



Scheduling Zoom meetings via a web browser

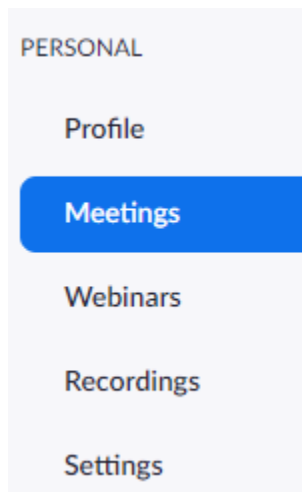
1. Log into your Zoom account at <https://umassboston.zoom.us> (Using Single Sign On) or www.zoom.us (Using password previously set up).

UMass Boston Zoom

Video Conferencing

Join	Connect to a meeting in progress
Host	Start a meeting
Sign in	Sign into your Zoom account (Using UMB credentials: First.LastName@umb.edu & UMB Email Password)

2. Click “Meetings” on the left column



3. Then click “Schedule a Meeting”



4. Fill in the prompts (i.e. “Topic”, “When”, “Duration”)

Schedule a Meeting

Topic

Description (Optional)

When

Duration hr min

Time Zone

5. If scheduling a recurring meeting, be sure to check off “Recurring Meeting”. **If not, please skip to step 7.**

Recurring meeting

6. Next fill in prompts. No fixed time will create a meeting that you can start on any date/time. For a recurring class meeting, we recommend selecting “Weekly”.
Example:

Recurring meeting


Recurrence Select

Repeat every Daily

End date Monthly After 7 occurrences

Weekly

No Fixed Time




Recurring meeting

Recurrence Weekly **Select the days of the week that your class meets on**

Repeat every 1 week

Occurs on Sun Mon Tue Wed Thu Fri Sat

End date By 11/09/2020 After 7 occurrences



7. Moving onto the next item, “Registration”. You can choose to have registration required for your Zoom meetings. [More information on registration](#)

Registration Required

If you are scheduling a recurring meeting, you will also be prompted to select one of the below options.

Registration

Required

- Attendees register once and can attend any of the occurrences
- Attendees need to register for each occurrence to attend
- Attendees register once and can choose one or more occurrences to attend

8. For “Meeting ID”, we recommend selecting “Generate Automatically”.

Meeting ID Generate Automatically Personal Meeting ID

9. "Security" – Here you can enable security for your Zoom meeting.

Security

Passcode

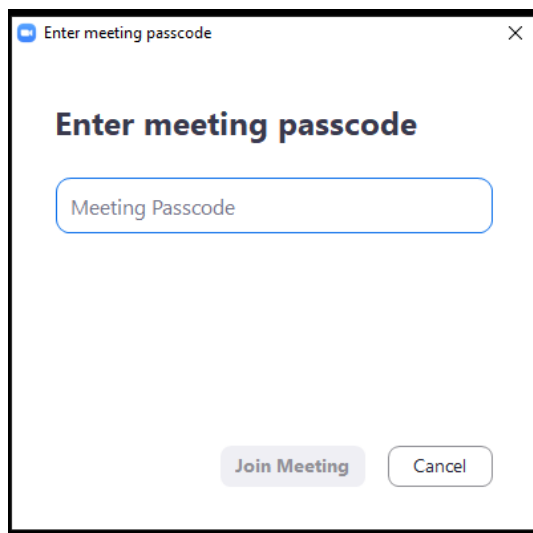
Only users who have the passcode can join the meeting

Waiting Room

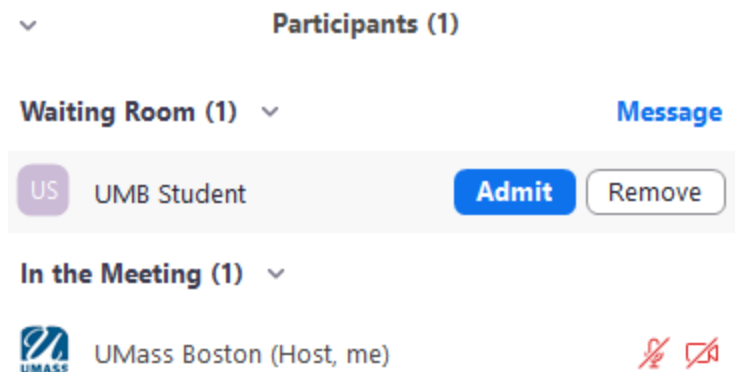
Only users admitted by the host can join the meeting

Require authentication to join

- a. [Passcode](#): Only users who have the passcode can join the meeting. Zoom can generate a passcode for you, or you can enter your own passcode. Please note that it is case sensitive. (Below is what your participants will see when they are prompted to enter the passcode)



- b. [Waiting Room](#): Only users admitted by the host can join the meeting.



