Zoom Meeting Basics

There are multiple ways to do this. Below is a basic way that works for me based on how my account is configured. This is provided to help get you started, but is not intended to be comprehensive. Your experience might vary.

You will need a computer with a high-speed internet connection and audiovisual capabilities.

I STRONGLY ENCOURAGE each student to

- set-up 2 or more Zoom meetings BEFORE their defense as tests to ensure that everything will work on the day of their defense.

- schedule and then launch the Zoom meeting several minutes prior to the intended start of their defense seminar to allow time to handle any last minute technology challenges.

- identify someone (i.e. Advisor, other student familiar with Zoom, etc.) that can help with last minute technology challenges on the day of the defense.

To SCHEDULE a Zoom meeting:

1. Go to zoom.vcu.edu. You will likely be redirected to vcu.zoom.us.

2. Sign-in to your account. You might be asked to create an account.
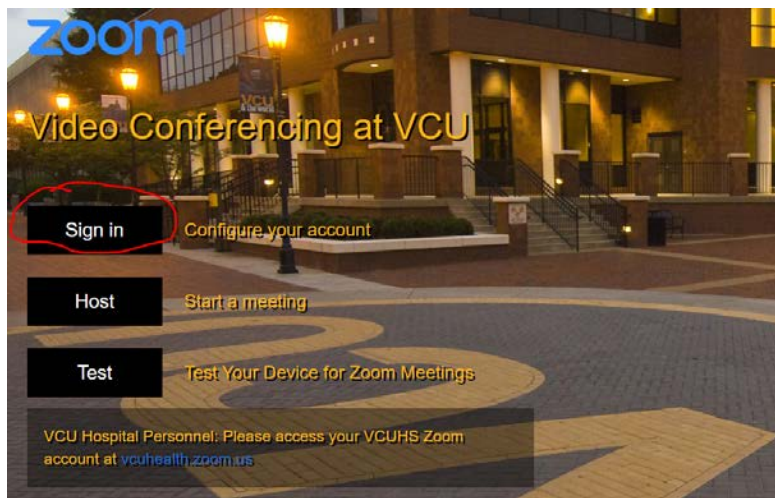
3. Click on "Schedule a Meeting".
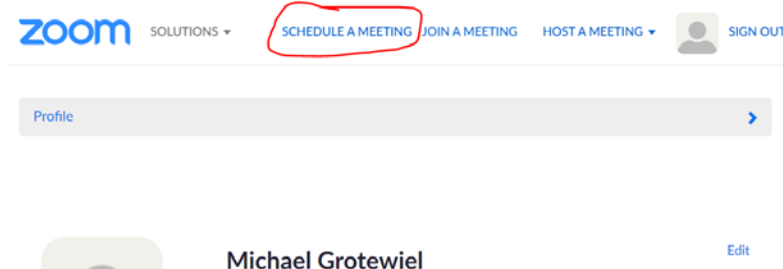
4. Add the requested information about your meeting.

   I suggest DESELECTING the password requirement. Deselecting the password requirement will allow users to simply click a link and get into the meeting.

   I suggest SELECTING "Enable join before host". This will allow audience members to join the meeting before you as the host start the meeting.

   Click "Save" when all information is entered.

Schedule a Meeting

	Outlook Plugin for Zoom
	Schedule your Zoom meetings directly from Outlook with the Outlook plugin. Click here to download.

Topic	My Meeting
Description (Optional)	Enter your meeting description

When	03/19/2020 11:00 AM
Duration	1 hr 0 min
Time Zone	(GMT-4:00) Eastern Time (US and Canada)
	☐ Recurring meeting

Registration	☐ Required

Meeting ID	⦿ Generate Automatically ○ Personal Meeting ID 994-529-8137

Meeting Password	☑ Require meeting password 861876

Video	Host	○ on ⦿ off
	Participant	○ on ⦿ off

Audio	○ Telephone ○ Computer Audio ⦿ Both
	Dial from United States of America Edit

Meeting Options	☐ Enable join before host
	☐ Mute participants upon entry
	☐ Enable waiting room
	☐ Only authenticated users can join
	☐ Record the meeting automatically on the local computer

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

5. In the next interface, you'll see a brief summary of the meeting. Click on "Copy the invitation". You can paste the invitation (which contains the meeting URL and other information) into an email and distribute to everyone that needs to be invited to your defense.

6. Your Zoom meeting should now be scheduled.

To HOST a Zoom meeting:

1. Log into your Zoom account. Click on "Meetings" on the left and then click "Start" for the appropriate meeting.

2. Click on "Open Zoom Meetings". You might have to download and launch the Zoom app.
3. Click "Join with Computer Audio".
4. Click "Share".
5. Click "Screen".
6. Hover your cursor over the Zoom interface, ensure that "Mute" and "Stop Video" are DESELECTED.
7. Your meeting should now be live.