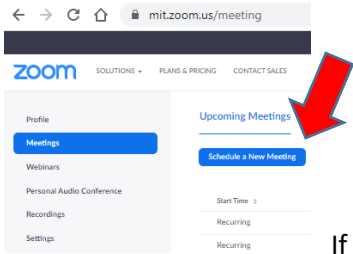
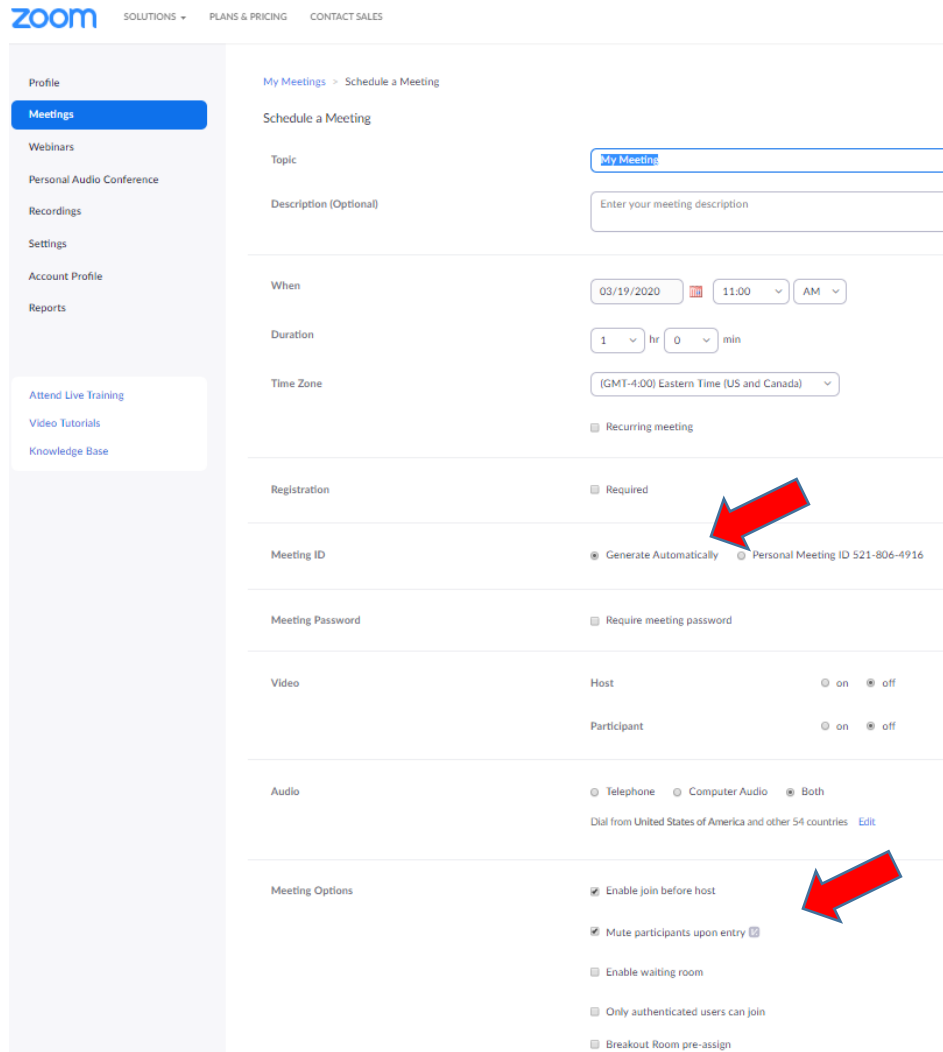


Scheduling, starting, running a meeting

After signing in, you may wish to set up a one-time or recurring meeting OR start a meeting, or run the meeting. To do so, select meetings from the landing page



If you established default Meeting settings, these will automatically populate. You may change these settings for any new meeting. Be sure to select “generate meeting ID automatically”.



Alternative Hosts

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

Save

Cancel

Remember to save each meeting.



