Create & Manage Zoom Meetings

Sign into the Zoom Manager & Access Meetings

1. Go to https://uky.zoom.us/
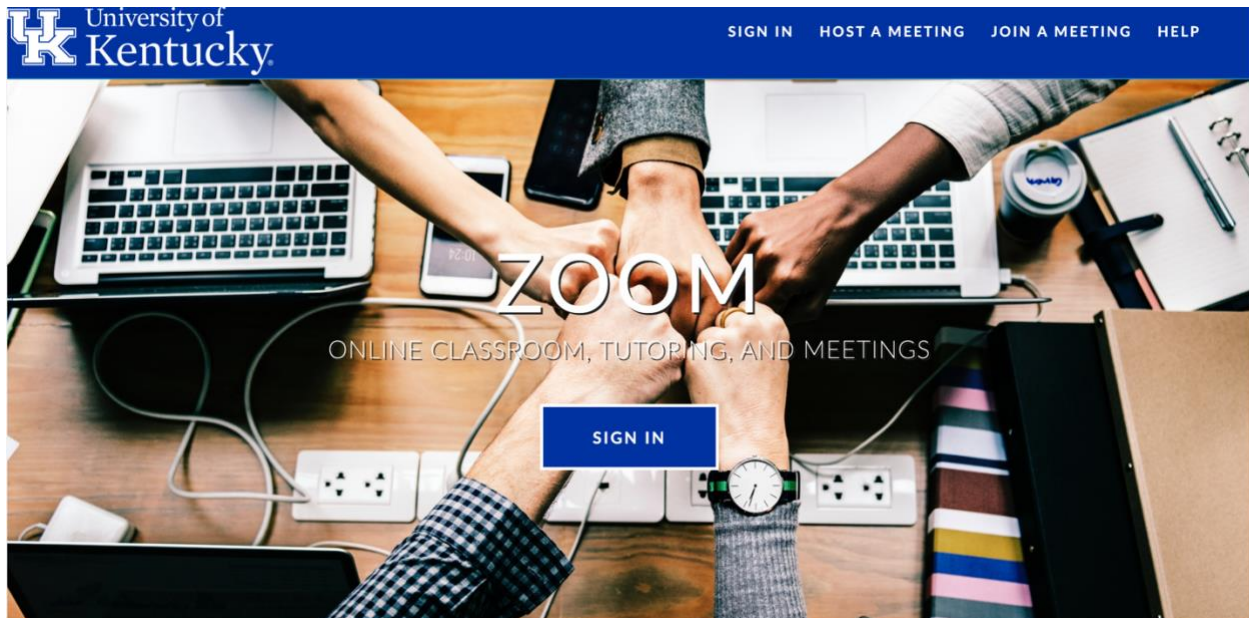
2. Log-in using your Link Blue email address & password.
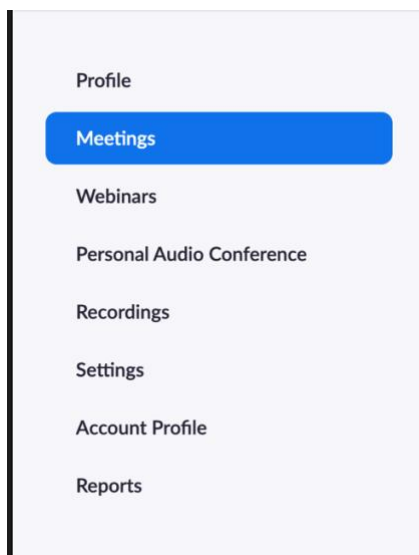
3. On the Zoom account homepage, look at the menu on the left and click on **"Meetings"** This will always take you to the Meetings Manager page, where you can create, edit, and delete meetings, as well as obtain Zoom invitations for each of your meetings and look at previous meetings.

