Conferencing Software and You!

So you need to create or join a meeting between yourself and a student and you've never used video- (and/or) audio-conferencing software as a meeting creator as compared to "click this GoToWebinar link to join" type of thing. We're here to help get you through it.

Basically, there are three parts to any meeting software – creating a meeting, hosting a meeting, and joining a meeting. You, the university staff member, are going to create that meeting and probably host it. Your student will join the meeting.

Navigate has no recommendation of what software to use for this; we literally picked the top 10 off an internet search to be as unbiased as we can be. Your university PROBABLY has some software provider they use for this; if they do, get your account. If not, your students probably use Skype or Google Hangouts (or FaceTime but that requires everyone to have Apple and doesn't have the text element) the most for this type of thing and those are free for individual-to-individual meetings.

For any product, we're just going to tell you how to schedule from the web interface. If you are doing this from an app, check Product Help for more information.

IF YOU HAVE ZOOM

To Create a Meeting!

First: Sign In

1. Go to http://zoom.us and click on **Sign In**.
2. You can use the **"e-mail"** and "password" that you have created. Or, use your Google (Gmail or Google App) or Facebook account to sign in with if you don't have a Zoom account

Note: If you do not have a current Zoom account, please click on **Sign Up Free** to create a new Zoom account.

Scheduling a Meeting from the Web

1. Sign in to the Zoom web portal.

2. Click **Meetings**, and click **Schedule A New Meeting**.
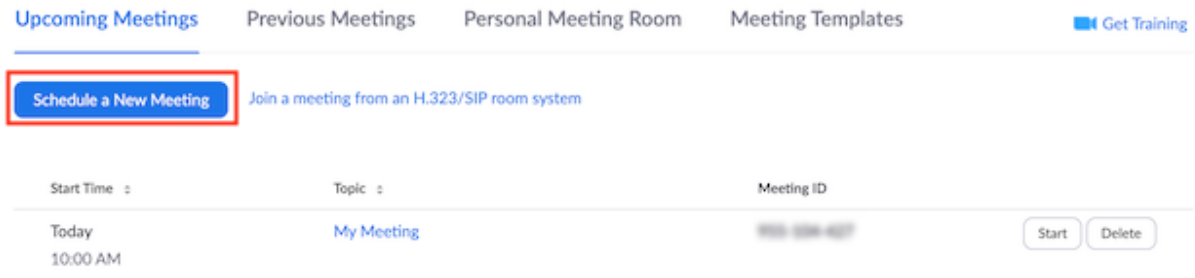
3. Select the meeting options. Note that some of these options might not be available if they were disabled and locked to the off position at the account or group level.
   - **Topic**: Enter a topic or name for your meeting.
   - **Description**: Enter in an option meeting description.
   - **When**: Select a date and time for your meeting. You can manually enter any time and press enter to select it.
   - **Duration**: Choose the approximate duration of the meeting. This is only for scheduling purposes. The meeting will not end after this length of time.
   - **Time Zone:** By default, Zoom will use the time zone set in your profile. Click the drop-down menu to select a different time zone.
   - **Recurring meeting**: Check if you would like a recurring meeting (the meeting ID will remain the same for each session). This will open up additional recurrence options.
     - **Recurrence**: Select how often you need the meeting to recur: **Daily**, **Weekly**, **Monthly**, or **No Fixed Time**. It can recur up to 50 times. If you need more than 50 recurrences, use the **No Fixed Time** option.
     - The other recurrence options will depend on how often the meeting recurs. You can configure the meeting to end after a set amount of occurrences or have the recurring meeting end on a specific date.
   - **List this Meeting in Public Event List**: If your account has the Public Event List enabled, check this option to include this meeting in the list.
   - **Registration**: Check this option if your meeting will require registration. Instead of a join link for your participants, you will be provided a registration link. If registration is required and the meeting is reoccurring, choose one of these options:
     - **Attendees register once and can attend any of the occurrences**: Registrants can attend all of the occurrences. All dates and times of the meeting will be listed and the registrant will be registered for all occurrences.
     - **Attendees need to register for each occurrence to attend**: Registrants need to register separately for each occurrence to attend. They can only choose one date and time on the registrant page.
     - **Attendees register once and can choose one or more occurrences to attend**: Registrants register once and can choose one or more occurrences to attend. They will need to select which dates and times they would like to attend and they will only be registered for those occurrences. They can choose multiple options.
   - **Host Video**: Choose if you would like the host video on or off when joining the meeting. Even if you choose off, the host will have the option to start their video.