- c. [Require authentication to join](#): You can now secure your meetings so that only users signed into Zoom with an @umb.edu email address can join.

Security

Passcode

Only users who have the passcode can join the meeting

Waiting Room

Only users admitted by the host can join the meeting

Check "Require authentication to join"



Require authentication to join

Sign in to Zoom

Click the drop down box and select "UMass Boston"

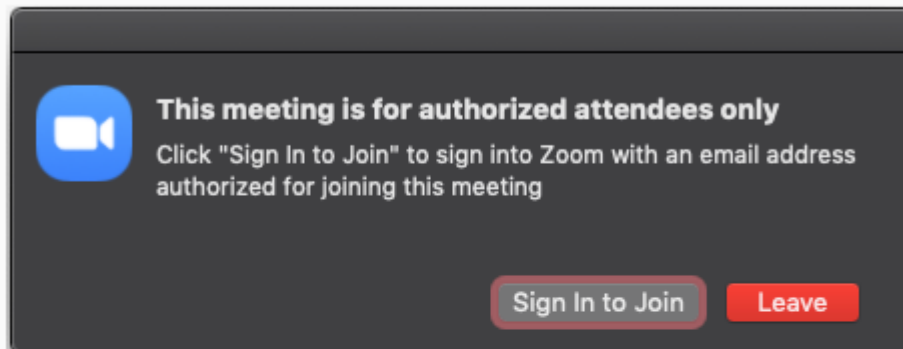


Sign in to Zoom

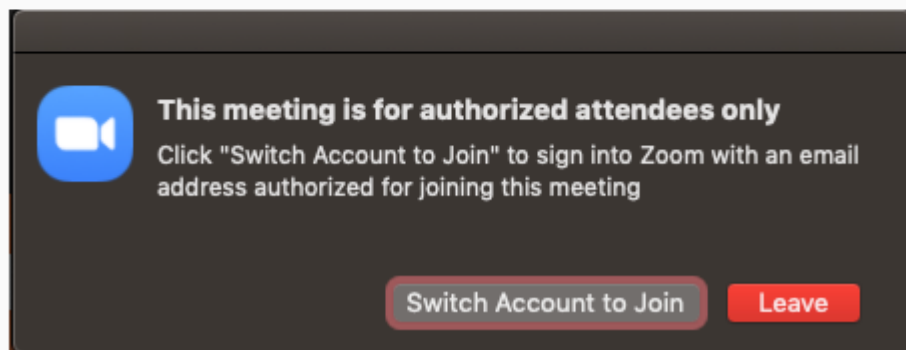
UMass Boston

What participants will see if they try to join the meeting without being signed into Zoom with an @umb.edu email

- if they are not logged into Zoom:



- If they are logged in with the wrong email domain:



10. For "Video" selection you can choose to have your video (Host) and the student's video (participant) automatically be on when joining the meeting, or be off. Please note, video can still be turned on or off during the meeting.

Video

Host

on off

Participant

on off

11. Next, "Audio", we always recommend leaving "Both" selected in case someone has difficulty connecting through computer audio. They can then dial in by phone.


Audio Telephone Computer Audio Both

Dial from United States of America [Edit](#)

12. "Meeting Options" - Click "Show":

Options

Meeting Options

- Allow participants to join anytime
- Mute participants upon entry 
- Breakout Room pre-assign
- Automatically record meeting

- a. Allow participants to join anytime – This cannot be used if the waiting room is enabled. Allow your participants or students to join the meeting before you start it.
- b. Mute Participants Upon Entry – Select this if you would like your students automatically muted when they enter the meeting.
- c. Breakout Rooms pre-assign – Check this if you are setting up pre-assigned breakout rooms for your meeting. [To learn more about how to pre-assigning breakout rooms click here.](#)
- d. Automatically Record Meeting – Enable this if you would like your meeting to begin recording once it is started. You can choose to save the recording to your computer or the Zoom cloud.

Automatically record meeting On the local computer In the cloud

13. "Alternative Hosts": Alternative hosts are used when you will not be able to start and/or join the meeting. Alternate hosts can also add and edit polls. Please note, the alternative host will also need a UMB Zoom License.

Alternative Hosts

Example: mary@company.com, peter@school.edu

14. Finally, click "Save" at the bottom

Save

