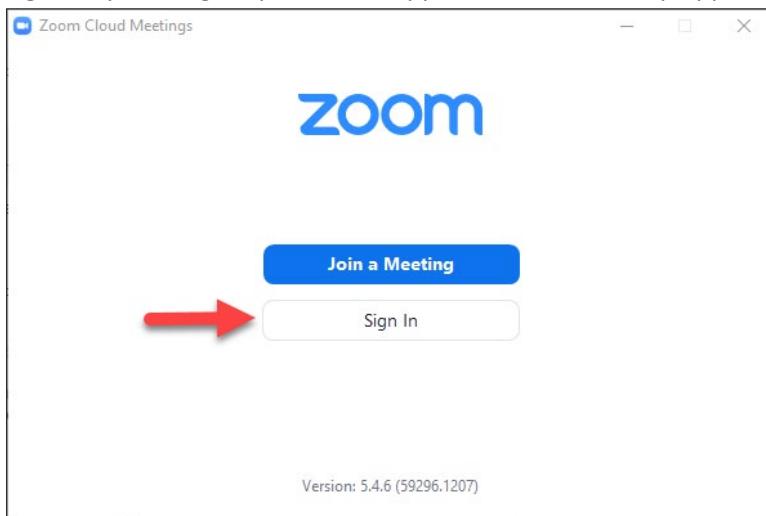


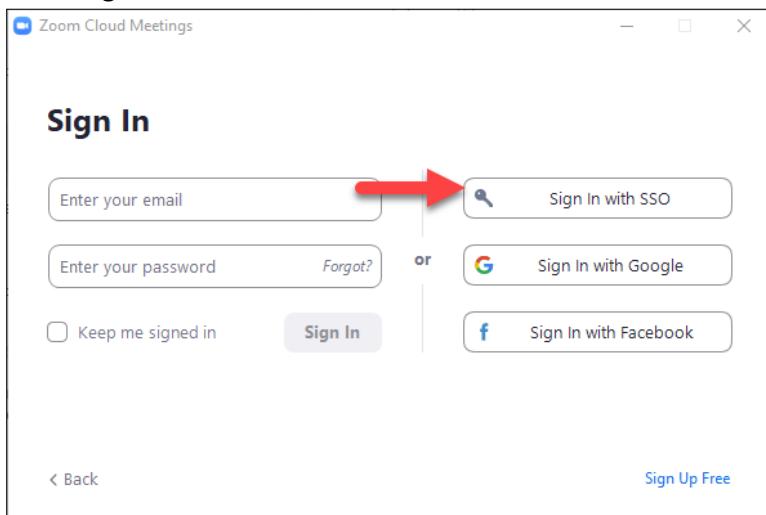
SCHEDULE A ZOOM MEETING IN THE ZOOM CLIENT DESKTOP

Faculty are encouraged to create their Zoom meetings in WTClass to ensure students have access to and provide additional security to ensure only students registered for your course access the Zoom meeting. Please use these instructions to create Zoom meetings in the Zoom client desktop if you need to create a Zoom meeting for advising, organizational meetings, department meetings, research meetings, etc.

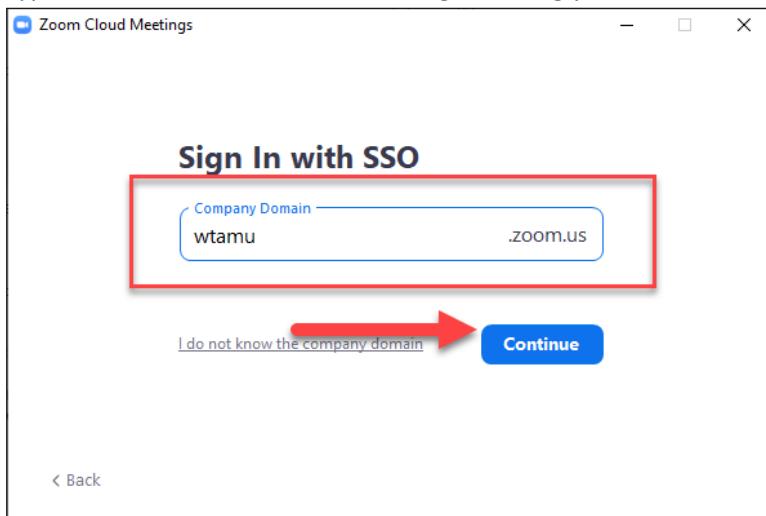
1. **Sign in** by clicking on your Zoom app located via desktop applications.