- **Participant Video**: Choose if you would like the participants' videos on or off when joining the meeting. Even if you choose off, the participants will have the option to start their video.
- **Audio Options**: Choose whether to allow users to join using **Telephone** only, **Computer Audio** only, **Telephone and Computer Audio** (both), or **3rd Party Audio** (if enabled for your account).
- **Dial in From**: If **Telephone** or **Telephone and Computer Audio** is enabled for this meeting, click **Edit** to select the dial-in countries that you would like included in the invitation. By default, this includes your **Global Dial-In Countries** listed in My Meeting Settings.
- **Require meeting password**: You can select and input your meeting password here. Joining participants will be required to input this before joining your scheduled meeting. **Note**: The meeting password must meet these requirements.
  - 10 characters maximum
  - Passwords are case sensitive
  - We recommend using alphanumeric characters and these special characters: @ * _ -
  - The Zoom desktop client allows alphanumeric characters and these special characters: @ * _ -
  - The Zoom web portal allows any characters, but the these characters are not allowed: & < > \
- **Enable join before host**: Allow participants to join the meeting without you or before you join. The meeting will end after 40-minutes for Basic (free) users if 3 or more people join the meeting.
- **Mute participants on entry**: If join before host is not enabled, this will mute participants as they join the meeting. Participants can unmute themselves after joining the meeting. **Note**: To mute all participants currently in a meeting, see the options to manage participants.
- **Use Personal Meeting ID**: Check this if you want to use your Personal Meeting ID. If not selected, a random unique meeting ID will be generated.
- **Enable waiting room**: Allows the host to control when participants join the meeting by placing them in a waiting room.
- **Only signed-in users can join this meeting**: Restrict access to the meeting so that only signed-in using can join.
- **Default to HD Video**: If you enable this option, the participant view will always default to HD video automatically (if the feature is available in the Account Settings).
- **Record the meeting automatically**: Check this if you want the meeting to be automatically recorded. Select if you want it to be recorded locally (to your computer) or to the cloud (zoom.us/recording).
- **Schedule For**: If you have scheduling privilege for another user, you will be able to choose who you want to schedule for from the drop down.
- **Alternative Hosts**: Enter the email address of another Zoom user who is Licensed, on your account to allow them to start the meeting in your absence.

4. Click **Save** to finish.

Once finished, you can either select a calendar option to add the scheduled meeting to your calendar or select **Copy The Invitation** to send out the invitation to your Zoom meeting.

Time	Apr 9, 2019 12:00 PM Pacific Time (US and Canada)
Add to	Google Calendar Outlook Calendar (.ics) Yahoo Calendar
Meeting ID	586-981-6226
Join URL:	https://aidancrosbie.zoom.us/j/5869816226 Copy the invitation

Copy the Invitation will open up a window where you can copy the full invitation to send out via email.

Copy Meeting Invitation ✕

Hi there,

Molly Parker is inviting you to a scheduled Zoom meeting.

Topic: Sync Up
Time: Sep 26, 2017 12:00 AM Central Standard Time (US and Canada)

Join from PC, Mac, Linux, iOS or Android: https://success.zoom.us/j/

Or iPhone one-tap :
    US: +14086380968,,   # or +16468769923,   #
Or Telephone:
    Dial(for higher quality, dial a number based on your current location):
        US: +1 408 638 0968 or +1 646 876 9923 or +1 669 900 6833 or +1 877 853 5247 (Toll Free) or +1 877 369 0926 (Toll Free)
        Canada: +1 647 558 0588 or +1 855 703 8985 (Toll Free)
    Meeting ID:
   International numbers available: https://success.zoom.us/zoomconference?
m=vMLYFwPwulsFO-PO-SpdvF_vKVgGcEau

Select, copy and paste invitation.