4. However, before going to Meetings, first click on **"Settings"** in the left menu.

5. You will see a very long list of different Zoom settings, such as certain actions during the Zoom meeting, Security, and various other settings. At the very top of the list is a section on Security.
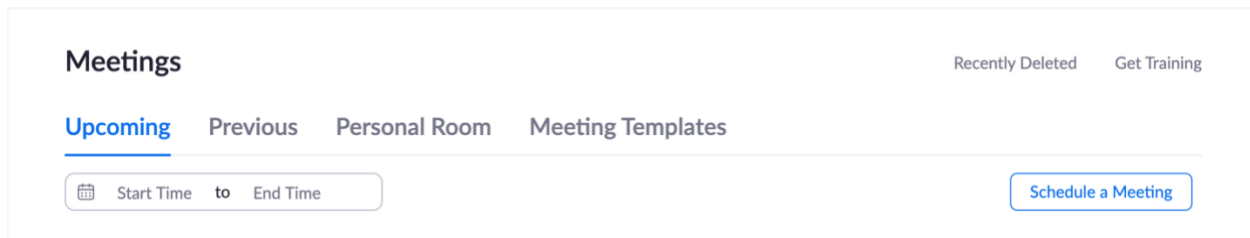
Embed passcode in invite link for one-click join

Meeting passcode will be encrypted and included in the invite link to allow participants to join with just one click without having to enter the passcode.

6. Scroll down until you see "**Embed passcode in invite link for one-click join**". To secure your meetings with a Passcode, but still allow students to click on the link with the passcode automatically applied, activate this setting. **Please be sure to only share your links with students signed up for your class.**

Create a Meeting

Meetings   Recently Deleted   Get Training

Upcoming   Previous   Personal Room   Meeting Templates

Start Time   to   End Time   Schedule a Meeting

7. To create a new meeting, simply click on the button on the far right that says **"Schedule a New Meeting"**.

My Meetings > Schedule a Meeting

Schedule a Meeting

Topic   My Class

Description (Optional)   Enter your meeting description

8. In the first section, **"Topic"**, give your meeting a title. You may add a description, but that is optional and not required.

When 08/11/2020 3:00 PM

August 2020

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Duration

Time Zone   S and Canada)

week on Tue, until Sep 2:

Done

9. Set **"When"** by clicking on the red calendar icon next to the DD/MM/YYYY area, then select the month and day the first Zoom meeting takes place. Then set the exact time it starts, and whether it starts at an AM or PM time. You can choose the hour and if it starts in the middle of an hour (ex. 10AM, 10:30AM, 11:00AM are all options).

10. Set the duration. You have the option to set the hour and minutes (increments of 15 minutes). If your session ends at a more untraditional time (ex. 3:20PM instead of 3PM or 3:30PM), choose one of the times closest to that exact end time.

☑ Recurring meeting   Every week on Tue, until Sep 22, 2020, 7 occurrence(s)

Recurrence   Weekly

Repeat every   1   week

Occurs on   ☐ Sun ☐ Mon ☑ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat

End date   ⦿ By 09/22/2020   ◯ After 7   occurrences

11. Check the box that says **"Recurring meeting"**. This will then display the Recurrence settings.
    a. Choose the Recurrence type: Daily, Weekly, Monthly, or No Fixed Time. For most meetings, you would select Weekly.
    b. If you're meeting occurs every week at the same time, leave it at **"Repeat every 1 week"**. Otherwise choose which number of weeks it recurs (ex. Every other week you would set it to 2 weeks)
    c. If your meetings occur in a non-traditional rotation (ex. Every 1st & 3rd week of the month, or Every 2nd & 4th week of the month) go back to Recurrence and choose **"No Fixed Time"**. Choosing this option will remove all the Time, Duration, and Recurrence options. If you accidentally choose "No Fixed Time" and want to revert to the default Time, Duration, and Recurrence options, uncheck the box next to "Recurring meeting" then check the box again to reset.

d. For **"Occurs on"**, check all the days this meeting occurs per week (ex. Mondays/Wednesdays/Fridays means you'd only check those days, Tuesdays/Thursdays means you'd only check those days, Mondays means you'd only check that day)

e. Choose the End date, just as you chose the start date from **Step 9**. Optionally, if you know the total number of times the class occurs, check the bubble next to "After X occurrences" to set the end time that way. If you choose this option however, it won't display the end date in the bold text next to "Recurring meeting" (ex. Instead of "Every week on Tue, until Sep 22, 2020, 7 occurrence(s)", it will only say "Every week on Tue, 7 occurrences")

f. **DO NOT** check the box that says "List this meeting in the Public Event List"

12. Leave the Registration "Required" box **unchecked**, and leave Meeting ID as "Generate Automatically"

Security   ☑ Passcode   953676

Only users who have the invite link or passcode can join the meeting

☐ Waiting Room
Only users admitted by the host can join the meeting

13. Look at the Security section of the meetings settings. Check the box next to **"Passcode"**, and it will generate a default numerical passcode that participants will have to provide before signing into the meeting. Use this to ensure the meeting is secure.