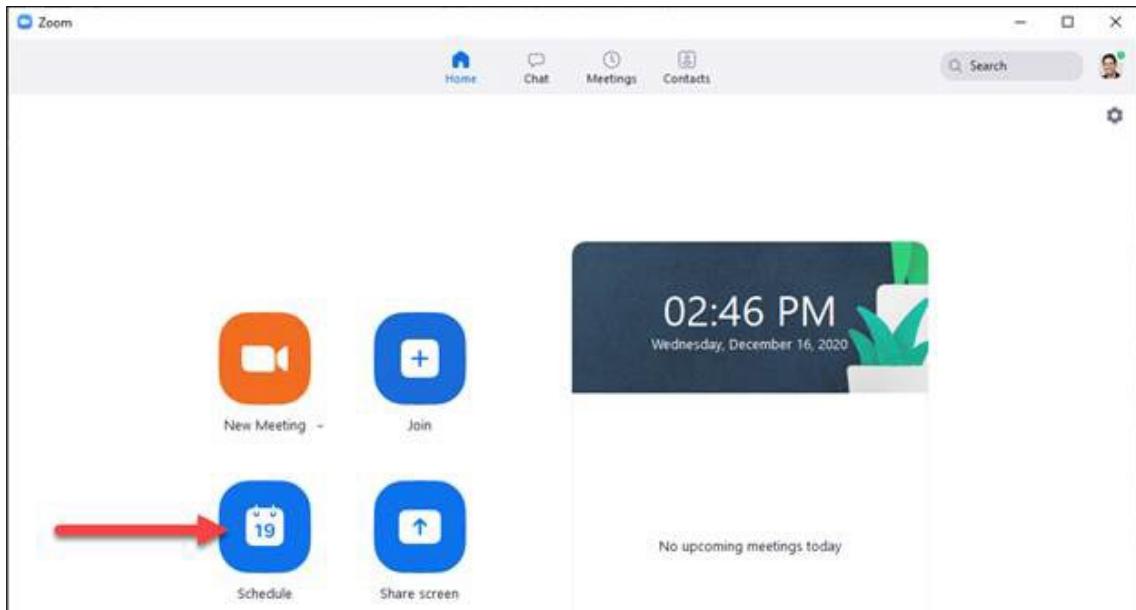
2. Select **Sign in with SSO**.



3. Type in **wtamu** and click continue. Sign in using your WTAMU credentials.

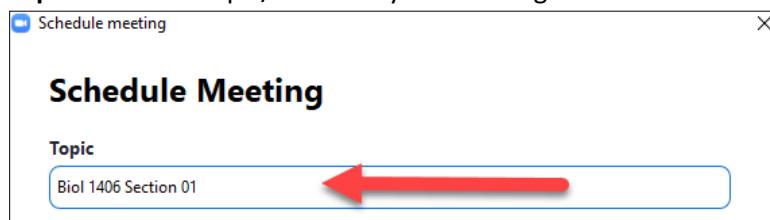


4. Select **Schedule** to schedule a Zoom meeting as a host.

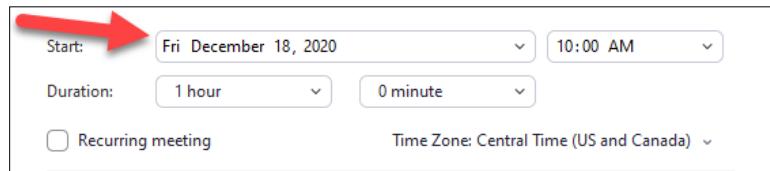


5. Enter the recommended settings for the meeting:

- **Topic:** Choose a topic/name for your meeting



- **When:** Select date and time for your meeting

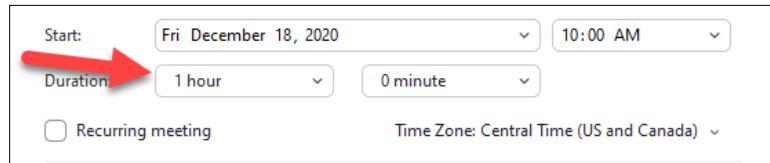


Start: Fri December 18, 2020 10:00 AM

Duration: 1 hour 0 minute

Recurring meeting Time Zone: Central Time (US and Canada)

- **Duration:** Choose the approximate duration of your meeting. NOTE: This is only for scheduling purposes. The meeting will not end once this length of time has passed.

