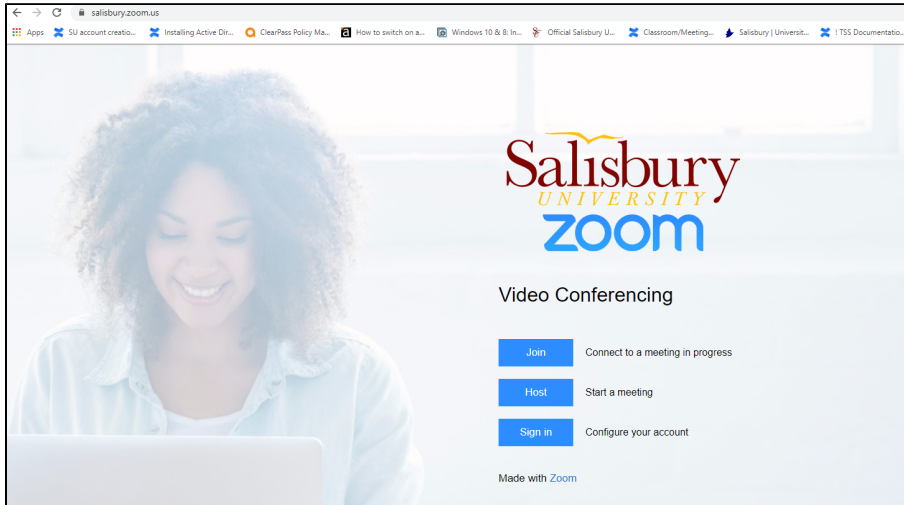


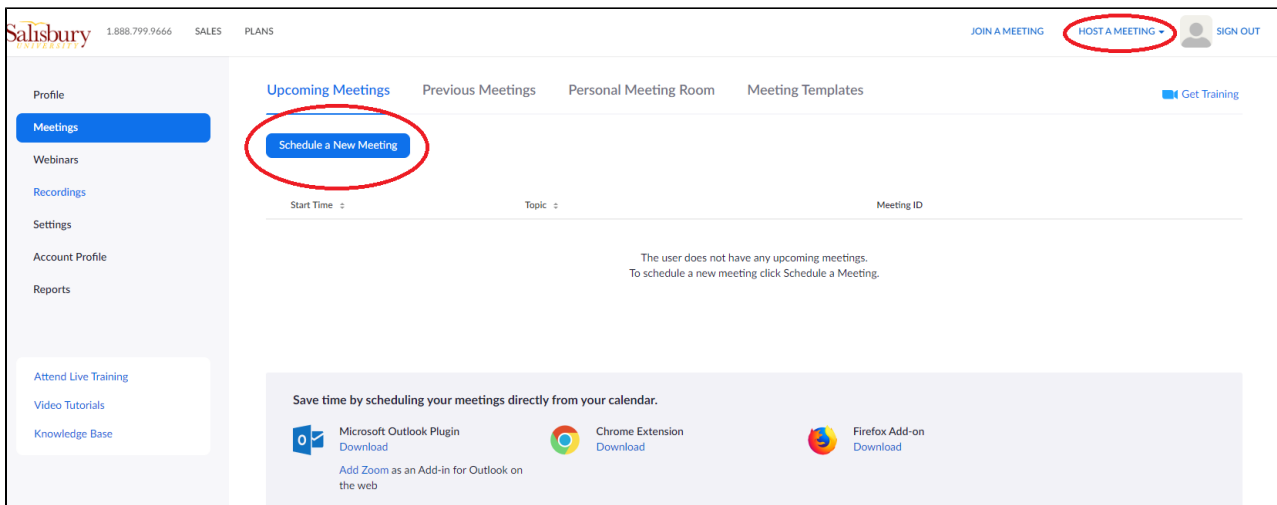
Meetings in Zoom

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.



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.

