

Zoom

Scheduling a Meeting

Introduction

Zoom is a cloud-based video communications app that allows you to set up virtual video and audio conferencing, webinars, live chats, screen-sharing and other collaborative capabilities. This document will go over how to schedule meetings in two (2) ways: from the TU Zoom portal and from the Zoom client.

Scheduling a Meeting from the TU Zoom Portal

1. Open your preferred web browser and navigate to **zoom.towson.edu**.
2. Click the **SCHEDULE** button.

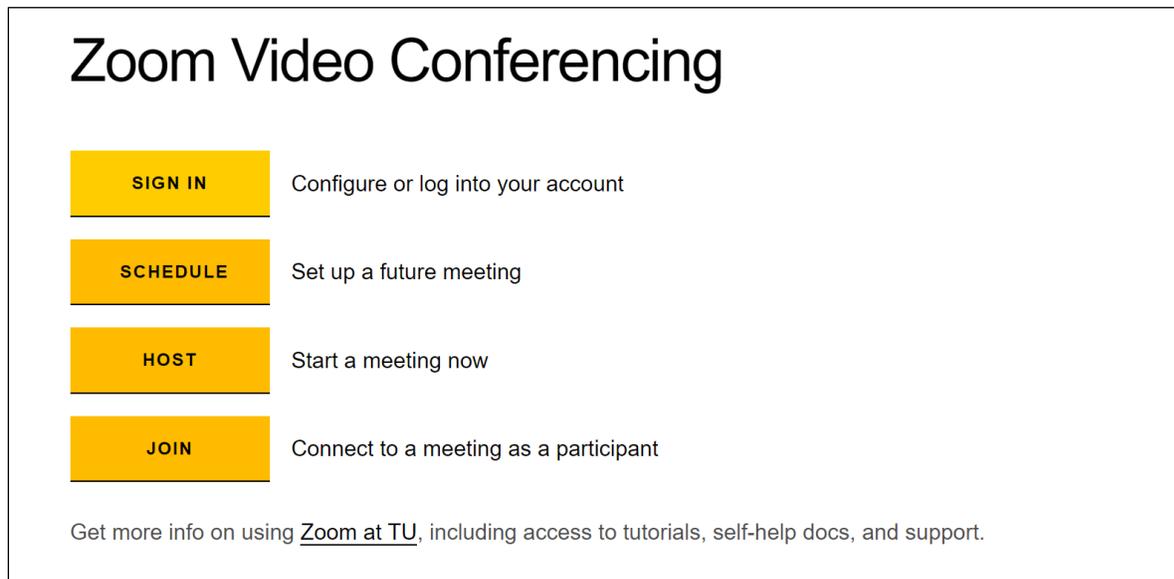


Figure 1

3. If prompted, enter your **NetID** and **Password** and click **Login**.

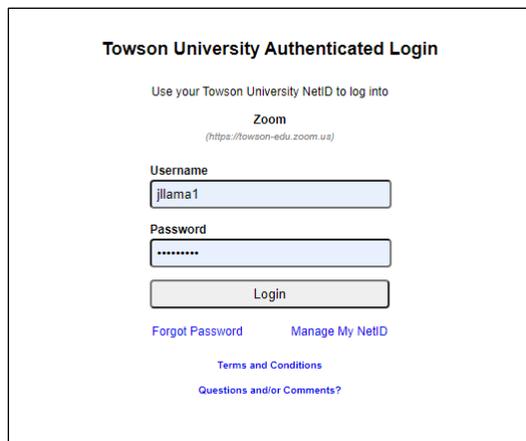


Figure 2

4. Enter all applicable information for meeting, including **Topic**, **When** (Start Date), and **Duration**.

Zoom: Scheduling a Meeting

5. Options to keep in mind when setting up a Zoom meeting:
 - a. The **Waiting Room** is on by default. To adjust your waiting room settings, go to your Zoom settings.
 - b. Choose the appropriate authentication option depending on who will be attending the meeting. Under **Require authentication to join**, you have the following options
 - a. **TU NetID Authenticated Users Only (Recommended)** – This is the default option limiting attendees to TU account holders only. This recommended and secure option is ideal when inviting TU students, faculty, and staff only, and they must be logged in through their [TU Zoom account](#) to be admitted.
 - b. **TU NetID or Other Zoom Authenticated Users** – Select this less secure option when scheduling to open the meeting to anyone with a Zoom account (TU Zoom account holders and non-TU invitees **with** personal or other Zoom accounts). No Zoom account means no access to the meeting.
 - c. **No Authentication required** –this is the least secure option and is applied by unchecking the box beside **Require authentication to join**. This opens the meeting up to anyone (TU Zoom account holders and non-TU invites **with and without** personal Zoom accounts).

