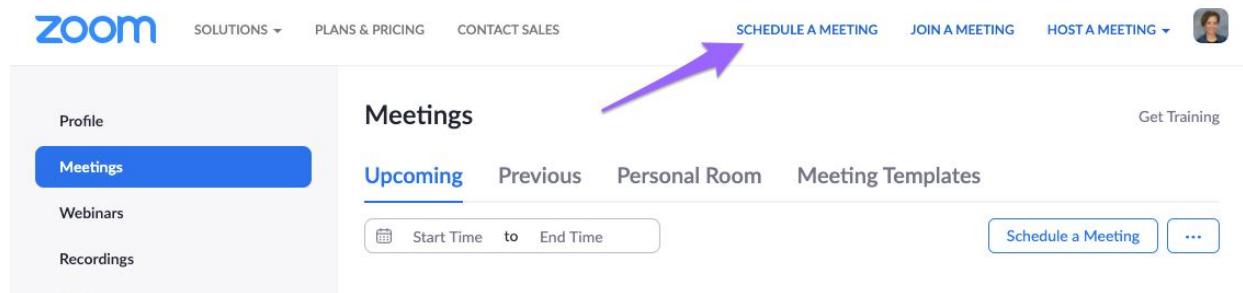


# INDIVIDUAL Meeting Setup - for one on one meetings

- Follow the same login steps
- Instead of clicking personal Meeting room - choose Schedule A Meeting



Topic - Title your Meeting

Description - Not required

Time - Complete the time section based on when the meeting is taking place.

- Note - IF it is a recurring meeting ex) every M, W, F at 10 am make sure you check the box for recurring meeting

A screenshot of the Zoom meeting scheduling form. It includes fields for 'When' (date and time), 'Duration', and 'Time Zone'. A purple arrow points to the 'Recurring meeting' checkbox, which is checked. Below this, there are options for 'Recurrence' (Weekly), 'Repeat every' (1 week), and 'Occurs on' (Sun, Mon, Tue, Wed, Thu, Fri, Sat). The 'End date' is set to 'By 12/31/2020'.

Registration - leave blank - students don't need to register ahead of time

Security - uncheck both checkboxes

- Passcode - will require kids to put in the passcode - however you can change it to whatever you'd like
- Ex) rm104 or 68959
- Waiting room - will require you to "let kids in" to your meeting - with this checked you will hear a doorbell and then you can accept them into your meeting room

A screenshot of the Zoom Security section. It shows two checkboxes: 'Passcode' and 'Waiting Room', both of which are unchecked.

Video and Audio -

- Leave the Host and Participant Video on as well as Audio - this allows you to see and hear your students.

A screenshot of the Zoom Video and Audio settings. It shows two rows: 'Host' and 'Participant'. For 'Host', the 'Video' setting is 'on' (radio button selected). For 'Participant', the 'Video' setting is 'off' (radio button selected).

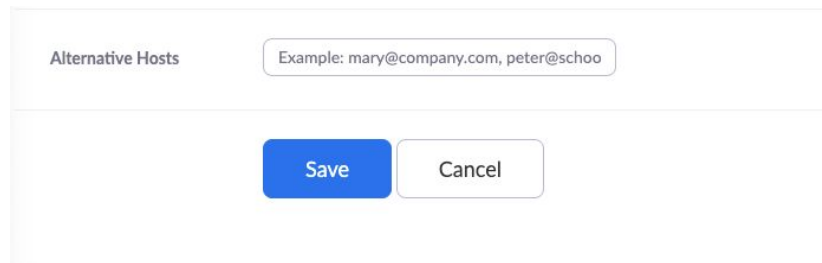
Meeting Options -

- Check the 1st two options - this allows students to join late and by muting them upon entry, you don't hear whatever is going on at home

A screenshot of the Zoom Meeting Options section. It shows several checkboxes: 'Allow participants to join anytime' (checked), 'Mute participants upon entry' (checked), 'Require authentication to join' (unchecked), 'Breakout Room pre-assign' (unchecked), and 'Automatically record meeting' (unchecked).