Meeting options: One time

When

Duration hr min

Time Zone

Recurring meeting

Meeting options: Recurring fixed time

When

Duration hr min

Time Zone

Recurring meeting **Every week on Thu, until Apr 30, 2020, 7 occurrence(s)**

Recurrence

Repeat every week

Occurs on Mon Tue Wed Thu Fri Sat

End date occurrences

Meeting options: No fixed time or frequency (used to connect with others “on demand”)

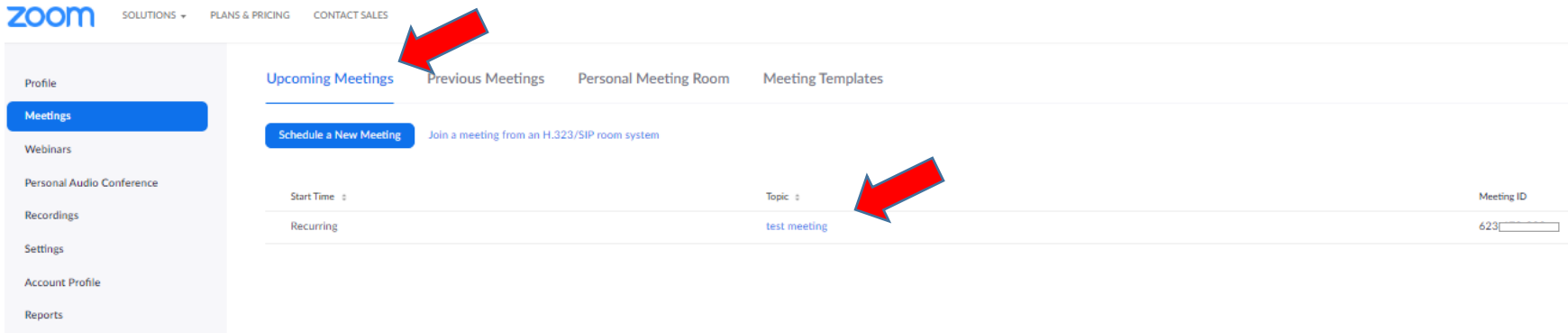
Recurring meeting

Recurrence

Meeting ID Generate Automatically Personal Meeting

Invite others to the meeting

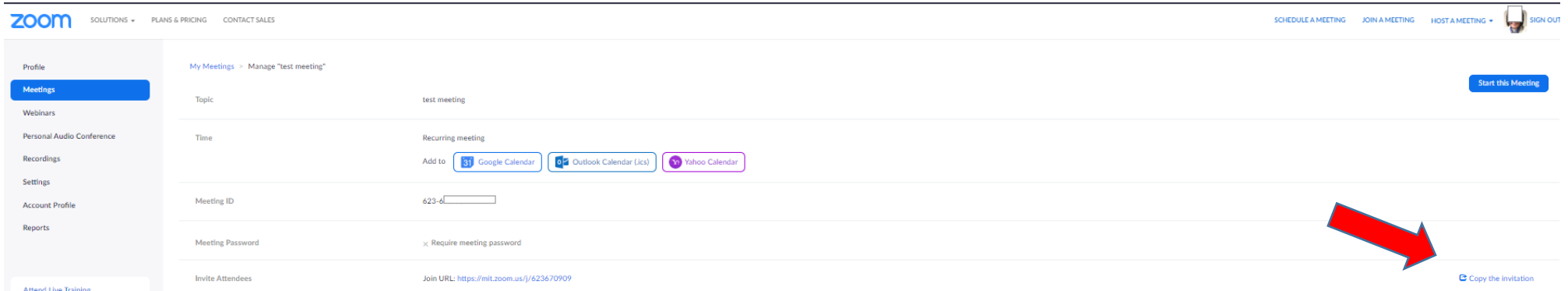
Click on the meeting in the “upcoming meetings” tab,



The screenshot shows the Zoom web interface. On the left is a navigation menu with 'Meetings' selected. The main area is titled 'Upcoming Meetings' and contains a table with one meeting entry. A red arrow points to the 'Upcoming Meetings' tab. Another red arrow points to the 'test meeting' link in the 'Topic' column.

Start Time	Topic	Meeting ID
Recurring	test meeting	623-6[]

Then click on “Copy this invitation” – it is a hyperlink



The screenshot shows the 'Manage test meeting' page. It displays details for the 'test meeting', including the topic, time, meeting ID, and password. At the bottom right, there is a 'Copy this invitation' link. A red arrow points to this link.