Select All   Cancel

Scheduling an Instant Meeting

If you do NOT have the Zoom app installed, go to zoom.us and select "Host a Meeting" to start the installation. If you DO have the App installed, see below -

1. Open your Zoom app on your desktop and click **Sign In**.
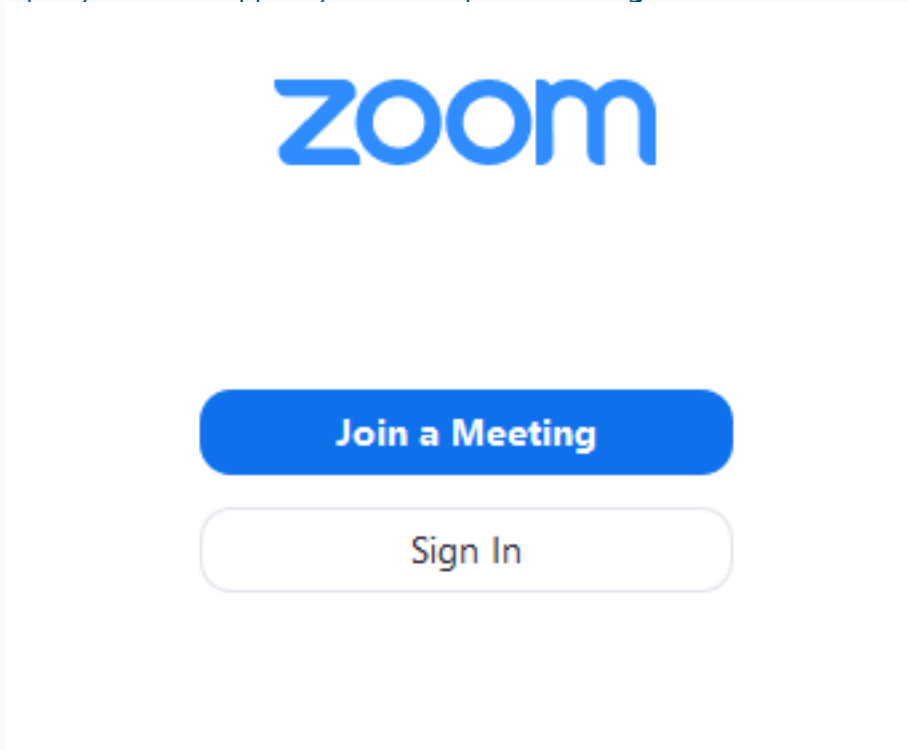
2. Log in using the **E-mail** and **password** that you have created, or with Google (Gmail), Facebook, or Login with SSO.

