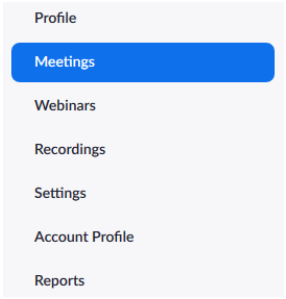
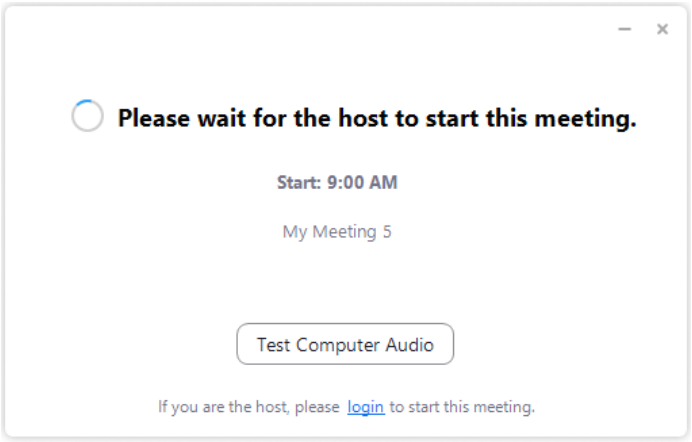
Scheduling Zoom Meetings in the Zoom Web Interface

1. Log into the Zoom web interface (https://rutgers.zoom.us/)
2. Click **Meetings** on the left side panel



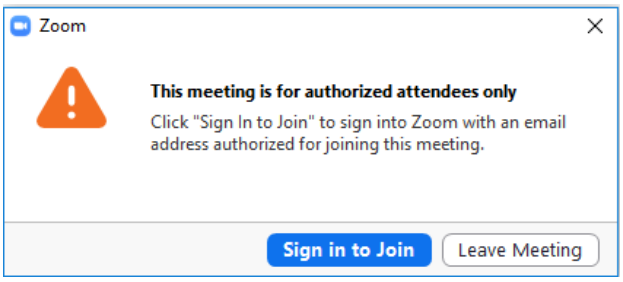
3. Click the blue **Schedule a New Meeting** button
4. Fill in the following information
    a. **Topic**
    b. **Description (Optional)**
    c. **When**
    d. **Duration**
    e. **Time Zone**
    f. **Registration** - Depending on the audience and type of event registration might be needed.
        i. **Note:** If you require more than name and email address from attendees you will need to set up registration
        ii. If you check the registration box, you will not be able to update registration questions until AFTER you click "**schedule**" at the bottom of the screen
        iii. Once the Zoom meeting is saved the options will appear at the bottom of your zoom meeting summary page that will allow you to update registration settings (Refer to the **Registration** section below)
    g. **Schedule For -** This option is available when you have been granted access to schedule meetings for someone else
    h. **Meeting ID** - Generate Automatically
    i. **Security** - The system will automatically generate a random passcode, you can create your own passcode by deleting and updating the passcode field.
        i. **Waiting Room** - Creates an attendee waiting room and allows the host to start the Zoom meeting without allowing attendees to join until everything is set up and ready.
            1. Once attendees are in the Waiting Room, hosts will have the option to admit them individually or all at once into the meeting.
    j. **Video -** Start meetings with the participants' video on or off. Participants can still use in-meeting controls to enable or disable their video.
    k. **Audio** - Select **Both**
    l. **Meeting Options**
        i. Enable join before host
            1. If this option is not selected attendees will receive the following prompt when trying to join the meeting