My Meetings > Manage "test meeting"

Topic: test meeting

Time: Recurring meeting

Add to: [Google Calendar](#) [Outlook Calendar \(ics\)](#) [Yahoo Calendar](#)

Meeting ID: 623-6[]

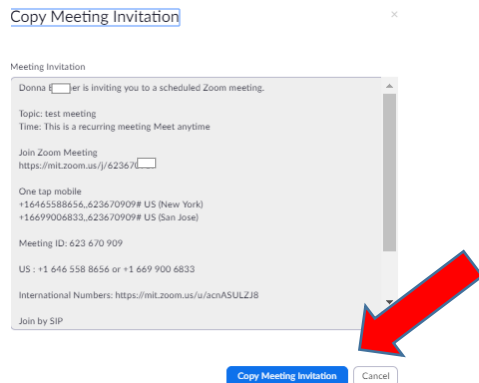
Meeting Password: Require meeting password

Invite Attendees: Join URL: <https://mit.zoom.us/j/623670909>

[Start this Meeting](#)

[Copy this invitation](#)

Which produces the image below. Select the “copy meeting invitation” and paste this into your usual form of communication to attendees (an email, etc.). This action will provide every recipient with the hyperlink to the meeting. You may also paste this into your calendar.



The screenshot shows a 'Copy Meeting Invitation' dialog box. It contains the following text:

Meeting Invitation

Donna [] is inviting you to a scheduled Zoom meeting.

Topic: test meeting

Time: This is a recurring meeting Meet anytime

Join Zoom Meeting
<https://mit.zoom.us/j/623670909>

One tap mobile
+1646588656,623670909# US (New York)
+1669906833,623670909# US (San Jose)

Meeting ID: 623 670 909

US : +1 646 558 8656 or +1 669 900 6833

International Numbers: <https://mit.zoom.us/j/623670909>

Join by SIP

[Copy Meeting Invitation](#) [Cancel](#)

A red arrow points to the 'Copy Meeting Invitation' button.

Start and run a meeting options:

Start a recurring upcoming meeting:

The screenshot shows the Zoom web interface. The 'Upcoming Meetings' tab is active. A 'Schedule a New Meeting' button is highlighted with a red arrow. Below it, a meeting entry is shown with 'Recurring' checked, 'Topic' set to 'test meeting', and 'Meeting ID' 623-6. A red arrow points to the 'Start' button for this meeting.

Or utilize the meeting invitation you sent to others

The dialog box titled 'Copy Meeting Invitation' contains the following text:
Meeting Invitation
Donna [redacted] is inviting you to a scheduled Zoom meeting.
Topic: test meeting
Time: This is a recurring meeting Meet anytime
Join Zoom Meeting
https://mit.zoom.us/j/623670909
One tap mobile
+16465588656,623670909# US (New York)
+16699006833,623670909# US (San Jose)
Meeting ID: 623 670 909
US : +1 646 558 8656 or +1 669 900 6833
International Numbers: https://mit.zoom.us/j/623670909
Join by SIP

Buttons: Copy Meeting Invitation, Cancel

Or restart or delete a previous meeting

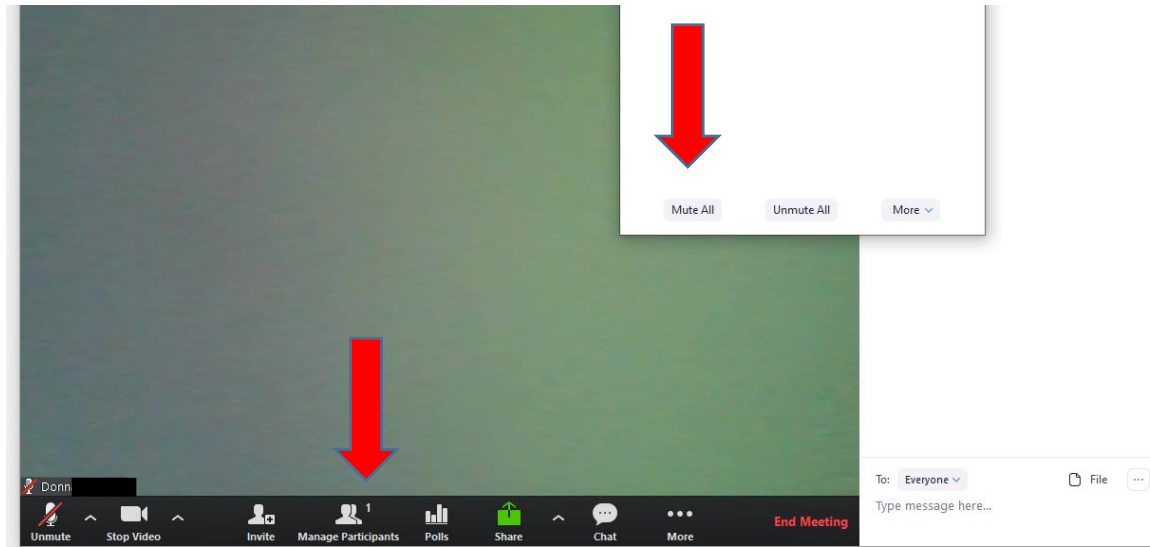
The screenshot shows the Zoom web interface with the 'Previous Meetings' tab selected. A table lists three past meetings. A red arrow points to the 'Delete' button for the first meeting.

