## **Meetings in Zoom**

## To Schedule a Meeting:

1. Go to https://salisbury.zoom.us and Sign In with your University Login.



2. With Meetings selected in the left pane select Schedule a Meeting in the middle of the page.

Salisbury 1.888.799.9666 SALES	PLANS	JOIN A MEETING HOST A MEETING SIGN OUT						
Profile Meetings Webinars	Upcoming Meetings Previous Meetings Personal Meeting Room Meeting Templates	Cet Training						
Recordings	Start Time : Topic : Meeting ID							
Settings Account Profile Reports	The user does not have any upcoming meetings. To schedule a new meeting click Schedule a Meeting.							
Attend Live Training Video Tutorials Knowledge Base	Save time by scheduling your meetings directly from your calendar.              Microsoft Outlook Plugin         Download           Or me Extension         Download           Firefox Add-on         Download             Add Zoom as an Add-in for Outlook on         the web           Hord - for Outlook on           Download           Download							

3. Fill in the information for your meeting.

If this will be an ongoing, regularly scheduled meeting, choose Recurring meeting and enter the information on when it is held.

Salisbury 1.888.799.9666 SALES	PLANS		JOIN A MEETING	HOST A MEETING - SIGN OUT
Profile Meetings	My Meetings > Schedule a Me	reting		
Webinars Recordings	Topic	My Meeting		
Settings Account Profile	Description (Optional)	Enter your meeting description		
Reports	When	12/05/2019 🗃 2:00 v PM v		
Attend Live Training	Duration	$\boxed{1  \checkmark} hr \boxed{0  \checkmark} min$		
Video Tutorials Knowledge Base	Time Zone	(GMT-5:00) Eastern Time (US and Canada)		
	Registration	Required		
	Meeting ID	Generate Automatically     Personal Meeting ID 203-779-8652		
	Meeting Password	Require meeting password 673663		
	Video	Host O on Off		
		Participant O on O off		
	Audio	Telephone Computer Audio Both Dial from United States of America Edit		
	Meeting Options	<ul> <li>Enable join before host</li> <li>Mute participants upon entry (2)</li> </ul>		
		Enable waiting room		
		<ul> <li>Only authenticated users can join</li> <li>Record the meeting automatically</li> </ul>		
	Alternative Hosts	Example: john@company.com, peter@school.edu		
		Save		O Help

Please note: Zoom is a tool for both audio and video conferencing. Video is turned off by default when scheduling new meetings, but attendees joining your audio conference from their computer will have the option to turn on their own video.

Enable join before host: If you would like your callers to be able to enter the meeting before you dial in, please check the Enable join before host box when scheduling your meeting.

Alternate Host: If you are scheduling a meeting for someone else please add them as an Alternative Host. This will allow the meeting to begin without you being present and/or continue once you have left the meeting.

**Recording the meeting:** Due to the sensitive nature of Zoom calls including the President and members of the Executive Staff, and in accordance with Salisbury University's existing best-practices for Zoom, meetings should only be recorded if all attendees are advised before signing on. These guidelines will help to ensure privacy and the protection of sensitive information. If you have any questions, please contact Eli Modlin, Chief of Staff to the President.

4. Click Save.



5. Invite participants by calendar invite or by email:

Add the meeting information to your Outlook calendar: Click **Outlook Calendar (.ics)** to download the meeting information. Click on the downloaded .ics file to open and save the appointment.

Salisbury 1.888.799.9666 SALES F	PLANS		JOIN A MEETING	HOST A MEETING +	
Profile	My Meetings > Manage "My Meetin				
Meetings	Торіс	My Meeting		Start t	his Meeting
Webinars					
Recordings	Time	Dec 5, 2019 02:00 PM Eastern Time (US and Canada)			
Settings		Add to 🔀 Google Calendar 🛛 📴 Outlook Calendar (.ics)			
Account Profile					
Reports	Meeting ID	585-581-711			
	Meeting Password	✓ Require meeting password 705996			
Attend Live Training	incerng russiona	+ require meeting passion - 105770			
Video Tutorials	Invite Attendees	Join URL: https://salisbury.zoom.us/j/585581711?pwd=Slg2c2FGVVN6QIZzekpZUTZXME9MUT09		Copy the	invitation
Knowledge Base	Video	Host Off			
		Participant Off			
	Audio	Telephone and Computer Audio			
		Dial from United States of America			
	Meeting Options	× Enable join before host			
		× Mute participants upon entry 🗵			
		× Enable waiting room			
		× Only authenticated users can join			
		× Record the meeting automatically			
	Delete this Meeting	Save as a Meeting Template	Edit this Mee	ting Start this N	Neeting