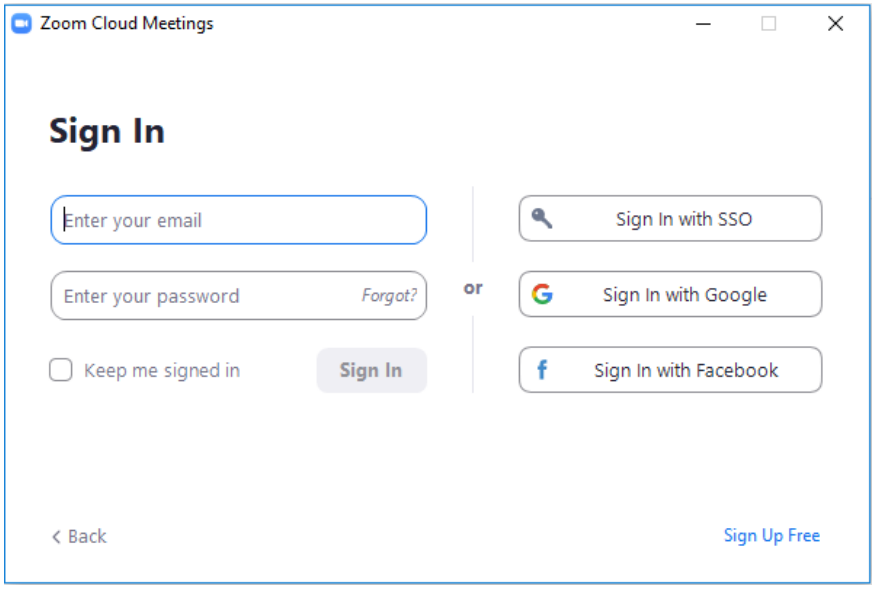


ii. Mute participants upon entry

iii. Only authenticated users can join – Attendees will need to log into Zoom before they can enter the meeting.

1. If selected attendees will receive the following prompts when trying to join the meeting.





iv. Breakout Room pre-assign – Allow you to create breakout rooms and assign attendees to those rooms prior to the start of the meeting.

v. Record the meeting automatically –

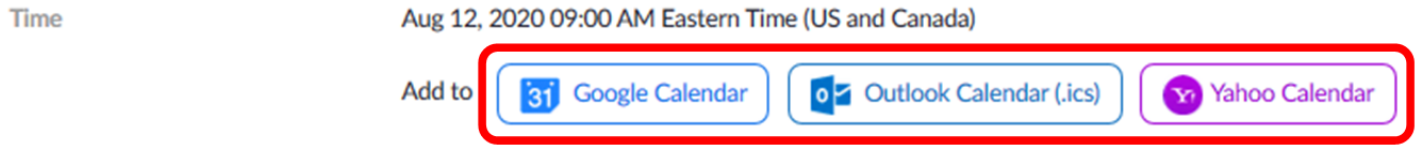
1. If checked you will be asked to select whether to save the file **On the local computer** or **In the cloud**
2. If not checked you can still start recording the meeting once it has started from the meeting controls

m. **Alternative Hosts** - Can start the meeting on the host's behalf. **(NOTE: You have to enter their @rutgers.edu email account, e.g. jsmith @rutgers.edu)**

5. Click the **Save** button at the bottom of the screen

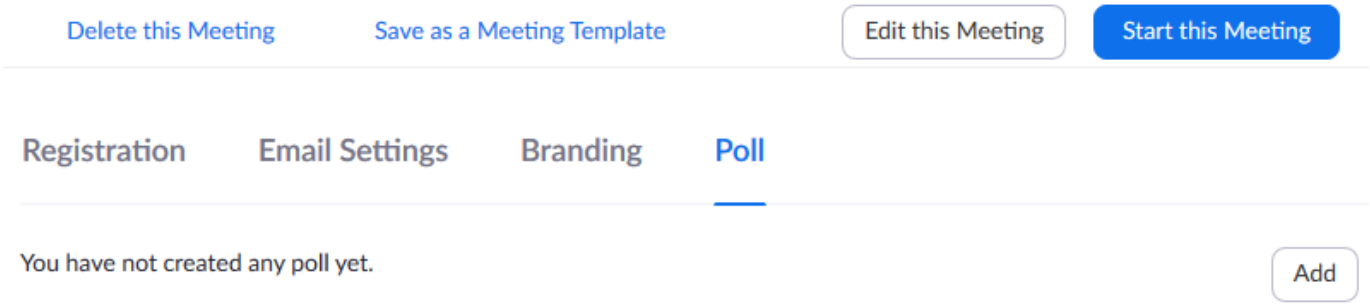
The following screen will have a summary of the new meeting.

- You can use one of the options in the **Time** section to add the meeting to your calendar



- Click the **Copy Invitation** link which you can then paste into an email to invite attendees

- At the bottom of this screen you will have the following options:



a. **Delete this Meeting**

b. **Save as a Meeting Template** - If you have a series or repeat event and the settings for the meetings will be the same you can create a template for easier set up. (Refer to the **Templates** section below)

c. Edit this Meeting

d. Start this Meeting

e. Registration - This option is only visible if **Registration** was selected in the meeting setup.

f. Email Settings - This option is only visible if **Registration** was selected in the meeting setup.

g. Branding - This option is only visible if **Registration** was selected in the meeting setup.

h. Poll - You can create polls to be utilized during the meeting

i. The poll button will appear at the bottom of the Zoom meeting controls once the meeting has been started.