Start Time	Topic	Meeting ID	Start	Delete
Fri, Mar 13 03:00 PM	doug2	670-3[redacted]51	Start	Delete
Fri, Mar 13 02:15 PM	doug - zoom	872-9[redacted]38	Start	Delete
Fri, Mar 13 10:00 AM	zoom test 1	465-2[redacted]13	Start	Delete

Running the meeting:

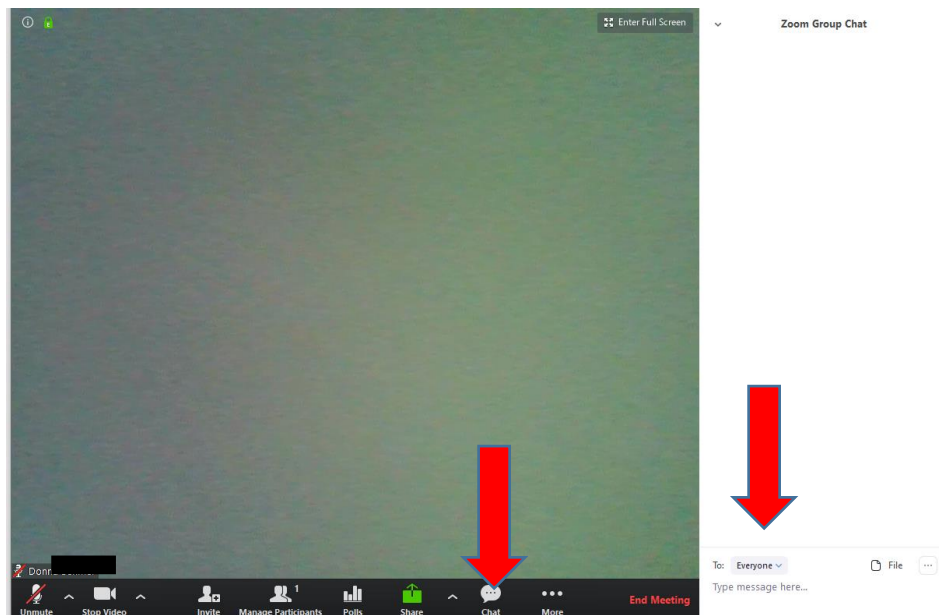
Muting:

Select Manage Participants where you may Mute / Unmute all – this is helpful when attendees may not be muted resulting in the meeting filled with background noise.