Alternately, you can click Copy the invitation to capture the meeting information, then paste into an email to invitees.

eetin	g Invitation
Tamr	ny Voigt is inviting you to a scheduled Zoom meeting.
Tonio	: My Meeting
	Dec 5, 2019 02:00 PM Eastern Time (US and Canada)
	Zoom Meeting ://salisbury.zoom.us/i/585581711?
	SIg2c2FGVVN6OIZzekbZUTZXME9MUT09
	ing ID: 585 581 711
Pass	vord: 705996
One	ap mobile
+164	65588656,,585581711# US (New York)
+172	07072699,,585581711# US (Denver)
Dial	y your location
	1 646 558 8656 US (New York)
	1 720 707 2699 US (Denver)
Mee	ing ID: 585 581 711

You can edit the information provided by Zoom to delete info your audience doesn't need e.g., international numbers, or the San Jose/New York labels on the call-in phone numbers. (Either US phone number will work regardless of call origination location, however the participants' usual carrier charges will apply.)

	ちぐへ	<ul> <li>Please join Zoom meeting in progress - Message (HTML)</li> </ul>		<b>A</b> –		$\times$		
File	Message	Insert Options Format Text Review Acrobat ${\mathbb Q}$ Tell me what you want to do						
Paste	X Cut È Copy IFormat Painte Iipboard	R Z U aby A = = = a a Address Check Attach Attach Signature Attach File	Follow Up ~ High Importance Tags Tr Add-ins Add-ins			^		
	From +	TLVOIGT@salisbury.edu						
Send	To Cc							
	Subject	Please join Zoom meeting in progress						
<u>https:</u> Meeti Passw	Join Zoom Meeting https://salisbury.zoom.us/i/S85581711?pwd=Slg2c2FGVVN6QlZzekpZUT2XME9MUT09 Meeting ID: 585 581 711 Password: 705996							
One tap mobile +16465588656,;585581711# US (New York) +17207072699,;585581711# US (Denver)								
+ + Meeti	1 720 707 2699 ng ID: 585 581	6 US (New York) 9 US (Denver)						

For further instructions click this link for a Zoom Video Tutorial on Scheduling a Meeting

## To Cancel a Meeting:

Go to https://salisbury.zoom.us and Sign In with your University Login.

With Meetings selected in the left pane select the meeting you would like to cancel from your list of meetings.

Salisbury	1.888.799.9666	SALES	PLANS			
Profile			Meetings			
Meetings			Upcoming	Previous	Personal Room	Meeting Templates
Webinars						
Recordings			🛗 🕻 tart Time	to End Time		
Settings			Today			
Account Profi	le		12:00 PM - 01	:00 PM	My Meeting	
Reports					Meeting ID: 962 3649 028	33

At the bottom of the meeting settings select Delete.

Salisbury	1.888.799.9666	SALES	PLANS	Dial from United States	JOIN A MEETING	HOST A MEETING 👻	
			Meeting Options	$\times$ Allow participants to join anytime			
				× Mute participants upon entry 🔞			
				<ul> <li>Automatically record meeting on the local computer</li> </ul>			
				$\times$ Approve or block entry for users from specific countries/regions			
			Start Edit Del	Save as Template Want a webinar instead o	f a meeting? Convert this N	Meeting to a Webinar	
			Polls Live Streaming	g			
			No polls created + Crea	ate			

A confirmation box will appear informing you that the meeting will be recoverable for 7 days. Click Delete again to continue.

You may also install the Zoom Outlook Plugin found at https://zoom.us/download