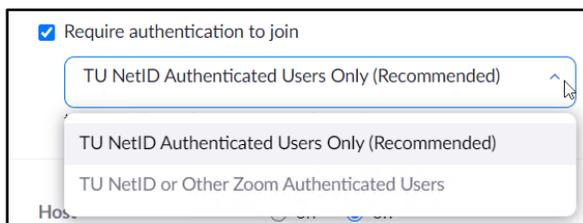


Figure 3

- c. **Participants are muted upon entry**. To turn this option off, scroll down to the Meeting Options area and click the checkmark beside **Mute participants upon entry**.
 - d. **Alternative Hosts** may be designated before the meeting begins. Enter the email address(es) of those specified at the bottom of the meeting schedule window.
6. Click **Save**. Click **Outlook Calender (.ics)** to download and send an Outlook invitation for your meeting.

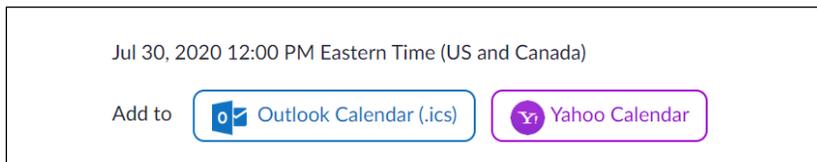


Figure 4

7. Open the file when the download has finished. It will appear at the bottom left of your desktop. It will open in Outlook.



Figure 5

8. Click **Invite Attendees** in the ribbon.

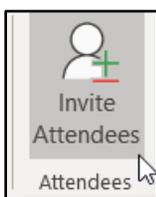


Figure 6

Zoom: Scheduling a Meeting

9. After adding all **Required** attendees, click **Send**.



Figure 7

Scheduling a Meeting from the Zoom Client

If you have not already downloaded the Zoom client, you can find information on how to do so [here](#).

1. Open the **Zoom Client** from your desktop. If the client is not on your desktop, go to the **Start** menu and choose **Zoom** from the applications menu.

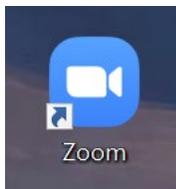


Figure 8

2. If necessary, sign in again by clicking **Sign In > Sign In with SSO > entering towson-edu > Continue > enter your NetID and Password > Login > Open Link**.

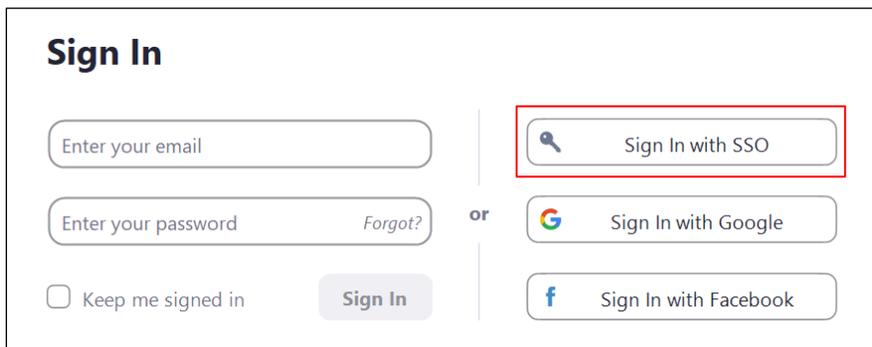


Figure 9

3. From the **Home** screen of the **Zoom Client**, click **Schedule**.

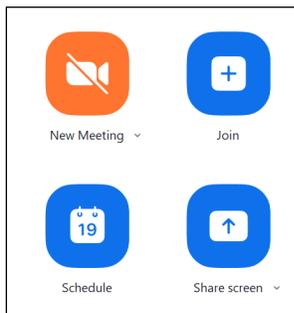
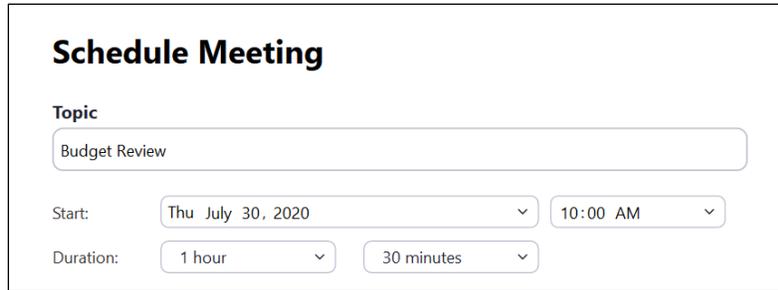