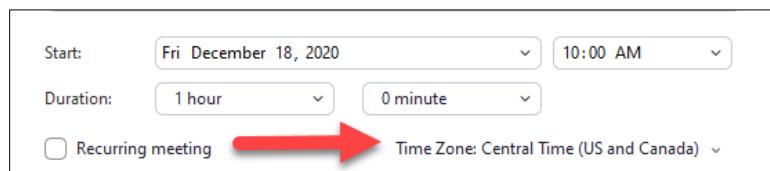


Start: Fri December 18, 2020 10:00 AM

Duration: 1 hour 0 minute

Recurring meeting Time Zone: Central Time (US and Canada)

- **Time Zone:** By default, Zoom should use Central Time. Click on the drop down to select a different time zone.

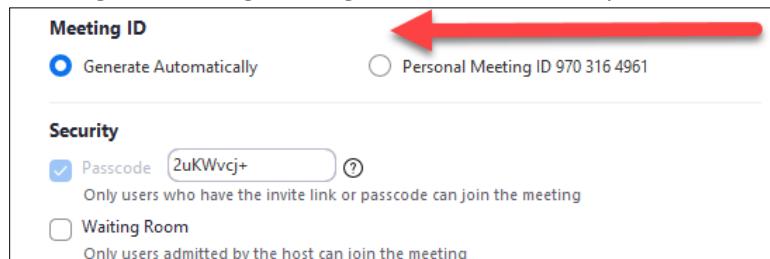


Start: Fri December 18, 2020 10:00 AM

Duration: 1 hour 0 minute

Recurring meeting Time Zone: Central Time (US and Canada)

- **Meeting ID:** Meeting ID will generate automatically.



Meeting ID

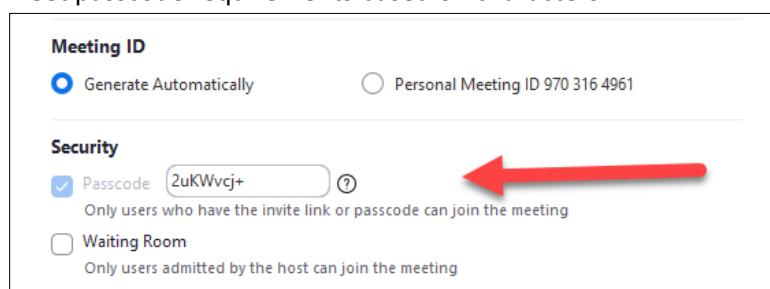
Generate Automatically Personal Meeting ID 970 316 4961

Security

Passcode 2uKWvcj+ [?](#)
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

- **Security:** Passcode is automatically created. Faculty can change passcode, but it must meet passcode requirements based on characters.



Meeting ID

Generate Automatically Personal Meeting ID 970 316 4961

Security

Passcode 2uKWvcj+ [?](#)
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

- **Video:** Select to leave the Off for Host and Participant to start the meeting. You and your participants will still have the option to start video after entering the meeting.

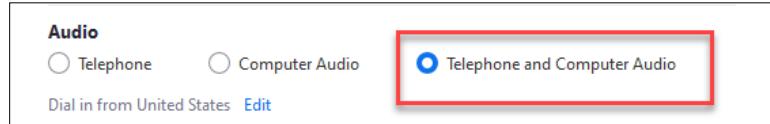


Video

Host: On Off

Participants: On Off

- **Audio:** Select both Telephone and Computer Audio



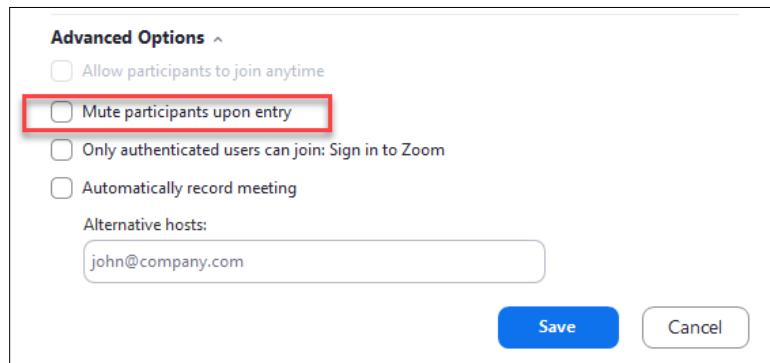
- **Calendar:** Select Outlook to link invite to your WTAMU Outlook Calendar



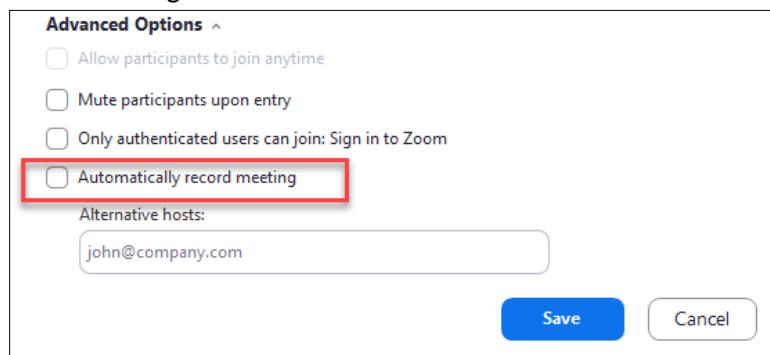
- **Advanced Options:** Select arrow to **expand Advanced Options**.