14. Checking **"Waiting Room"** will enable the Waiting Room feature during you meeting. You as the Host must approve of everyone that joins the meeting. This is if you want to ensure the most security in your meeting. The Zoom link will only be shared with students on the roster for your class however, so you are not required to activate Waiting Room.

| Video | Host | ● on   ○ off |
| | Participant | ● on   ○ off |

| Audio | ○ Telephone   ○ Computer Audio   ● Telephone and Computer Audio   ○ 3rd Party Audio |

Dial from United States of America Edit

15. On Video, Leave Host and Participant On.
16. On Audio, Leave "Telephone and Computer Audio" on.

Meeting Options

- ☑ Allow participants to join anytime
- ☐ Mute participants upon entry
- ☐ Breakout Room pre-assign
- ☐ Automatically record meeting
- ☐ Enable additional data center regions for this meeting
- ☐ Approve or block entry to users from specific regions/countries

17. For Meeting Options, uncheck the box that says **"Allow participants to join anytime"** if you do not want participants joining you before you join the meeting. This is good for preventing participants from accidentally joining a meeting at the wrong time or day, which if you are scheduling more than one meeting, could prevent participants from joining the meeting currently scheduled to occur on a given day and time. Go to **Step 28** on how to End a meeting on Zoom without having to join it.
18. Check the box next to **"Mute participants upon entry"** if you prefer. This is good for a meeting with a large group of participants (more than 10) and/or if you would prefer to cut down any shuffling/background noises that may occur when participants join.
19. Leave the last 3 meeting options unchecked: "Only authenticated users can join", "Record the meeting automatically on the local computer", and "Enable additional data center regions for this meeting".

Alternative Hosts   Example: mary@company.com, peter@school.edu

20. Leave **"Alternative Hosts"** blank. Only use this feature if you have a 2ⁿᵈ host or sub-host that is able to cover if you are unable to. They will receive an email with a link to begin the meeting as the Host themselves. They must have an email associated with their own licensed Link Blue Zoom account however in order for this option to work. *(NOTE: you also must go to Settings>Email Notifications>Enable "When alternative host becomes host")*
21. Click the blue **"Save"** button to create the meeting. Clicking the red **"Cancel"** button will completely cancel out the information and not create the Meeting.

Edit Meetings & Access Zoom Invitations

22. Go to **"Meetings"** from the left menu. Click on the Meeting's name to look at all information regarding that Meeting's settings.
23. To edit a meeting, either hover over that specific meeting, and click on the button that appears on the right **"Edit"** or click on the name of the meeting in Meetings page, then scroll down to the very bottom of the Meeting page and click the button that says **"Edit this Meeting"**.
24. You can once again edit the meeting, going through **Steps 7-21** to do so.

25. To access the Zoom invitation for the meeting, click on the meeting's name from the Meetings page. Go to the **"Invite Link"** area and look to the far right where it says **"Copy Invitation"**.

26. The invitation will open in a smaller window, and will contain numerous information regarding the name of the class, times it meets, the Zoom link (most important), any passcode that has been set, Toll numbers for those who can only join by phone audio, and meeting ID. To copy the entire invitation, click the button that says "Copy Meeting Invitation". For the invitation, be sure to at least have the following: **1)** Invitation Link (the most important) **2)** The Meeting ID **3)** Toll Numbers (also tell them that toll rates may apply with these numbers depending on their service provider), and **4)** a passcode if it has been set for the meeting.