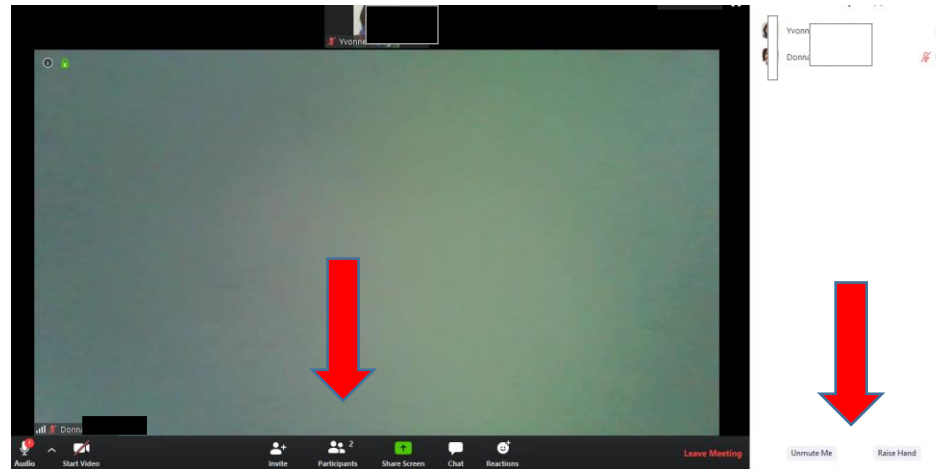
Chat: Everyone

You may select Chat with everyone, or use the drop down menu to chat privately

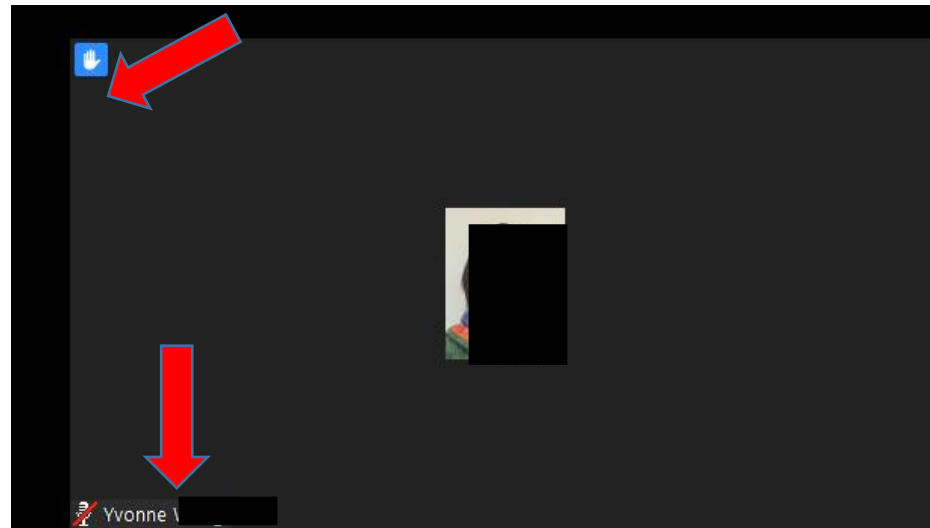


Manage questions by asking attendees to “Raise your Hand”:

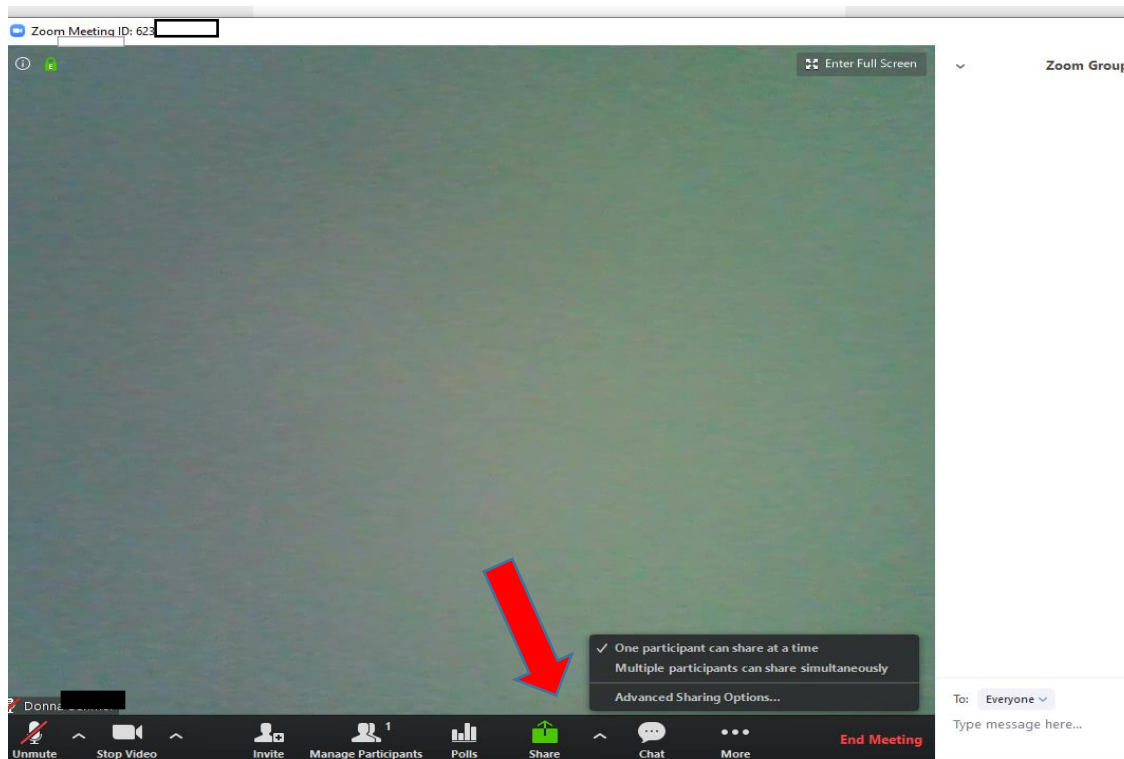
To do so, an attendee may select Participants, then select either unmute or raise hand