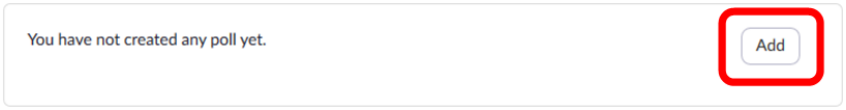
ii. You can start the polling at any point during the event

iii. If you have more than 1 polling question you can start them at different points throughout the event.

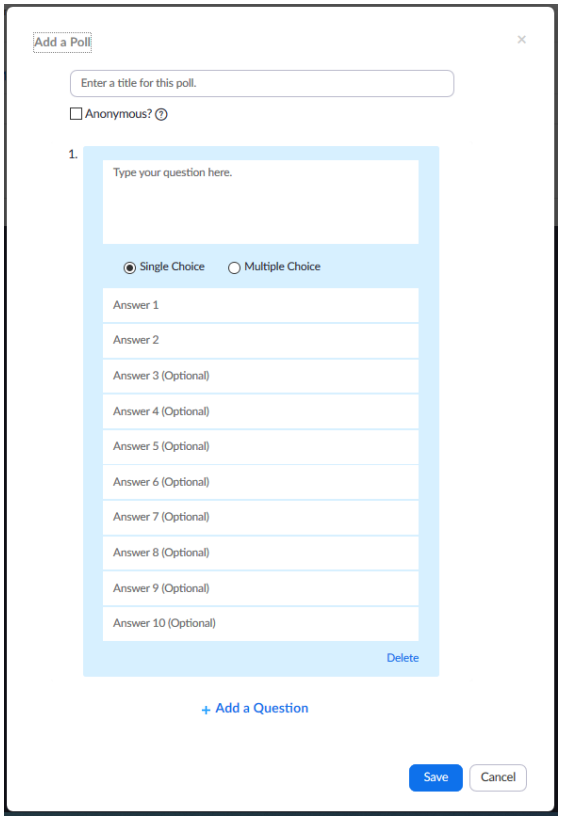
iv. (Refer to the **Polls** section below)

POLLS

1. Click the **Add** button in the Poll section at the bottom of the meeting summary page



2. Fill in the Poll fields

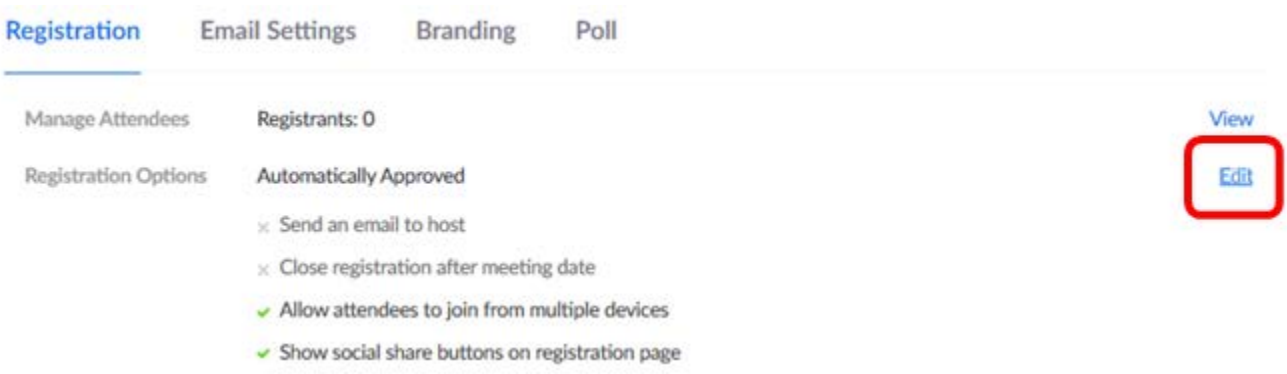


3. Click **+ Add a Question** for additional poll questions
4. Click the **Save** button

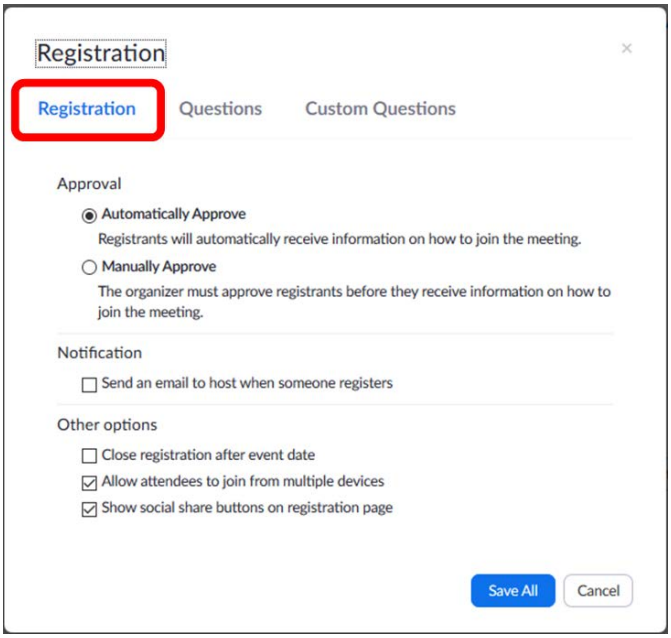
REGISTRATION

If the registration option is selected you will have the Registration section visible at the bottom of the meeting summary screen