    You can edit and remove text from the Invitation on a Notepad app on your computer, or past directly the Augusoft message box when you select "Email Roster" for the class. You will also **need to hyperlink the invitation link** so that the participants only have to click on it, rather than copying and pasting it. In most Notepad apps, you can click right at the end of the link (the last digit in the link), then press the Enter/Return key on your computer keyboard to hyperlink it. (refer to the following pages 7-8 for detailed information regarding formatting and sharing Zoom invitations)
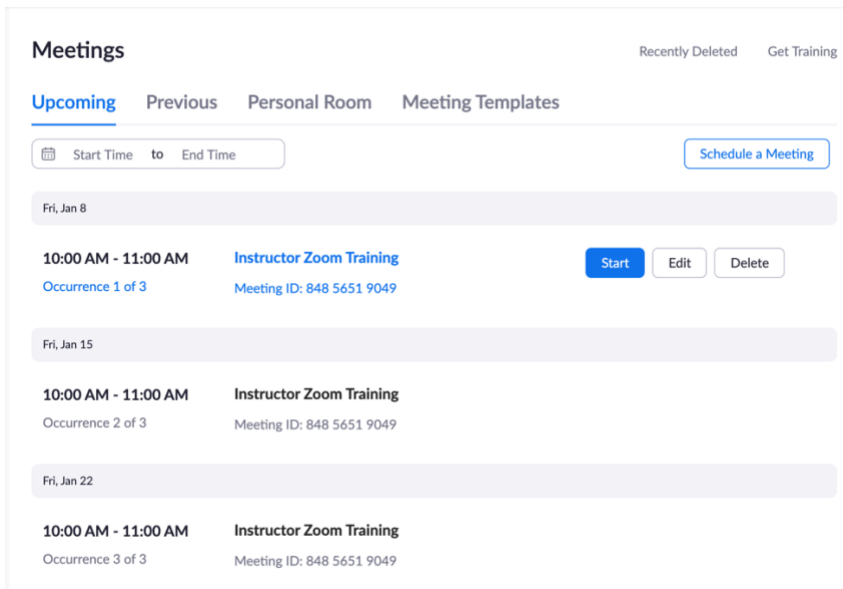
Reformat Zoom Invitation

