TUTORIAL

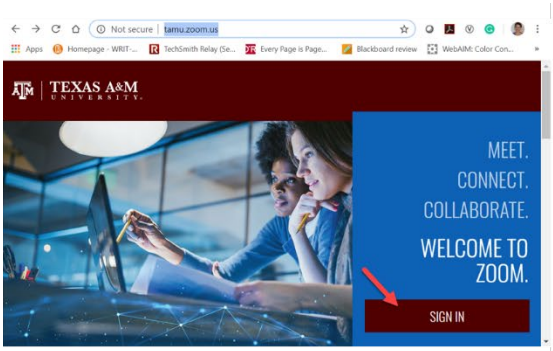
Best Practices – Scheduling Recurrent Meetings (Lecture)

In this tutorial you are going to learn best practices about scheduling a meeting/online lecture.

Please refer Best Practices – General Settings to learn the recommended settings before you start a meeting.

1. SIGN IN.

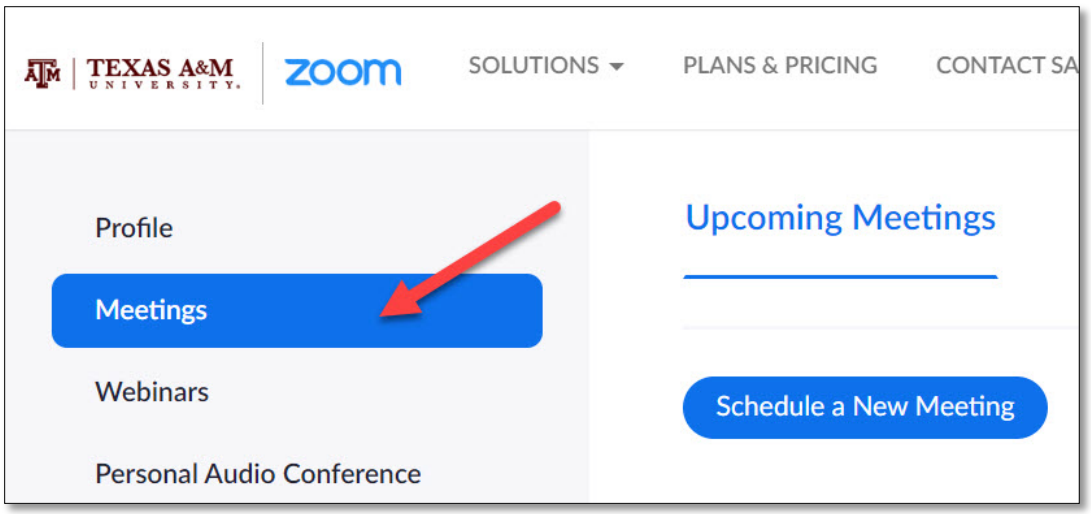
1.1. Sign into the Zoom web through https://tamu.zoom.us/ or https://howdy.tamu.edu/ and select "Zoom" icon.