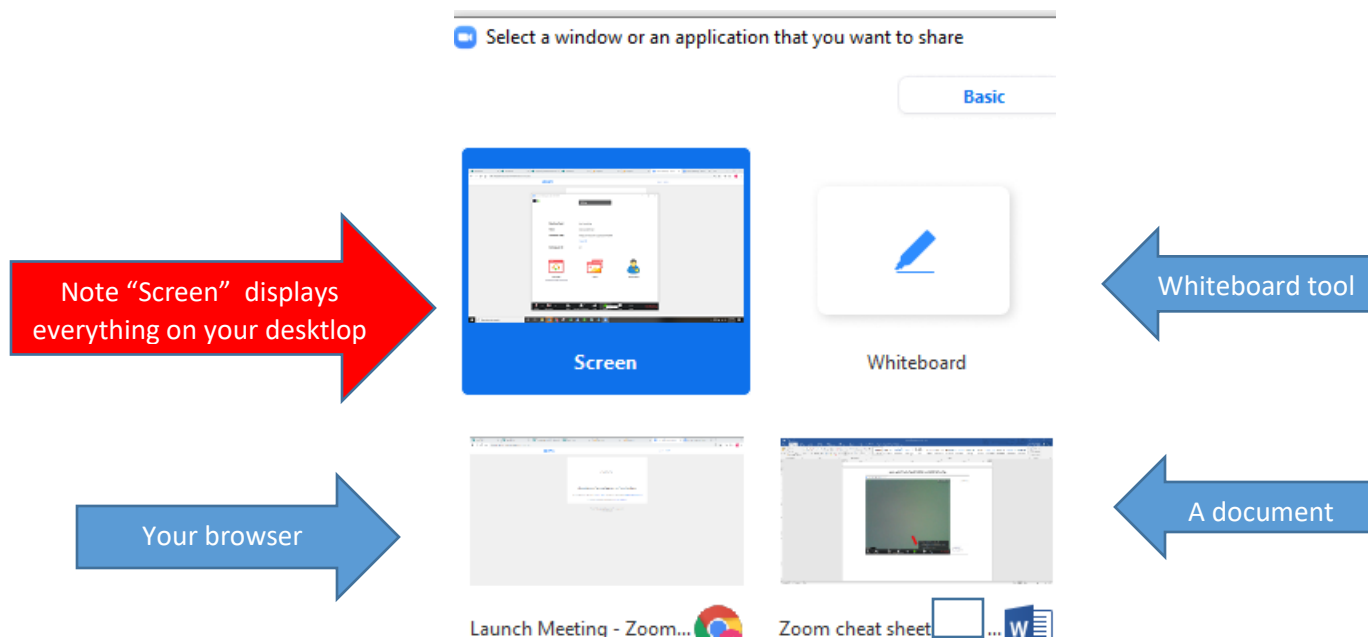
Then the host sees the attendee with a blue hand in the upper left corner



Share screens: You may share your screen or enable others to do so

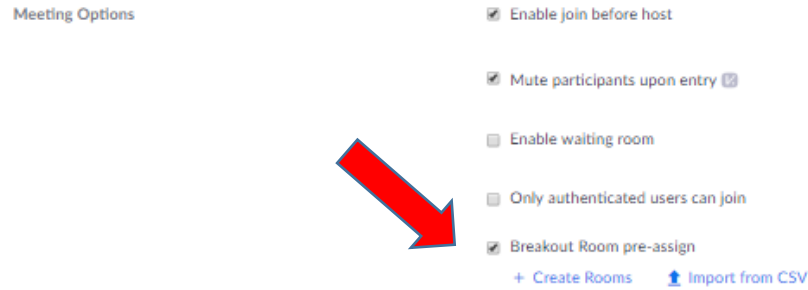


and then select what you want to share from those open on your computer (Screen, Whiteboard, a web page, a document, etc)