1.888.799.9666
SALES
PLANS

JOIN A MEETING
HOST A MEETING
 SIGN OUT

Profile
Meetings
Webinars
Recordings
Settings
Account Profile
Reports

Attend Live Training
Video Tutorials
Knowledge Base

My Meetings > Schedule a Meeting

Schedule a Meeting

Topic

Description (Optional)

When

Duration
 hr min

Time Zone

☐ Recurring meeting

Registration
☐ Required

Meeting ID
☒ Generate Automatically
☐ Personal Meeting ID 203-779-8652

Meeting Password
☒ Require meeting password

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

Alternative Hosts

Save

Cancel

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:

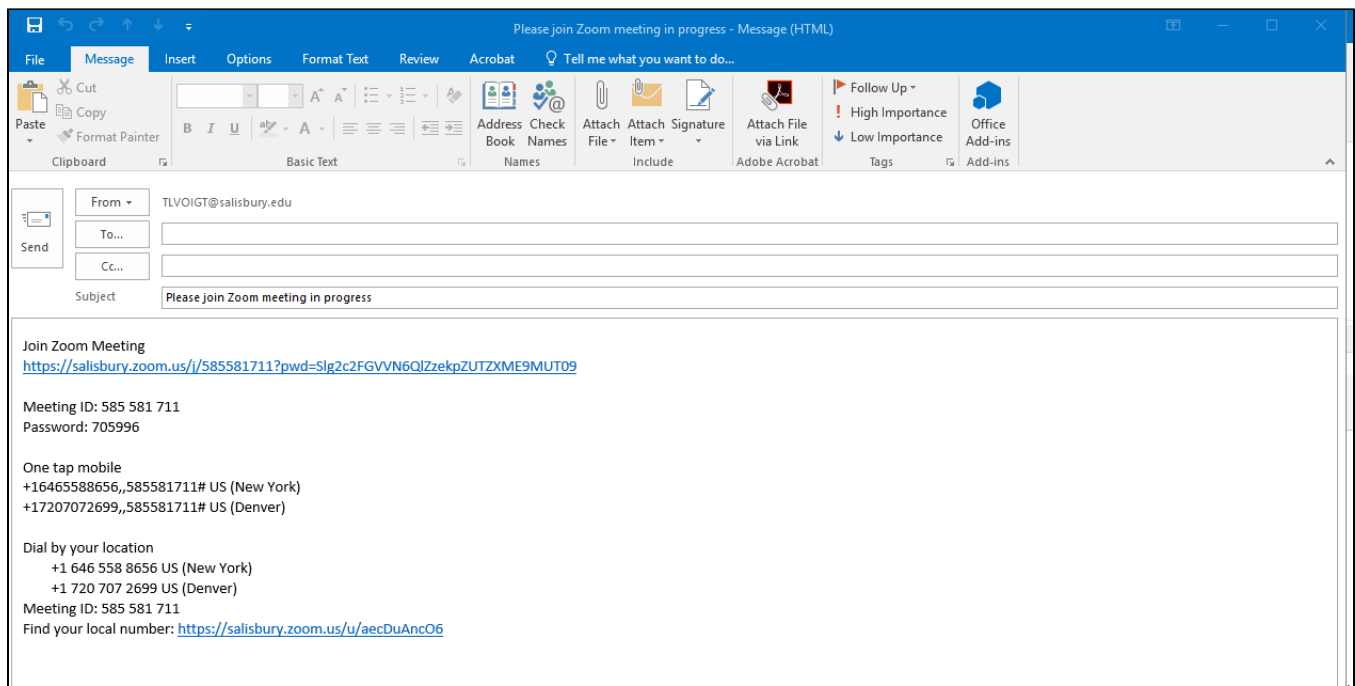
Add the meeting information to your Outlook calendar: Click **Outlook Calendar (.ics)** to download the meeting information. Click on the downloaded .ics file to open and save the appointment.

The screenshot shows the Zoom web interface for a meeting titled 'My Meeting'. The left sidebar contains navigation links: Profile, Meetings (selected), Webinars, Recordings, Settings, Account Profile, and Reports. Below these are links for 'Attend Live Training', 'Video Tutorials', and 'Knowledge Base'. The main content area displays meeting details: Topic (My Meeting), Time (Dec 5, 2019 02:00 PM Eastern Time (US and Canada)), Add to (Google Calendar, Outlook Calendar (.ics), Yahoo Calendar), Meeting ID (585-581-711), Meeting Password (Require meeting password 705996), Invite Attendees (Join URL: https://salisbury.zoom.us/j/585581711?pwd=Slg2c2FGVFN6QlZzekpZUTZXMtY9MUT09, Copy the invitation), Video (Host: Off, Participant: Off), Audio (Telephone and Computer Audio, Dial from United States of America), and Meeting Options (Enable join before host, Mute participants upon entry, Enable waiting room, Only authenticated users can join, Record the meeting automatically). At the bottom are buttons for 'Delete this Meeting', 'Save as a Meeting Template', 'Edit this Meeting', and 'Start this Meeting'.