- **Meeting Options:** Select the meeting option to Mute participants upon entry. Muting participants helps to reduce background noise that may occur upon entering. Leave the options for “Only authenticated users can join” and “Use Personal Meeting ID” unchecked. These may prevent students from accessing the meeting.

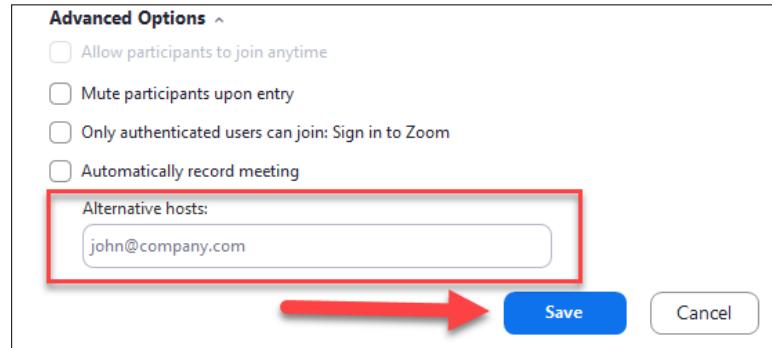


- **(Optional) Automatically record meeting:** If you plan to record your meetings the recording is for instructional use for a course, select the option to Record the meeting automatically, and then select the option to record In the cloud so that your recording is automatically placed into your Ensemble account within 24 hours. For more information on recording for staff and non-academic purposes, see Record & Share a Zoom Meeting in the WTAMU Zoom Site.

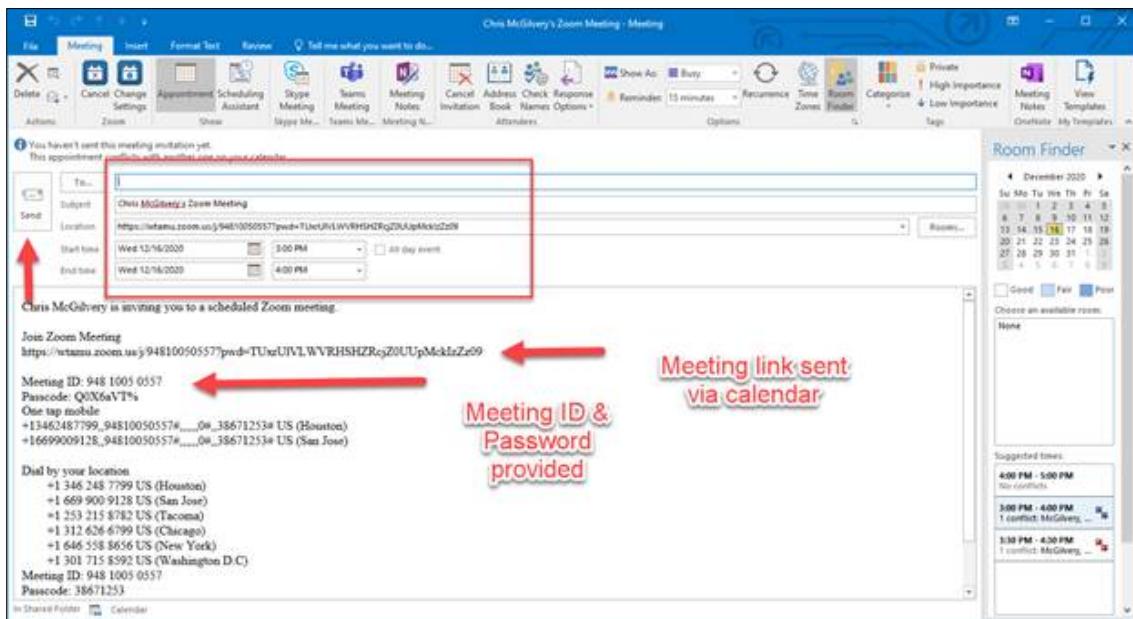


- **Alternative Hosts:** Additional Faculty in your course may be listed here. You cannot remove Alternative Hosts at this time. To add alternative host, edit your meeting at

<http://wtamu.zoom.us>. For more information see Designating an Alternative Host in the WTAMU Zoom Website.