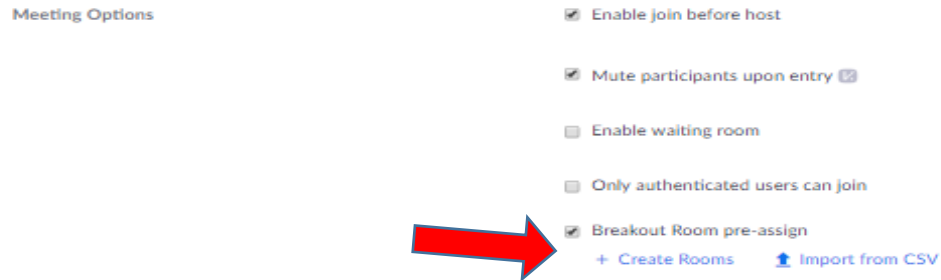


Break out rooms: This involves some prior work on the meeting set up

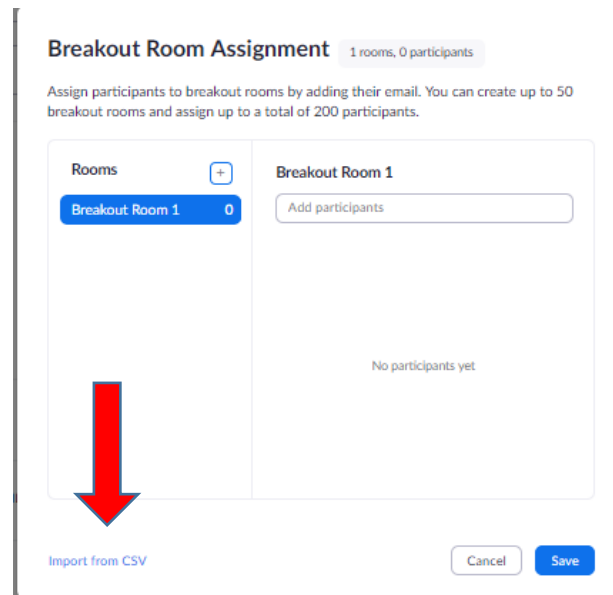
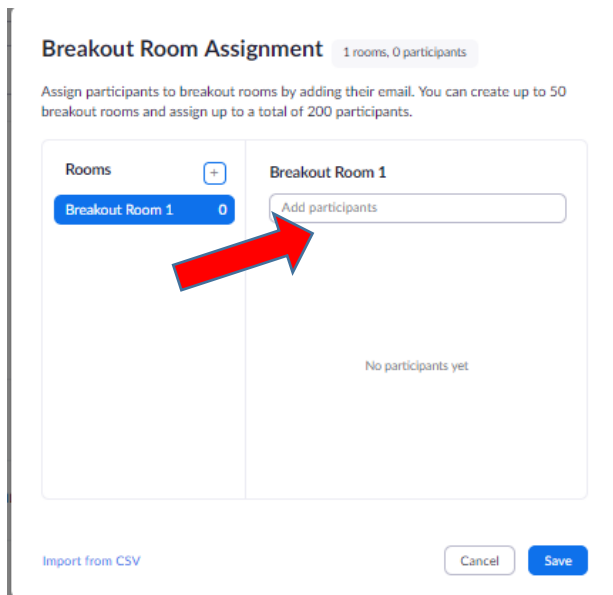
One method is to assign attendees to break out rooms automatically. In the meeting set up (or edit meeting):



Or you may create the breakout rooms yourself in the edit meeting screen



Then create rooms and assign attendees to the room either one at a time (left photo) or a CSV file (right photo)



A CSV file is just an Excel file saved in a “comma” format. Once created, use the import from CSV file. A sample CSV file is shown below:

	A	B
1	Pre-assign Room Name	Email Address
2	room1	d @mit.edu
3	room1	y nit.edu
4	room2	d .edu

Create the Excel file:

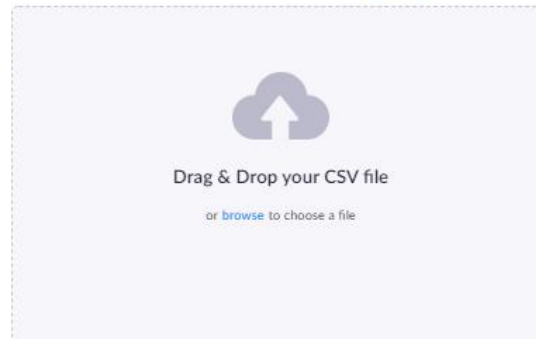
File name:	break out room today
Save as type:	CSV (Comma delimited)

then save the file in the CSV format:

then import the file into Zoom:

Import Rooms and Participants from CSV file

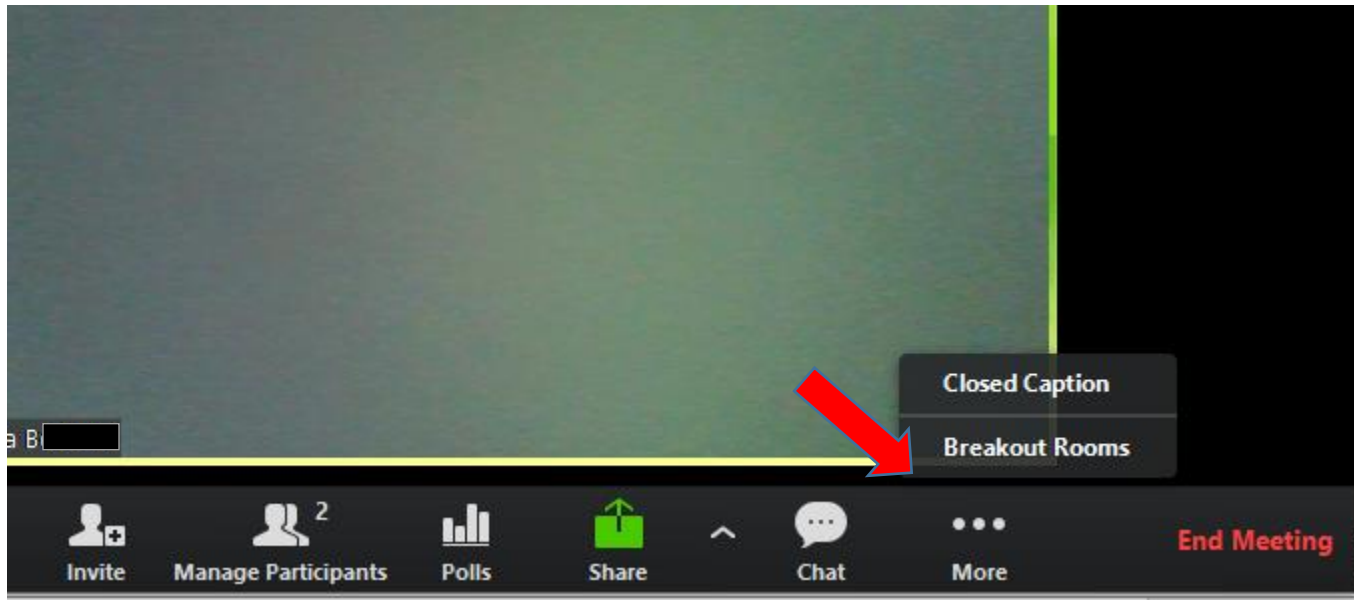
CSV format requirements: Breakout room name, email. Click to [download](#) the template.



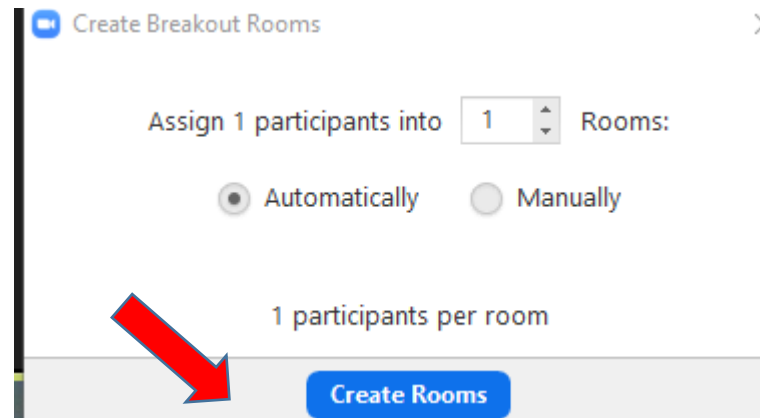
Tips: You can create up to 50 breakout rooms and assign up to a total of 200 participants.

Cancel

As long as you enabled break out rooms in meeting set up, you may also create or edit break out meetings in real time



Which opens up this screen



When you are ready, open the rooms and later close the rooms which will send attendees to the plenary meeting screen.

The screenshot shows a Zoom breakout room management window. At the top, the title bar reads "Breakout Rooms - Not Started" with a close button (X) on the right. Below the title bar, there is a list of breakout rooms. The first room is "Breakout Room 1", which is currently collapsed (indicated by a downward arrow) and has a count of "1" on the right. Underneath "Breakout Room 1", the name "Yvonn" is visible next to a small white box. At the bottom of the window, there is a control bar with several options: "Recreate ^", "Options ^", "Add a Room" (in a light blue button), and "Open All Rooms" (in a dark blue button).