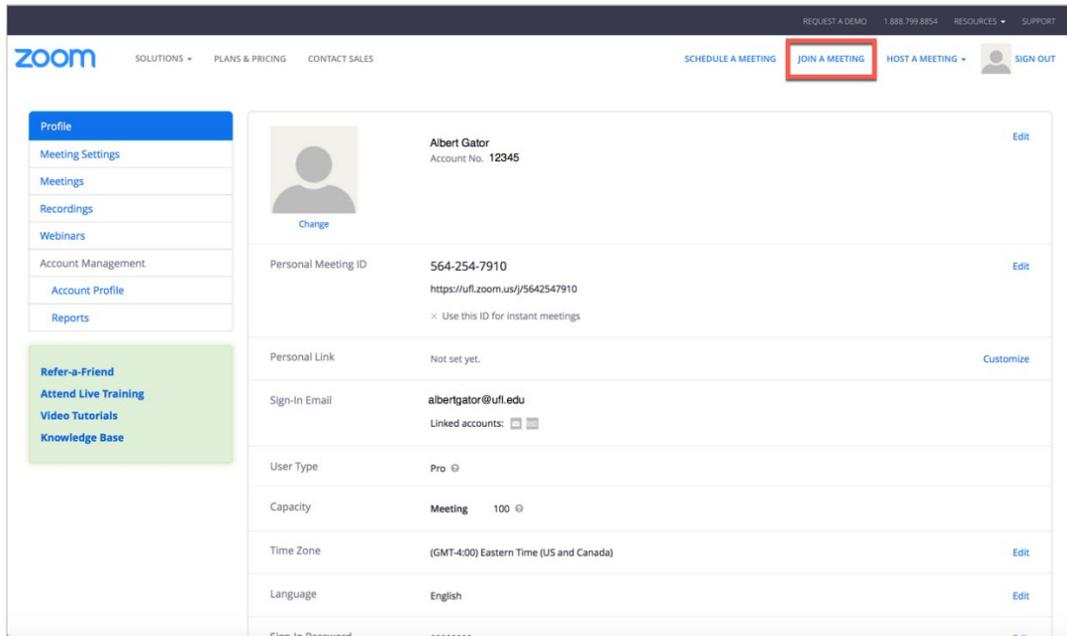
- Once the meeting has been scheduled, you will find a join URL and a meeting ID. You can post the Join URL information on the announcement, so that your group members can join.
- Alternatively, you can share your unique **Meeting ID number** with your group.



- In order to join through a Meeting ID number, go to <https://ufl.zoom.us/> and **Sign in**.



10. Once signed in, press the **Join a Meeting** radio button on the right-hand side of the screen.



11. Type in your **Meeting ID number** [1] from the Scheduled Meeting information and press the **Join** button [2].