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

The screenshot shows a 'Copy Meeting Invitation' dialog box. It contains the following text: 'Meeting Invitation', 'Tammy Voigt is inviting you to a scheduled Zoom meeting.', 'Topic: My Meeting', 'Time: Dec 5, 2019 02:00 PM Eastern Time (US and Canada)', 'Join Zoom Meeting', 'https://salisbury.zoom.us/j/585581711?pwd=Slg2c2FGVFN6QlZzekpZUTZXMtY9MUT09', 'Meeting ID: 585 581 711', 'Password: 705996', 'One tap mobile', '+16465588656,,585581711# US (New York)', '+17207072699,,585581711# US (Denver)', 'Dial by your location', '+1 646 558 8656 US (New York)', '+1 720 707 2699 US (Denver)', 'Meeting ID: 585 581 711'. At the bottom are buttons for 'Copy Meeting Invitation' and 'Cancel'.

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.)

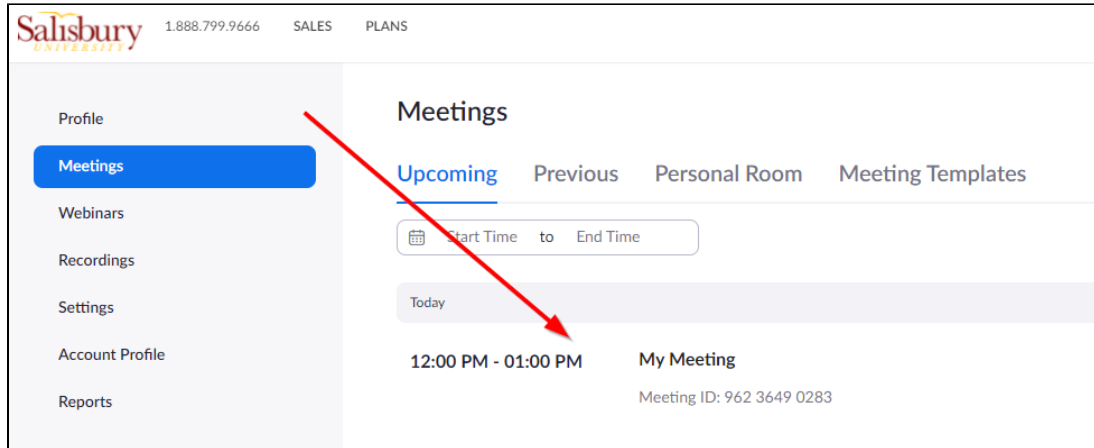


For further instructions click this link for a [Zoom Video Tutorial on Scheduling a Meeting](#)

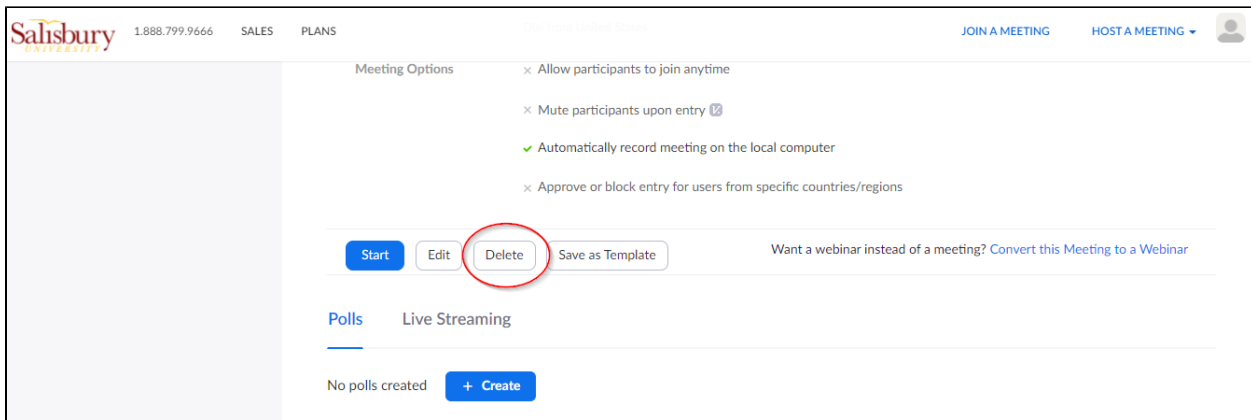
To Cancel a Meeting:

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.



At the bottom of the meeting settings select Delete.



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>