3. Click the downward arrow and select **Start with video**, then click **New Meeting** to start an instant meeting.
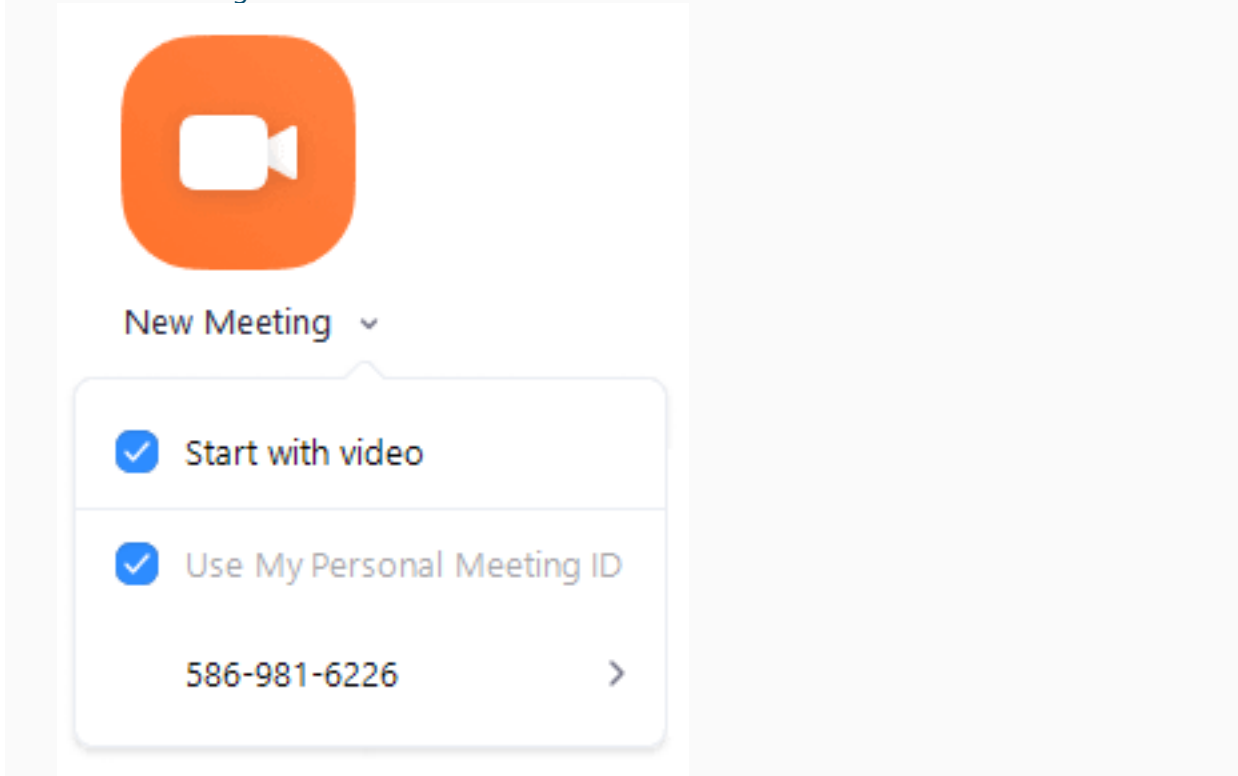
To Start a Previously Scheduled Meeting as the Host

If you are the meeting host and need to start or join a scheduled meeting, there are several ways that you can join the meeting. As the host, you can start the meeting from the Zoom desktop client for Mac, PC or Linux, the Zoom app for Android or iOS, or your web browser,
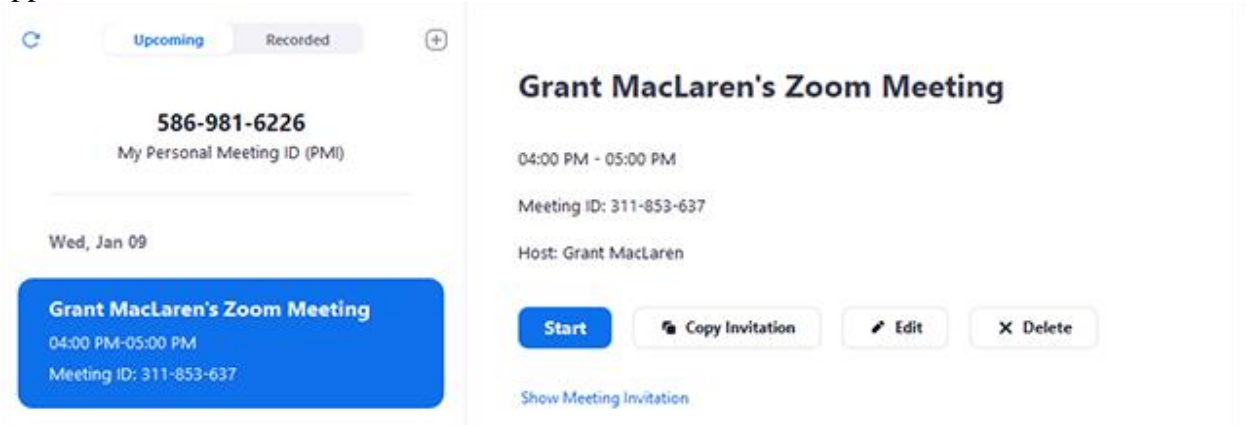
Prerequisites

- Zoom Account
- Meeting Scheduled

For Windows and Mac

1. In the Zoom client, click **Meetings**.
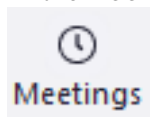
2. Under the **Upcoming** tab, select the meeting you want to start. Additional options will appear.
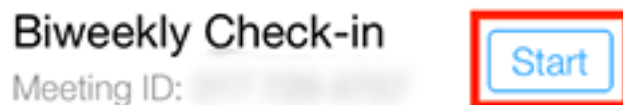