The default Zoom Invitation created for meetings will be lengthy and contain information not absolutely necessary for students joining the meeting. Follow the steps below on how to reformat the Invitation and remove unnecessary information.
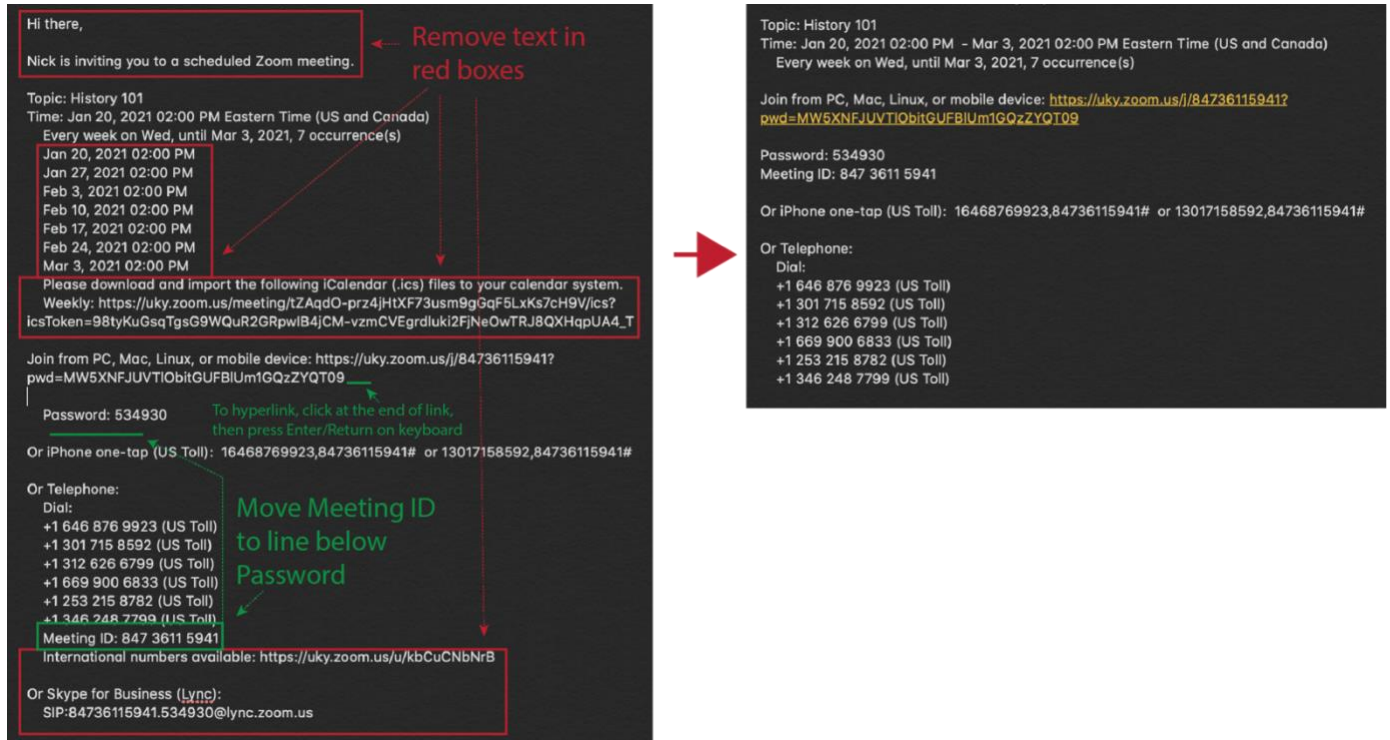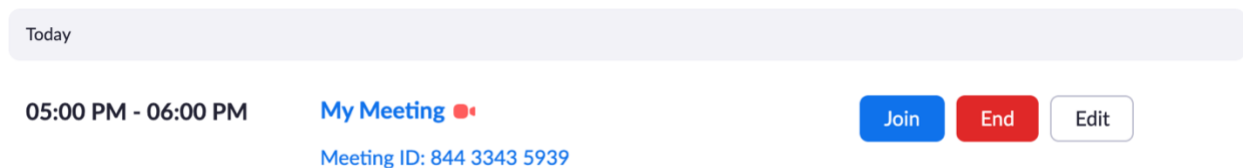

1. Paste the full Zoom invitation in a word processing application or notepad application on your computer.
2. Remove the first section that says "Hi there, ___ is inviting you…".
3. To shorten the length of the invite, remove all the individual time listings (as seen in graphic above).
4. Remove the iCalendar section "Please download and import the following iCalendar…."
5. In the "Join from PC, Mac, Linux, or mobile device" section where it has the link, click your cursor at the very end of the link, then press the Enter/Return key on your keyboard to automatically hyperlink (you can also skip this step and hyperlink in Augusoft).
6. After all the telephone numbers, move the "Meeting ID" line up to where it's below the Password line.
7. Remove the sections "International Numbers" and "Or Skype for Business".
8. Be sure to save the newly revised Zoom invitation in the word processor or notepad app so that you can copy and paste this newly reformatted invitation each week instead of the default one created in the Zoom manager.

Start, End, & Delete Meetings

27. To start a Zoom meeting, simply go the Meetings page on Zoom. To the far right of each meeting is the blue **"Start"** button, which will launch Zoom from your computer. It will go to a new page with a popup window that asks **"Open zoom.us?"** Be sure to click "Open zoom.us" in the bottom right corner of this window.

28. Whenever you are on the Meetings page on Zoom and a meeting is currently active, and you hover over that meeting with your mouse, it will have a red camera symbol to the right of that active meeting. If a participant joined the meeting on accident, go to the right of the meeting and click **"End"**. When Zoom asks you if you want to End this meeting, click "Yes".

29. To delete a meeting, simply go to the farthest right of the meeting to click the "Delete" button. Zoom will give you information on the meeting and will ask you if you want to "Delete This Occurrence" (which will only delete that particular meeting) or "All Occurrences" (for when you have recurring meetings, this will delete all of the occurrences at once). If the meeting is active (with the red camera symbol next to it), the Delete button won't appear. In this case, you would follow the actions in Step 28, then the Delete button should appear once more.