

How to Start a Zoom Meeting

- 1. Login to e-Learning and select the course in which you would like to schedule a Zoom meeting.
- 2. Once in the desired course in e-Learning, click **Zoom Conferences** on the left navigation.



3. Click Schedule a New Meeting. Keep in mind everyone will receive an email notification.

UF FLORIDA	Sandbox for Zoon	m Training > Sandbox for Zoom Training							
	Development Term	zoom							
Account	Home	Your current Time Zone is (GMT-04:00) Eastern Time (US and Canada). 🖉							
63	Announcements	All My Zoom Meetings/Recordings Schedule a New Meeting							
ashboard	Assignments								
	Discussions	Upcoming Meetings Previous Meetings Personal Meeting Room Cloud Recordings Get Train	ining 😰						
Courses	Grades	Show my course meetings only							
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4. Fill out the information on the **Schedule a Meeting** page and modify the settings according to your preferences. Click on **Save** to create a Zoom meeting.

Zoom Confer- ences	Audio	🔿 Telephone 🔿 Computer Audio 🔞 Both
Settings		
	Meeting Options	Require meeting password
		Enable join before host
		Mute participants upon entry
		Use Personal Meeting ID 5642547910
		Enable waiting room
		Record the meeting automatically
	Alternative Hosts	Example: john@company.com, peter@school.edu
		E Save Cancel

5. Your Zoom meeting will appear under **Upcoming Meetings** tab under **Topic** [1] with a **link** [2] to start the scheduled meeting.

Account		Your current Time Zone is (GMT-04:00) Eastern Time (US and Canada). All My Zoom Meetings/Recordings Schedule a New Meeting						
Courses	Assignments Discussions Grades	Upcoming Meetings	Previous Meetings	Personal Meeting Room	Cloud Recordings	Get Training 🕅		
Groups	People Pages	Start Time	1 Topic		Meeting ID			
Inbox	Files Syllabus Outcomes	Today 10:00 AM	2 Sandbox fo	r Zoom Training	564-254-7910	Start Delete		



6. Students will be notified via email and the e-Learning calendar. This notification will also include a link to access the scheduled meeting.

ET	Gator, Albert <notifications@instructure.com> Wed 4/10, 12:50 PM Gator, Alberta ≈</notifications@instructure.com>
	To help protect your privacy, some content in this message has been blocked. To re-enable the blocked features, click here.
	To always show content from this sender, click here.
	Zoom Meeting [create meeting] Topic: Zoom Meeting Host: Gator, Albert
	Time: Apr 10, 2019 1:00 PM, America/New_York Join URL: <u>https://ufl.zoom.us/j/575410723</u>
	You can reply to this message in Canvas by replying directly to this email. If you need to include an attachment, please log in to Canvas and reply through the Inbox.

7. Once the meeting is created, students will see the Zoom meeting under **To Do** list on the course homepage.

Development Term	Recent Activity in TORDOFF10	🗟 View Course Calendar		
Home Announcements	No Recent Messages You don't have any messages to show in your	To Do		
Grades	stream yet. Once you begin participating in your courses you'll see this stream fill up with messages from discussions, grading updates, private messages between you and other users, etc.	♀ Zoom ★ Apr 10 at 12:31pm		
People	niessages between you and other users, etc.	Apr 10 at 1pm		
Syllabus Modules		Sandbox: Tordoff × Apr 10 at 1pm		
Conferences		Virtual Office Hours × Apr 19 at 3pm		
Collaborations				
Chat				
Office 365				
Zoom Conferences				



8. When they click on the Zoom item in the To Do list, the e-Learning Calendar will open with a link to join the meeting.

SUN	MON	TUE	WED		тни	FRI	SAT	31 1 2 3 4 5 6 7 8 9 10 11 12 13
	1	2	3	4	5	6		14 15 16 17 18 19 24 21 22 23 24 25 26 2 28 29 30 3 3 4
								CALENDARS Test Student Sandbox: Tordoff
	8	9	10	11	Virtual Office H	lours	×	• UNDATED
			目1p Sandbox: Tordoff		Apr 19, 3pm - 4pm Calendar Sandbox: Tordoff Location Zoom Online Me Details Click here to join		323 e	🛐 Calendar Feed
4	15	16	17	18	🗑 3p Virtual C	Office Hours		
1	22	23	24	25	26	27		

9. As an alternative, students can also click on **Zoom Conferences** [1], then **Join** [2] to join the meeting.

Development Term	zoom			
Home	Your current Time Zone is	(GMT-04:00) Eastern Time (US and Ca	anada). 🖉	
Announcements				
Grades	Upcoming Meetings	Previous Meetings		Get Training 🗊
People				
Syllabus	Start Time	Торіс	Meeting ID	
Modules	Fri, Apr 19	Virtual Office Hours	924-141-393 Joi	
Conferences	3:00 PM	findar office fromo	524 141 555	
Collaborations				
Chat				
Office 365				
Zoom Conferences				