3. Click **Start**.

In the Zoom app on your phone

1. In the Zoom mobile app, click **Upcoming**.

2. Click **Start** next to the meeting you want to start.

In a web browser

1. Login to **My Meetings**.

2. Under **Upcoming Meetings**, click **Start** next to the meeting you want to start.

3. The Zoom client should launch automatically to start the meeting.

How to join a Zoom as a student

Ideally, all they should have to do is click the link sent in a text or email sent via Navigate. If not –

Android Phones

1. Open the Zoom mobile app. If you have not downloaded the Zoom mobile app yet, you can download it from the Google Play Store.
2. Join a meeting using one of these methods:

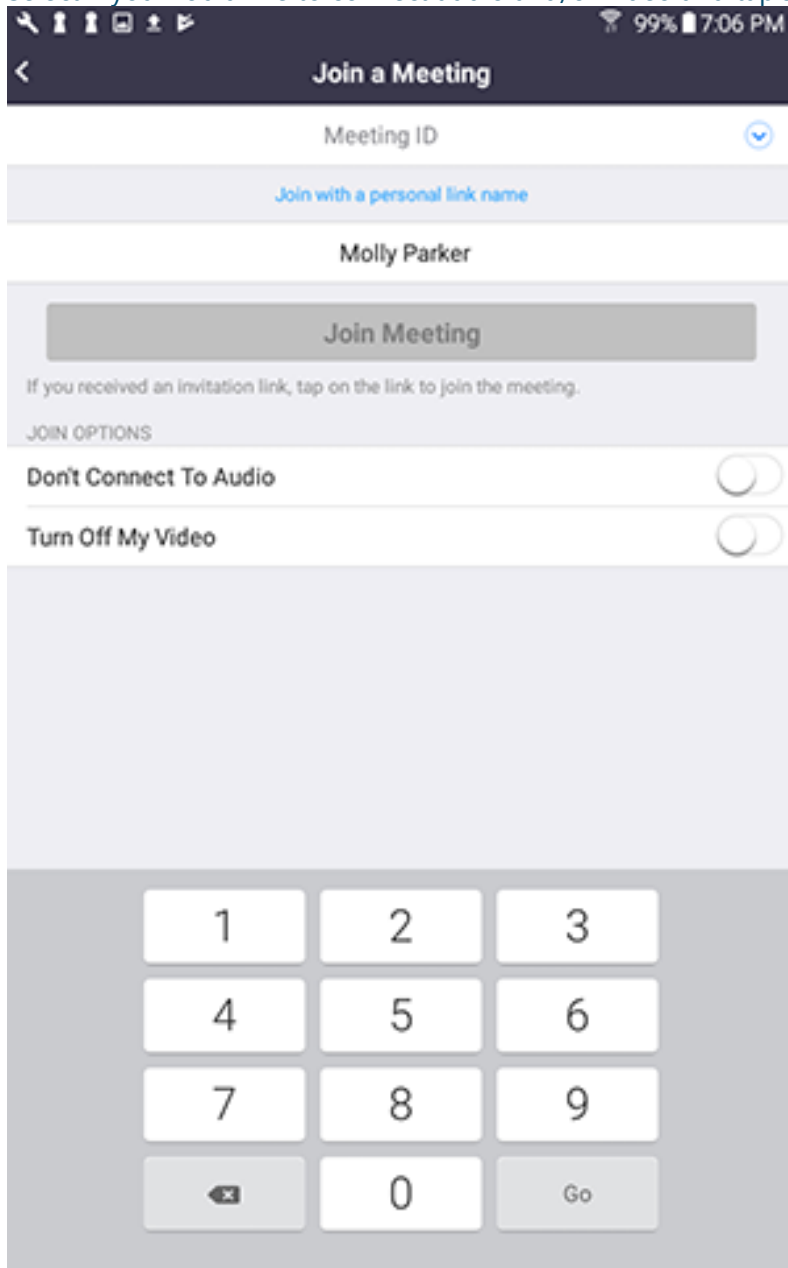- Tap **Join a Meeting** if you want to join without signing in.
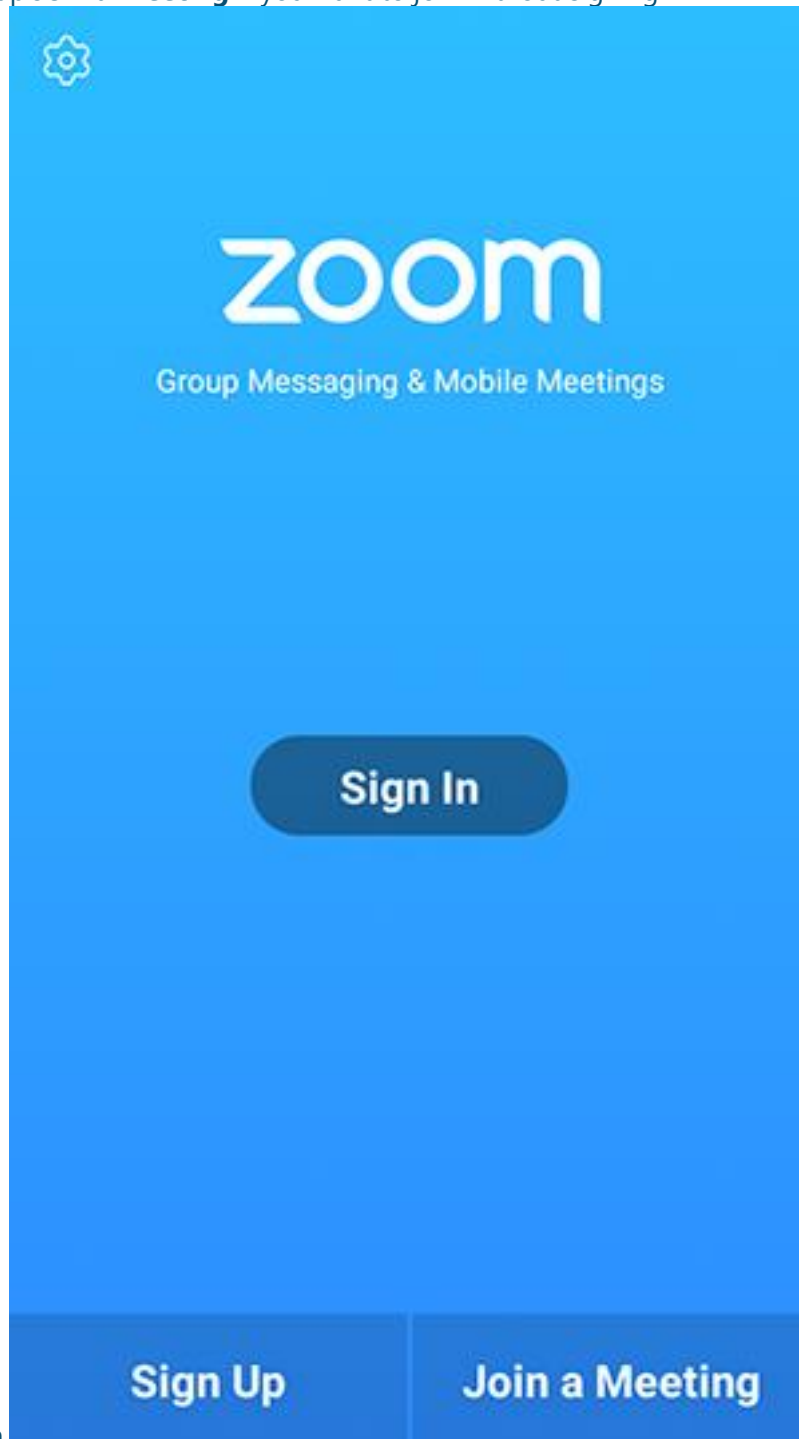
- Sign in to Zoom then tap **Join.**

Join

3. Enter the meeting ID number and your display name.
    - If you're signed in, change your name if you don't want your default name to appear.
    - If you're not signed in, enter a display name.