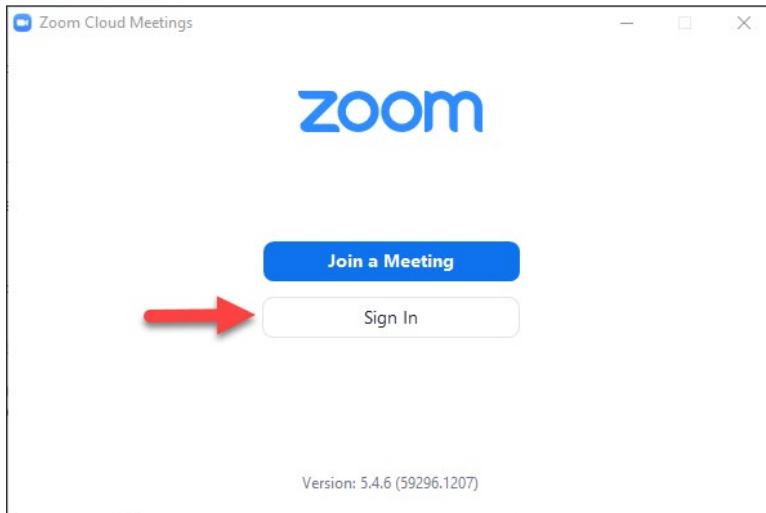


6. Click **Save**.
7. A **calendar invite is generated to add participants**. It is recommended that faculty or staff use the calendar invite to send emails to guest lectures or colleagues. If you are sending to students, copy the meeting information and paste into WTClass. For more information, see how to add Zoom to WTClass instructions.

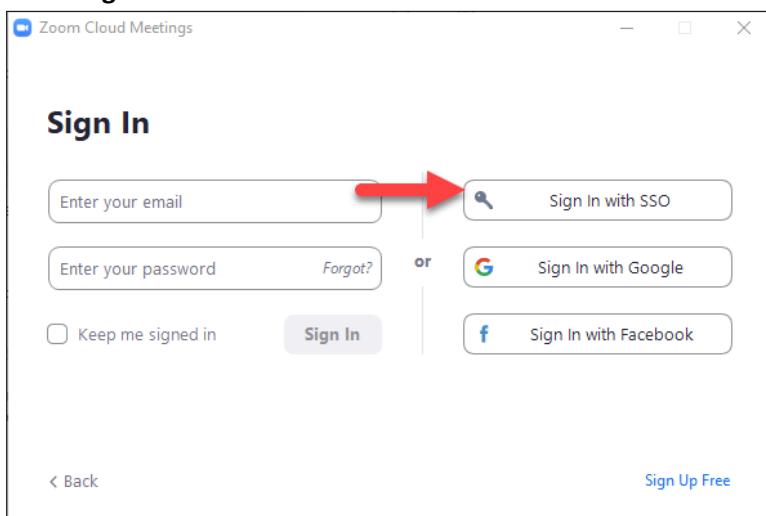


SCHEDULE REOCCURRING MEETINGS

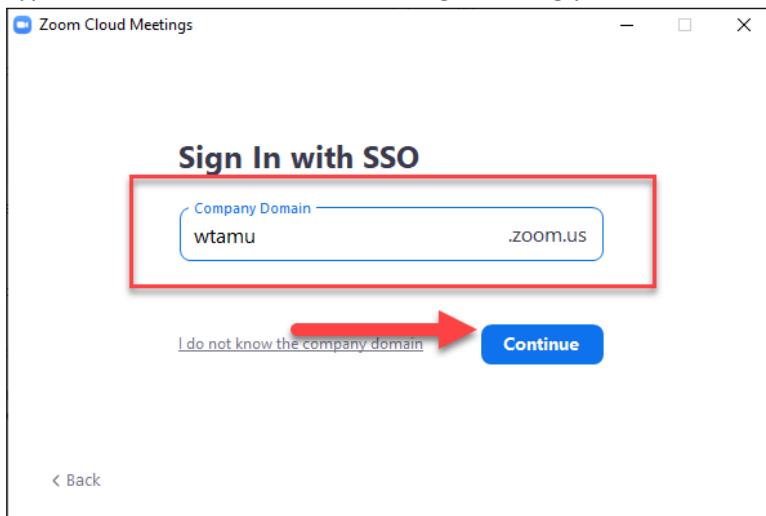
1. **Sign in** by clicking on your Zoom app located via desktop applications.



