


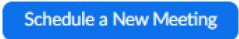
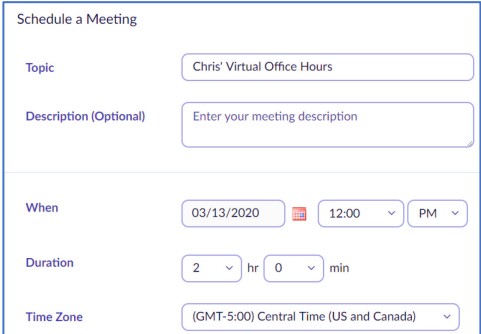
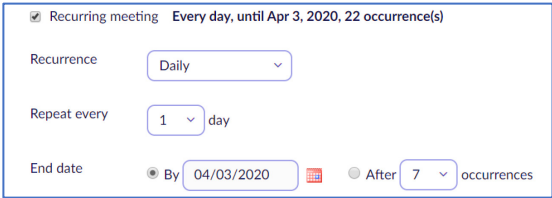
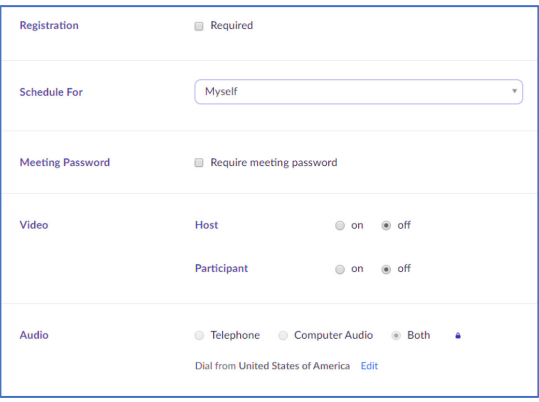
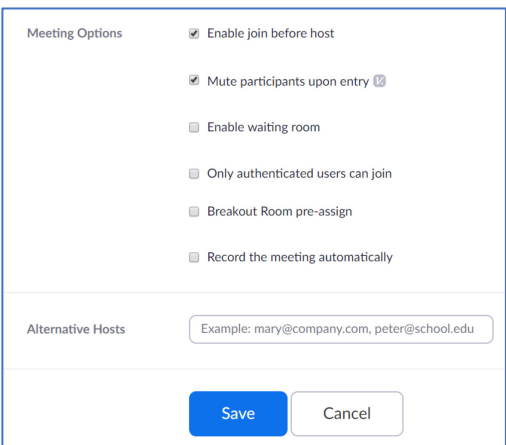


SCHEDULE A MEETING

<p>The web portal (mayvillestate.zoom.us) should be used to schedule meetings.</p> <p>At this time, the Blackboard integration is not recommended.</p> <p>Please Note: Due to FERPA concerns, each unique class section should have its own Meeting ID.</p>	
<p>Go to mayvillestate.zoom.us</p> <p>Click Sign In</p> <p>Use your MSU credentials to login (everything before the @ sign).</p> <p>This takes you to the web portal.</p>	 
<p>Click Schedule a New Meeting</p>	
<p><u>For a one-time meeting:</u></p> <p>Topic: Enter the Name of the Meeting</p> <p>Description: Optional</p> <p>When: Enter the date and time the session(s) will begin.</p> <p>Duration: Choose the duration</p> <p>Time Zone should match your computer</p>	
<p><u>For recurring meetings:</u></p> <p>Click Recurring meeting. Options will populate.</p> <p>Recurrence: * Choose Daily, Weekly, or Monthly</p> <p>*If the meeting or class is held more than once a week, choose No Fixed Time</p> <p>Repeat every: Enter the number of days</p> <p>End date: Enter the date the recurrence will end or choose the number of occurrences.</p>	

<p>Registration: Choose this option when you need to know the number of participants before the meeting.</p> <p>Meeting Password: This is required for any meeting pertaining to student information, including classes.</p> <p>Video: Host and Participant should be OFF so that students (and you) can choose when to turn their camera on.</p> <p>Audio: Choose Both. This allows students to call in with their phones if there is a problem with computer audio.</p>	
<p>Meeting Options</p> <p>Check Enable join before host if you want students to be able to join the meeting before you arrive. This is recommended, but ONLY if the password has been set.</p> <p>Uncheck Enable join before host if you choose to use the waiting room feature.</p> <p>Check Enable waiting room if you do not want students to join the meeting before you do. You are not required to use a password if you choose this option.</p> <p>Check Mute participants upon entry</p> <p>If you use Breakout Rooms and want to pre-assign them for this meeting, check Breakout Room pre-assign</p> <p>If you think you will forget to record your meeting, choose Record the meeting automatically. This gets cumbersome when going in and out of meetings, but it works.</p> <p>Click Save</p>	
<p>All the meeting settings are now visible, as well as the Meeting ID and the URL.</p> <p>For the sake of simplicity, use the URL when sending invitations. If they have the desktop app installed, it will open. If not, they will be prompted to download and install the app.</p>	