OR

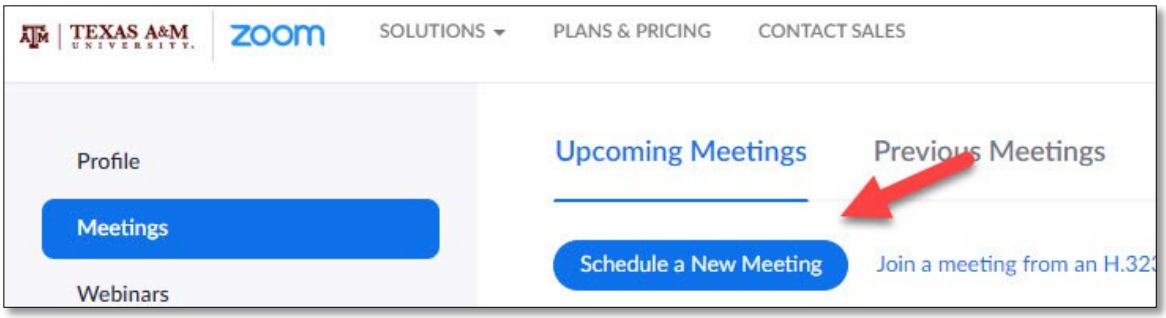
2. NEW OR SCHEDULED ONLINE LECTURE/MEETING

2.1. Navigate to **Meetings**.

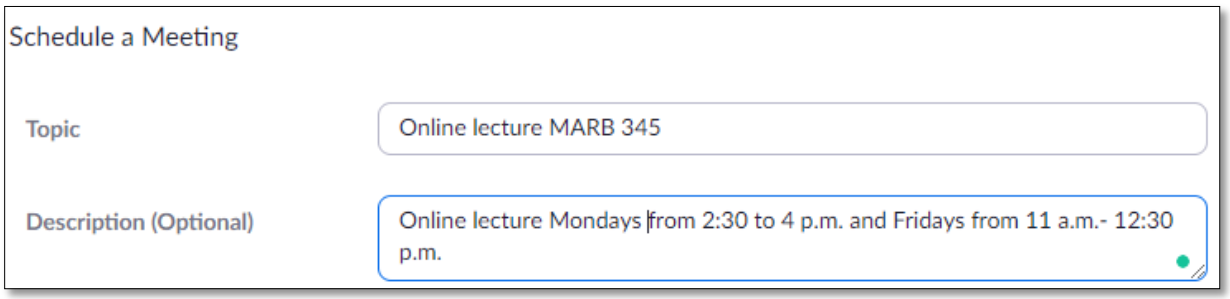


2.2. If you need to create a new online lecture/meeting.

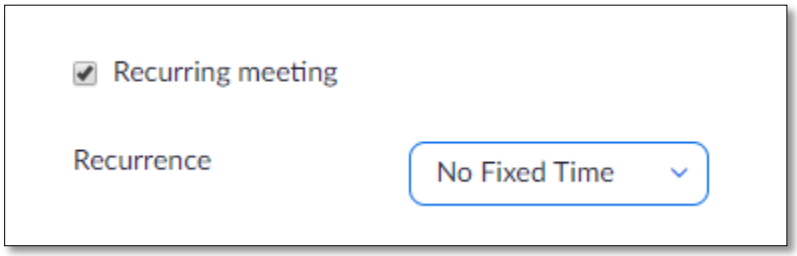
2.2.1. Click "***Schedule a New Meeting***" under the Meeting tab.



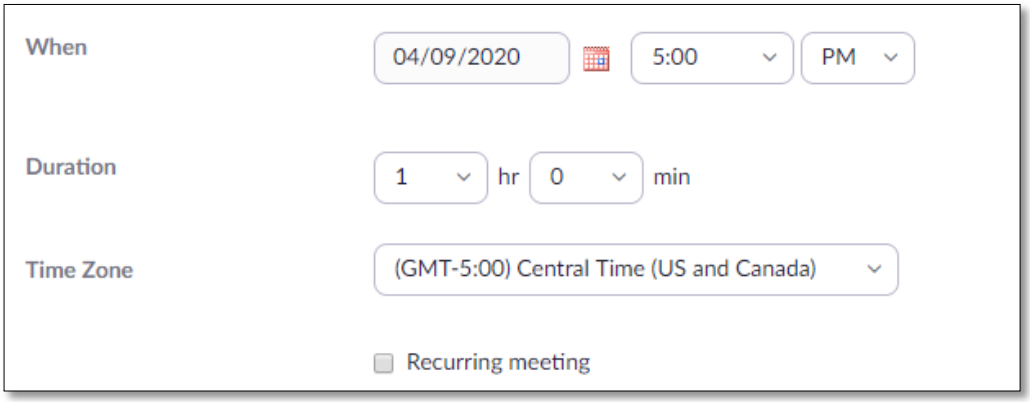
2.2.2. Fill out the information for your meeting.



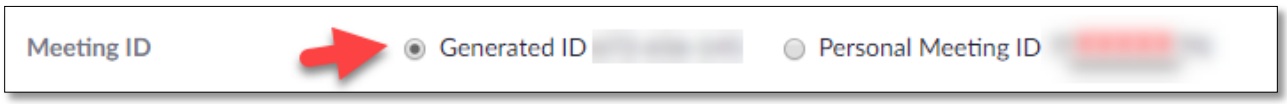
2.2.3. If it is an online lecture, a good practice is to select the option "***Recurring meeting***" with "**No fixed time**" to get an unique meeting link for the whole semester that you can use anytime. It will avoid having a list of multiple instances for your meeting. However, you cam opt for assigning a "**Weekly**" recurrence if it is your preference.