4. Select if you would like to connect audio and/or video and tap **Join Meeting**.

iOS Phones

1. Open the Zoom mobile app. If you have not downloaded the Zoom mobile app yet, you can download it from the App Store.
2. Join a meeting using one of these methods:

- Tap **Join a Meeting** if you want to join without signing
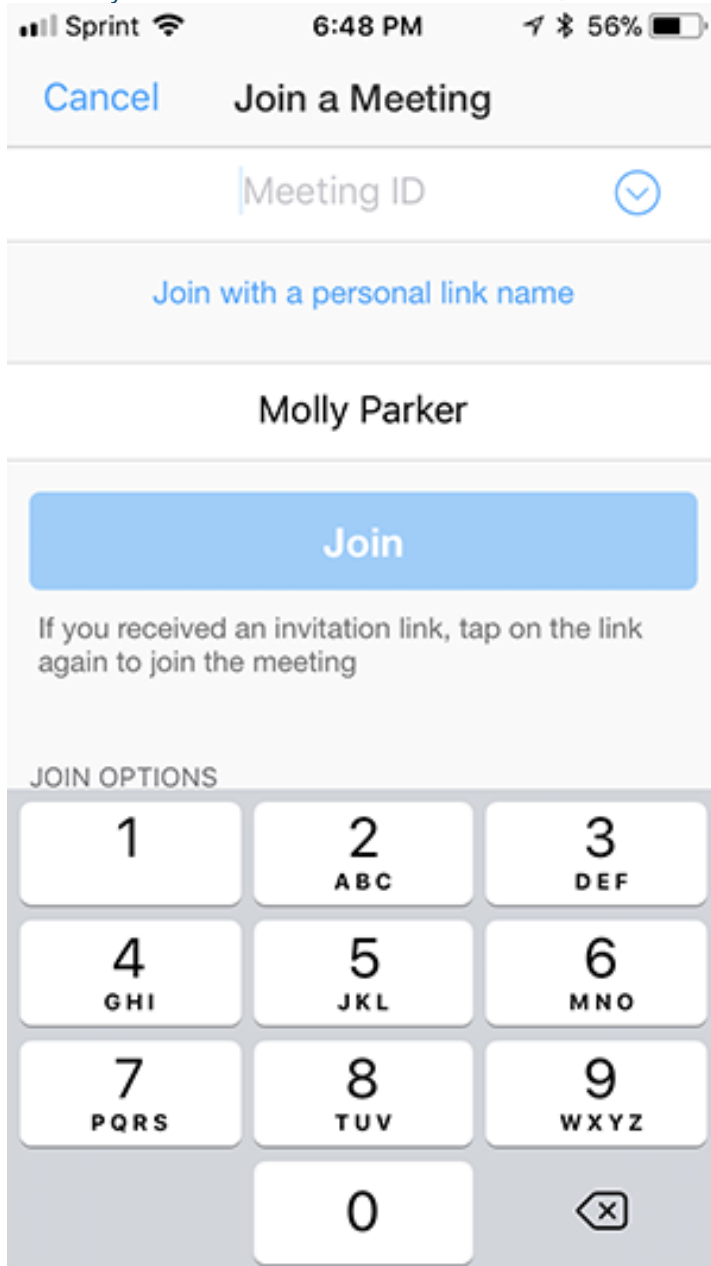

  in.
- Sign in to Zoom then tap **Join.**

3. Enter the meeting ID number and your display name.
   - If you're signed in, change your name if you don't want your default name to appear.
   - If you're not signed in, enter a display name.
4. Select if you would like to connect audio and/or video and select **Join.**

From a Browser

1. Open the web browser.
2. Go to join.zoom.us.

3. Enter your meeting ID provided by the host/organizer.

Join a Meeting

Meeting ID or Personal Link Name

Your meeting ID is a 9, 10, or 11-digit number

Join

Join a meeting from an H.323/SIP room system

4. Click **Join**.
    - If this is your first time joining from your browser, you will be asked to open the Zoom client to join the meeting.
    - You can check **Always open these types of links in the associated app** to skip this step in the future.
    - Click **Open Zoom Meetings** (PC) or **Open zoom.us** (Mac).

Open Zoom?

https://zoom.us wants to open this application.

Open Zoom   Cancel