## Alternative Hosts

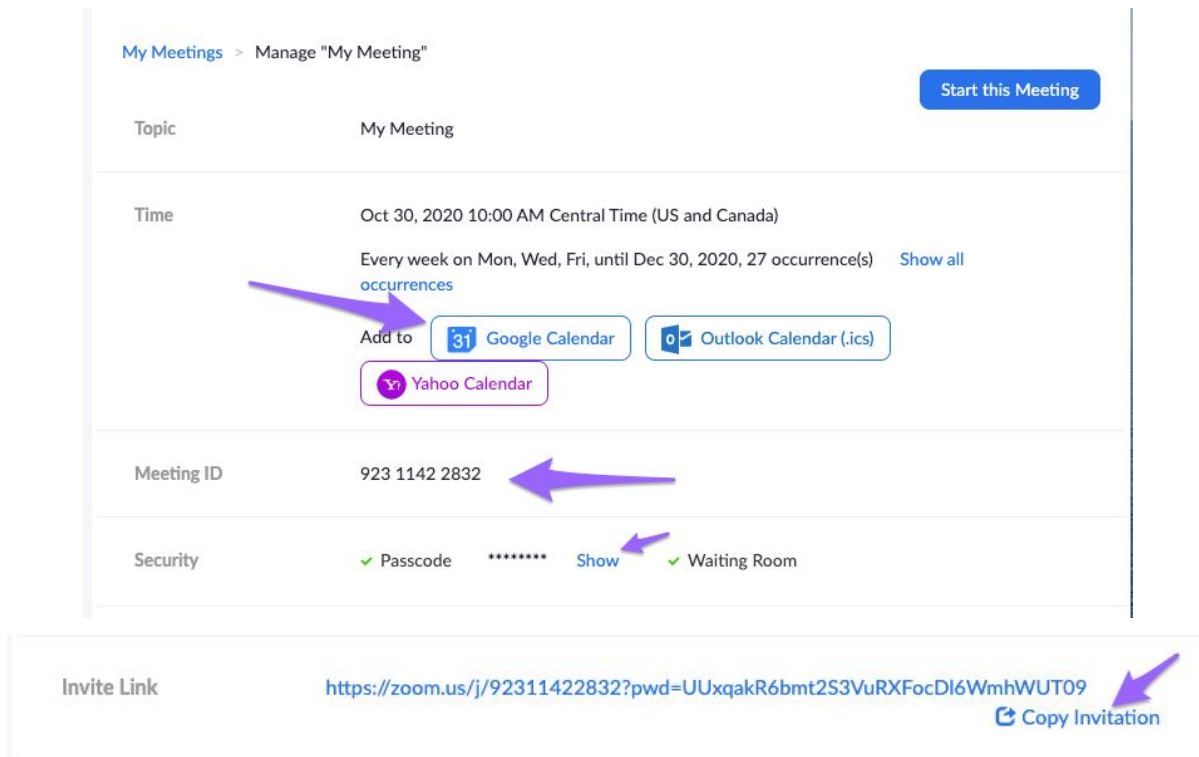
- If you have a Para or Therapist or possibly a student teacher that also needs access to “host” feature you would want to list their school email address here.
- Click Save



A screenshot of the 'Alternative Hosts' form. It features a text input field with the placeholder text 'Example: mary@company.com, peter@schoo'. Below the input field are two buttons: a blue 'Save' button and a white 'Cancel' button with a grey border.

## On the Manage Meeting Page

- You see your topic and the time that you set up.
- You can send your kids a google calendar invite OR you can copy the invitation code to put on your Schoology Page or in an email to your students. This will give them direct access to your room.

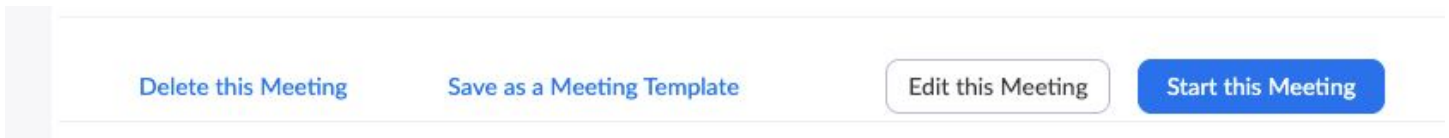


A screenshot of the 'Manage Meeting' page. The page title is 'My Meetings > Manage "My Meeting"'. A blue button 'Start this Meeting' is in the top right. The meeting details are as follows:

Topic	My Meeting
Time	Oct 30, 2020 10:00 AM Central Time (US and Canada) Every week on Mon, Wed, Fri, until Dec 30, 2020, 27 occurrence(s) <a href="#">Show all occurrences</a>
Add to	<a href="#">Google Calendar</a> <a href="#">Outlook Calendar (.ics)</a> <a href="#">Yahoo Calendar</a>
Meeting ID	923 1142 2832
Security	✓ Passcode ***** <a href="#">Show</a> ✓ Waiting Room

Below the meeting details is the 'Invite Link' section, which contains the URL <https://zoom.us/j/92311422832?pwd=UUxqakR6bmt2S3VuRXFocDI6WmhWUT09> and a 'Copy Invitation' button. Purple arrows point to the 'Add to' section, the Meeting ID, the 'Show' link, and the 'Copy Invitation' button.

If at any time you decide that this is not how you want the meeting set up you can edit the meeting or delete the meeting.



A screenshot of the bottom section of the meeting management page. It contains four buttons: 'Delete this Meeting' (blue text), 'Save as a Meeting Template' (blue text), 'Edit this Meeting' (white text on a grey button), and 'Start this Meeting' (white text on a blue button).

This is also where you will go to START your meeting