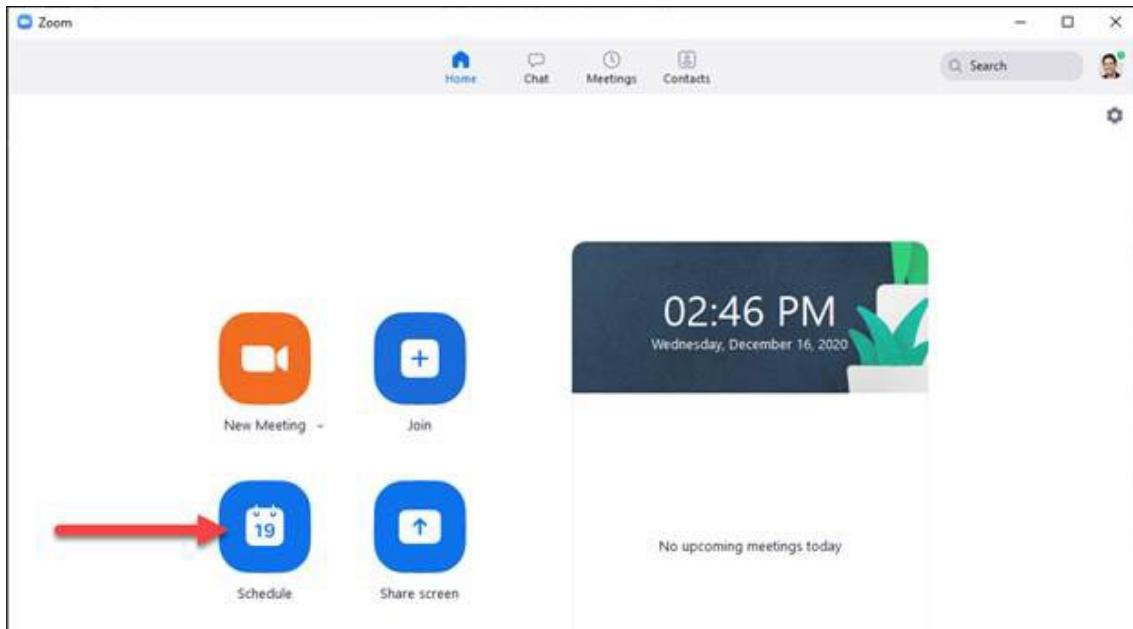
2. Select **Sign in with SSO**.



3. Type in **wtamu** and click continue. Sign in using your WTAMU credentials.

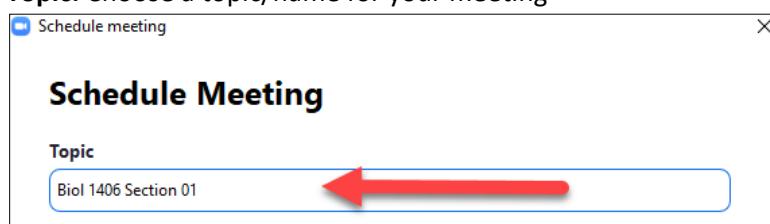


4. Select **Schedule** to schedule a Zoom meeting as a host.



5. Enter the recommended settings for the meeting:

- **Topic:** Choose a topic/name for your meeting



- Select reoccurring meeting

Schedule Meeting

Topic
Biol 1406 Section 01

Recurring meeting 

Remember to check recurrence or repeat in your calendar invitation

- **Meeting ID:** Meeting ID will generate automatically.

Meeting ID
 Generate Automatically  Personal Meeting ID 970 316 4961

Security
 Passcode 2uKWvcj+ 
 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

- **Security:** Passcode is automatically created. Faculty can change passcode, but it must meet passcode requirements based on characters.

Meeting ID
 Generate Automatically  Personal Meeting ID 970 316 4961

Security
 Passcode 2uKWvcj+ 
 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

- **Video:** Select to leave the Off for Host and Participant to start the meeting. You and your participants will still have the option to start video after entering the meeting.

Video
 Host: Or Off  Participants: Or Off 

- **Audio:** Select both Telephone and Computer Audio

Audio
 Telephone Computer Audio Telephone and Computer Audio 
 Dial in from United States [Edit](#)

- **Calendar:** Select Outlook to link invite to your WTAMU Outlook Calendar

Calendar
 Outlook  Google Calendar Other Calendars

- **Advanced Options:** Select arrow to expand Advanced Options.

Advanced Options 

- **Meeting Options:** Select the meeting option to Mute participants upon entry. Muting participants helps to reduce background noise that may occur upon entering. Leave the options for “Only authenticated users can join” and “Use Personal Meeting ID” unchecked. These may prevent students from accessing the meeting.