Figure 10

Zoom: Scheduling a Meeting

4. Enter all applicable information for the meeting, including **Topic**, **Start Date** and **Time**, and **Duration**.



Schedule Meeting

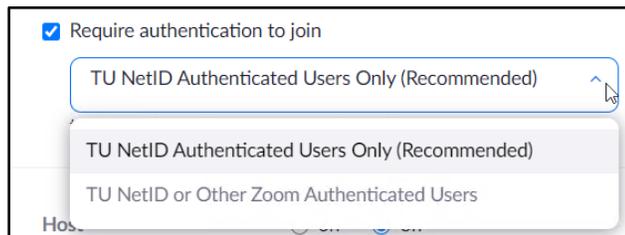
Topic
Budget Review

Start: Thu July 30, 2020 10:00 AM

Duration: 1 hour 30 minutes

Figure 11

5. Options to keep in mind when setting up a Zoom meeting:
- The **Waiting Room** is on by default. To adjust your waiting room settings, go to your Zoom settings.
 - Choose the appropriate authentication option depending on who will be attending the meeting. Under **Require authentication to join**, you have the following options
 - TU NetID Authenticated Users Only (Recommended)** – This is the default option limiting attendees to **TU account holders only**. This recommended and secure option is ideal when inviting TU students, faculty, and staff only, and they must be logged in through their [TU Zoom account](#) to be admitted.
 - TU NetID or Other Zoom Authenticated Users** – Select this less secure option when scheduling to open the meeting to anyone with a Zoom account (TU Zoom account holders and non-TU invitees **with** personal or other Zoom accounts). **No Zoom account means no access to the meeting.**
 - No Authentication required** – This is the least secure option and is applied by unchecking the box beside **Require authentication to join**. This opens the meeting up to anyone (TU Zoom account holders and non-TU invites **with and without** personal Zoom accounts).



Require authentication to join

TU NetID Authenticated Users Only (Recommended)

TU NetID Authenticated Users Only (Recommended)

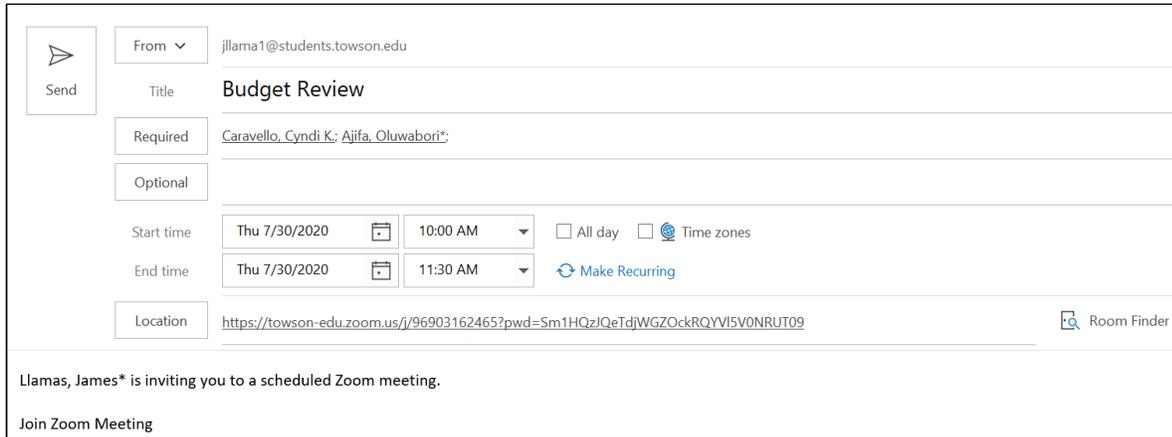
TU NetID or Other Zoom Authenticated Users

Figure 12

- Participants are muted upon entry**. To turn this option off, scroll down to the Meeting Options area and click the checkmark beside **Mute participants upon entry**.
 - Alternative Hosts** may be designated before the meeting begins. Enter the email addresses(s) of those specified at the bottom of the meeting schedule window.
6. Click **Schedule**. A meeting invitation in **Outlook** will appear.

Zoom: Scheduling a Meeting

7. In the **Required** field, enter all attendees for your meeting.



Send

From

Title **Budget Review**

Required Caravello, Cyndi K.; Ajifa, Oluwabori*

Optional

Start time All day Time zones

End time [Make Recurring](#)

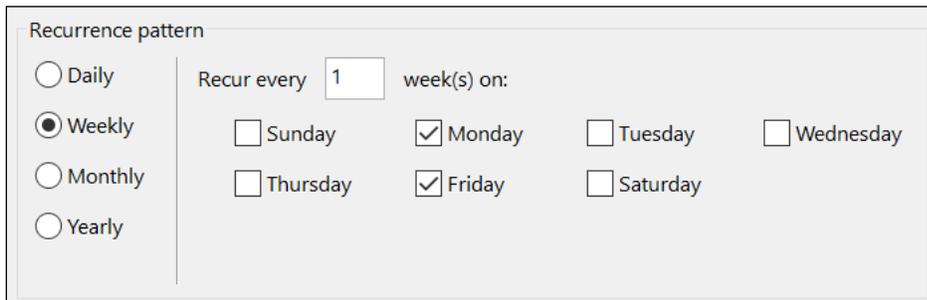
Location [Room Finder](#)

Llamas, James* is inviting you to a scheduled Zoom meeting.

[Join Zoom Meeting](#)

Figure 13

8. To make this meeting recurring, click **Make Recurring** > Select **Recurrence pattern** > click **OK**.



Recurrence pattern

Daily

Weekly

Monthly

Yearly

Recur every week(s) on:

Sunday Monday Tuesday Wednesday

Thursday Friday Saturday

Figure 14

9. Once all your changes have been made, click **Send**.