

# Scheduling a Meeting

[Video tutorial](#) is also available.

- Step 1: Go to Course Navigation Bar and choose “Zoom”.

Grades

Example Link

People



Zoom

- Step 2: Click on “Schedule a New Meeting”.

The screenshot shows the Zoom interface with the following elements:

- Navigation tabs: Upcoming Meetings, Previous Meetings, Personal Meeting Room, Cloud Recordings.
- Get Training button (with Zoom logo).
- Time zone information: "Your current Time Zone is (GMT-7:00) Pacific Time (US and Canada). Edit"
- A red box highlights the "Schedule a New Meeting" button, with a red circle containing the number "2" next to it.
- Form fields: Start Time, Topic, Meeting ID.
- Message: "The user does not have any upcoming meetings. To schedule a new meeting click Schedule a Meeting."

- Step 3: Fill in details and information for this meeting.
- Step 4: Click “Save”.

### Schedule a Meeting

Topic	<input type="text" value="Canvas Guides - Faculty"/> <b>3</b>
Description (Optional)	<input type="text" value="Enter your meeting description"/>
When	<input type="text" value="08/15/2018"/> <input type="text" value="1:00"/> <input type="text" value="PM"/>
Duration	<input type="text" value="1"/> hr <input type="text" value="0"/> min
Time Zone	<input type="text" value="(GMT-7:00) Pacific Time (US and Canada)"/>
	<input type="checkbox"/> Recurring meeting
Registration	<input type="checkbox"/> Required
Video	Host <input type="radio"/> on <input checked="" type="radio"/> off
Audio	<input type="radio"/> Telephone <input type="radio"/> Computer Audio <input checked="" type="radio"/> Both Dial from United States <a href="#">Edit</a>
Meeting Options	<input type="checkbox"/> Require meeting password <input type="checkbox"/> Enable join before host <input type="checkbox"/> Mute participants upon entry <input checked="" type="checkbox"/> <input type="checkbox"/> Use Personal Meeting ID 386-222-6547 <input type="checkbox"/> Enable waiting room <input type="checkbox"/> Record the meeting automatically
Alternative Hosts	<input type="text" value="Example: john@company.com, peter@school.edu"/>
	<input checked="" type="checkbox"/> <b>4</b> <input type="button" value="Save"/> <input type="button" value="Cancel"/>