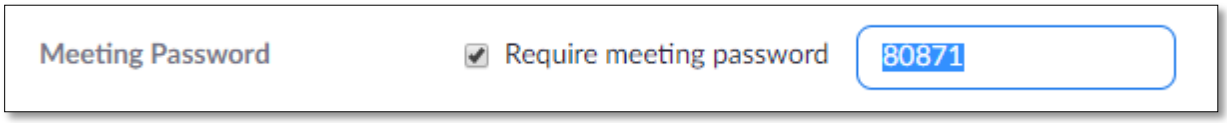
- You can schedule a different Zoom meeting per class, but that will require that you share the meeting link with your students every time you create a new meeting.



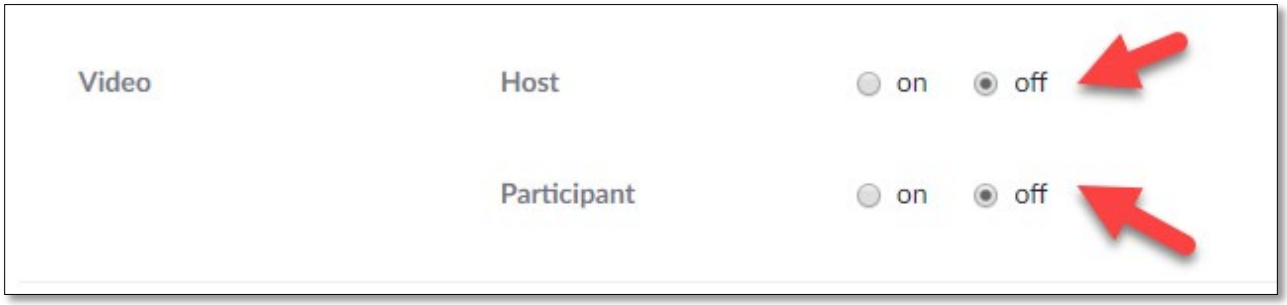
2.2.4. **Never** use your "***Personal Meeting ID***" for online lectures or public meetings. Check "***Generated ID***" instead.



2.2.5. Require a "***Meeting Password***" to add security. The system generates a password automatically.

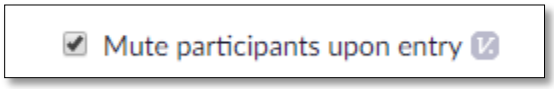


2.2.6. Turn Host and Participant video **off**. No one can force a student to turn on their camera unless it is for an exam, which must be stated ahead of time.



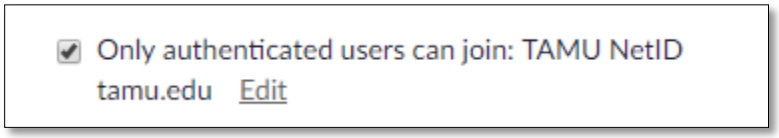
2.2.7. Uncheck "***Enable join before host***" to avoid any type of disorder while you are not present.

2.2.8. Check "Mute participants upon entry" to avoid background noise after participants join the meeting. They can unmute themselves later if needed.



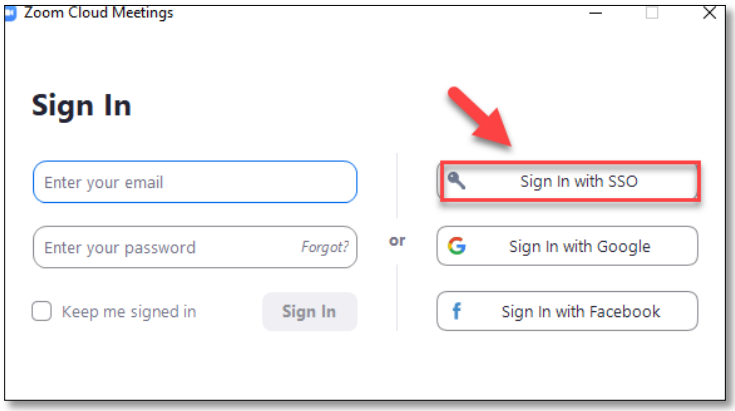
2.2.9. Disable "***Waiting room***" if you are planning to start an online lecture, otherwise, you will have to admit each student individually from the waiting room to the lecture. This option is recommended for virtual office meetings. However, you can enable the waiting room after your meeting has started if you need it.