Advanced Options ^

Allow participants to join anytime

Mute participants upon entry

Only authenticated users can join: Sign in to Zoom

Automatically record meeting

Alternative hosts:

john@company.com

Save **Cancel**

- **(Optional) Automatically record meeting:** If you plan to record your meetings the recording is for instructional use for a course, select the option to Record the meeting automatically, and then select the option to record In the cloud so that your recording is automatically placed into your Ensemble account within 24 hours. For more information on recording for staff and non academic purposes, see Record & Share a Zoom Meeting in the WTAMU Zoom Site.

Advanced Options ^

Allow participants to join anytime

Mute participants upon entry

Only authenticated users can join: Sign in to Zoom

Automatically record meeting

Alternative hosts:

john@company.com

Save **Cancel**

- **Alternative Hosts:** Additional Faculty in your course may be listed here. You cannot remove Alternative Hosts at this time. To add alternative host, edit your meeting at <http://wtamu.zoom.us>. For more information see Designating an Alternative Host in the WTAMU Zoom Website.

Advanced Options ^

Allow participants to join anytime

Mute participants upon entry

Only authenticated users can join: Sign in to Zoom

Automatically record meeting

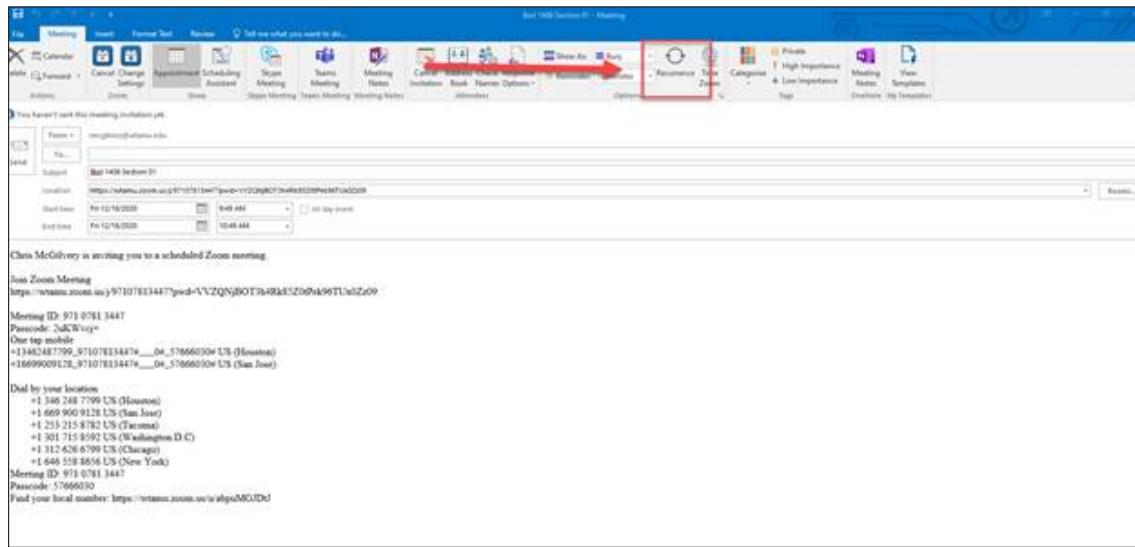
Alternative hosts:

john@company.com

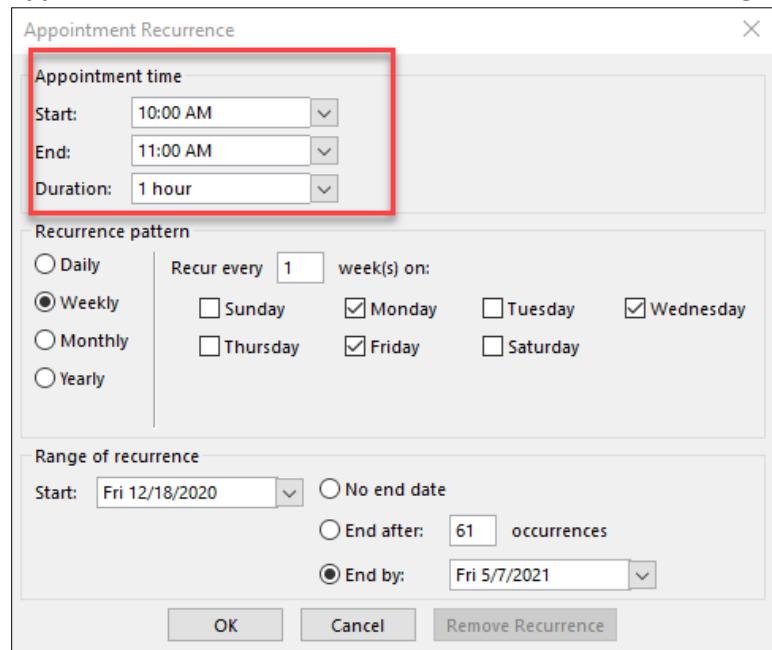
Save **Cancel**

6. Click **Save**.

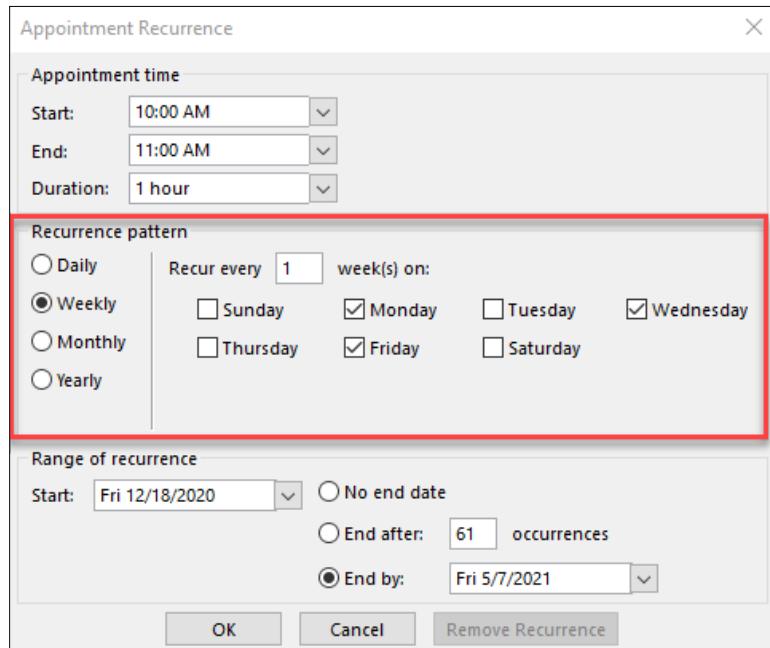
7. A calendar invite will appear to set the recurrence for meeting. **Select recurrence to set the timeframe for the reoccurring meeting:**



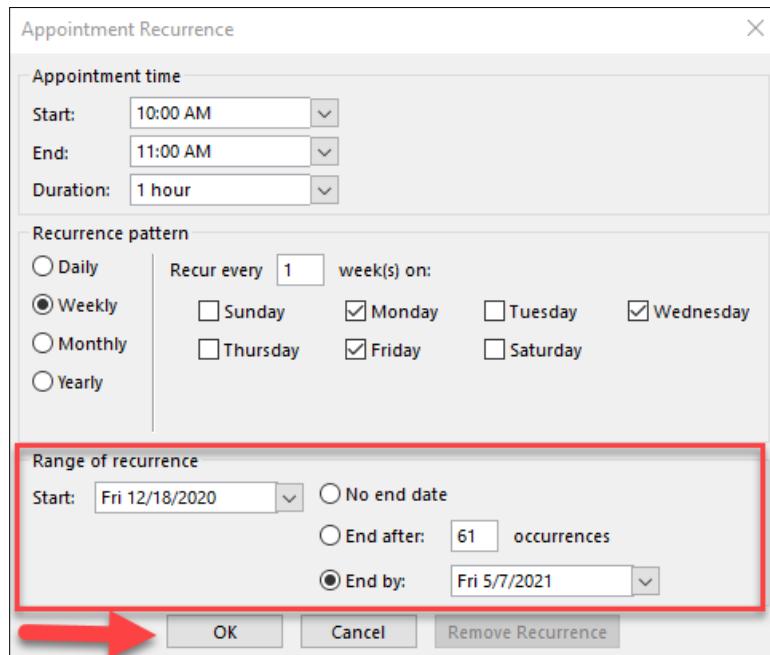
- **Appointment Time:** Select Start, End, and Duration of meeting



- **Recurrence Pattern:** Select the recurrence for daily, weekly, monthly, or yearly, and the appropriate days of the week for the meeting.



- **Range of recurrence:** Select the start, and end by date. It is recommended to select the start of the semester to the end of the semester if you are having recurring meeting throughout the academic semester. Select Ok.



8. A **calendar invite is generated to add participants.** It is recommended that faculty or staff use the calendar invite to send emails to guest lectures or colleagues. If you are sending to students, copy the meeting information and paste into WTClass. The reoccurrence will be under the

location. For more information, see how to add Zoom to WTClass instructions.