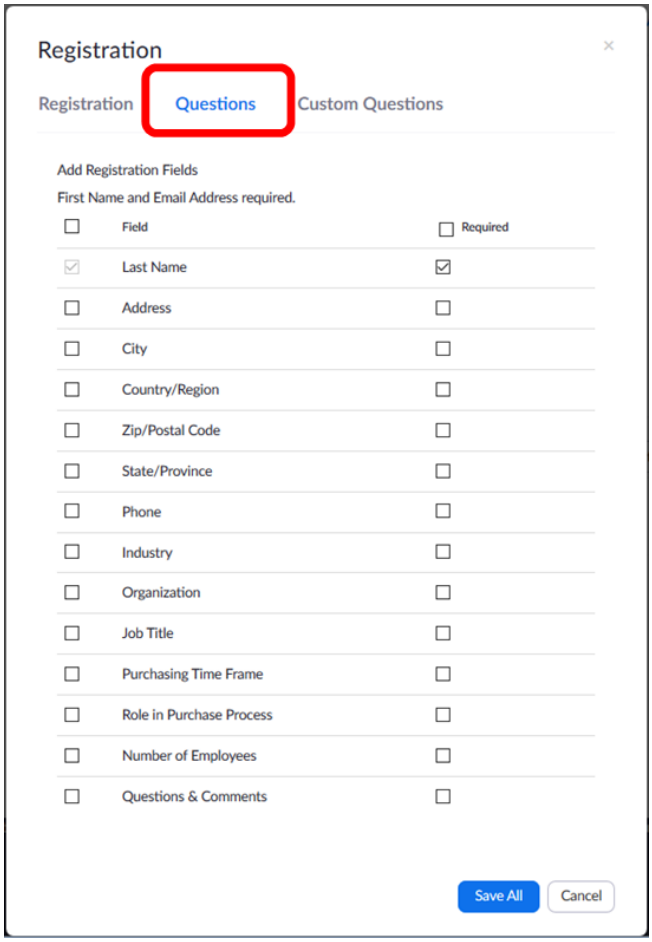
1. To update the registration options click **Edit**



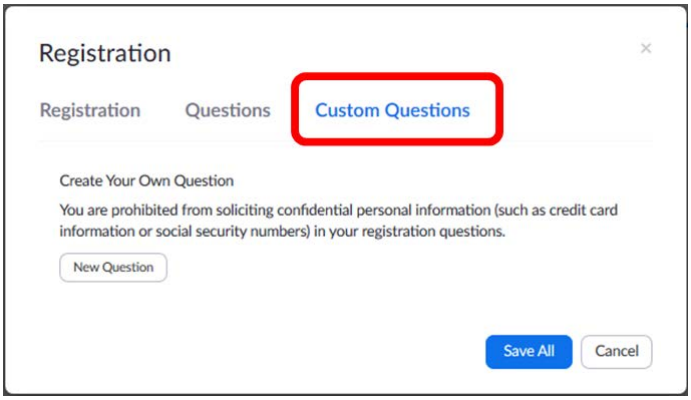
2. Select the desired registration options



3. Select the addition fields that you want attendees to provide in the Questions tab



4. You can create custom questions on the last tab



5. Click the **Save All** button when done.

TEMPLATES

SAVING A MEETING AS A TEMPLATE

Method 1

1. After a new meeting has been saved you can click the Save as a Meeting Template option at the bottom of the screen.

2. You will be prompted to enter a **Template Name**
3. Click the **Save as Template** button

Method 2

1. On Zoom web interface click **Meetings** on the left side panel
2. Click the meeting name of the meeting you want to save as a template
3. Click the Save as a Meeting Template option at the bottom of the screen.
4. You will be prompted to enter a **Template Name**
5. Click the **Save as Template** button

TO CREATE A NEW ZOOM MEETING USING THIS TEMPLATE

1. On Zoom web interface select Meetings on the left side panel
2. Click on **Meeting Templates** on the top of the page

3. Click the **Schedule Meeting with this Template** button next to the template you want to utilize
4. From there you can update the meeting details as needed