2.2.10. Enable "***Only authenticated users can join meetings***" so that the participants need to authenticate using their TAMU accounts prior to joining the meeting.



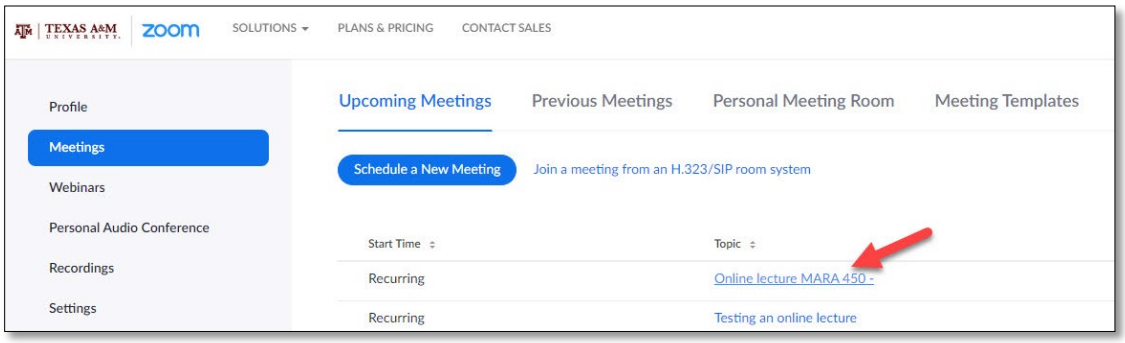
2.2.11. At the bottom of the page, Save your new settings.

Note: The participants (students) need to activate their Zoom account if they have not already done so, going to ***tamu.zoom.us***, signing in with their NetID, and downloading the Zoom Client for Meetings App, then sign in with SSO on the Zoom Client application.

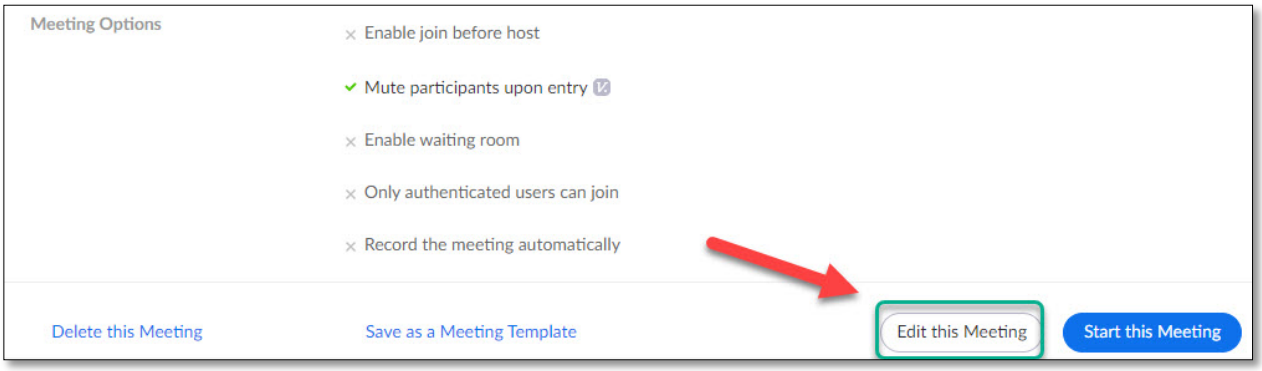


2.3. If you already **scheduled** your online lecture/meeting and need to **secure** it:

2.3.1. Click on your meeting's name under "**Meetings/Upcoming meetings**" tab to edit the options for that specific meeting.



2.3.2. Once inside the meeting options, scroll down the page to the bottom and select "***Edit this Meeting***".



2.3.3. For the next settings please follow the steps **2.2.3** to **2.2.11** on this tutorial.

2.3.4. Share the meeting invitation to your students. See the tutorial: "Inviting Students to your Scheduled On-line Lecture" to learn how to do it.