

TUTORIAL

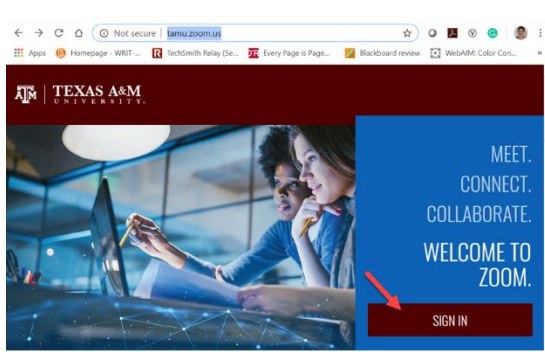
Best Practices – Scheduling Recurrent Meetings (Lecture)

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

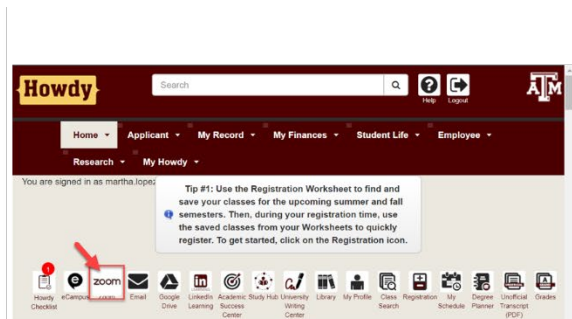
Please refer [Best Practices – General Settings](#) to learn the recommended settings before you start a meeting.

1. SIGN IN.

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

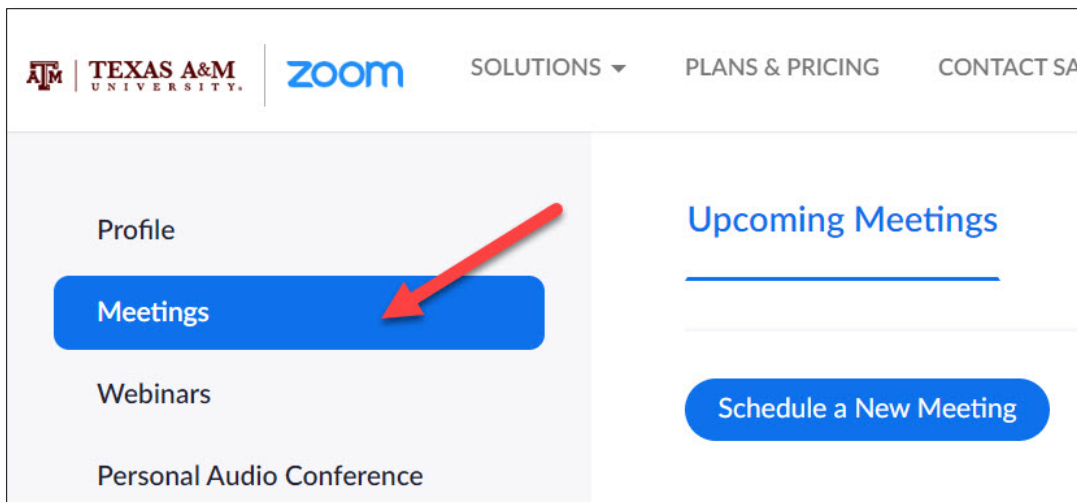


OR



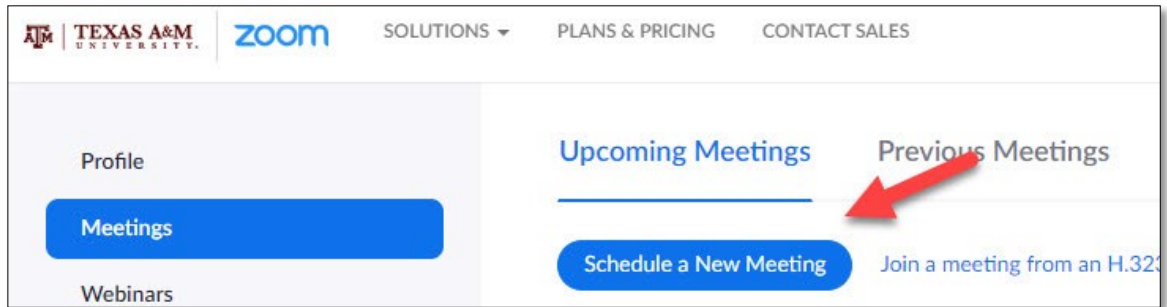
2. NEW OR SCHEDULED ONLINE LECTURE/MEETING

2.1. Navigate to [Meetings](#).

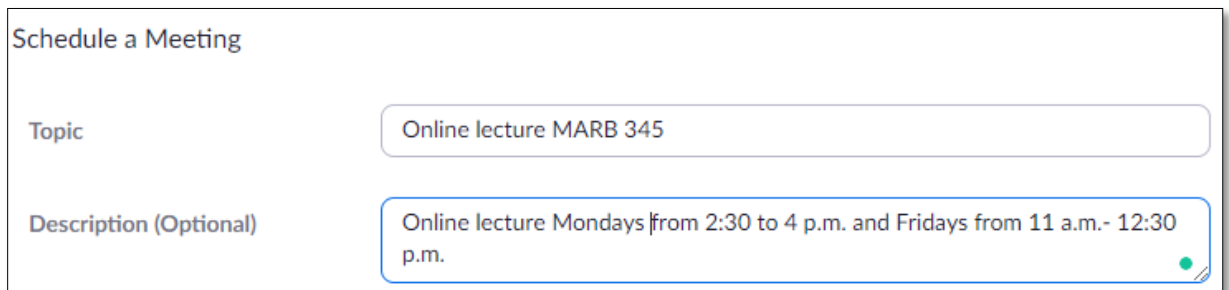


2.2. If you need to create a **new** online lecture/meeting.

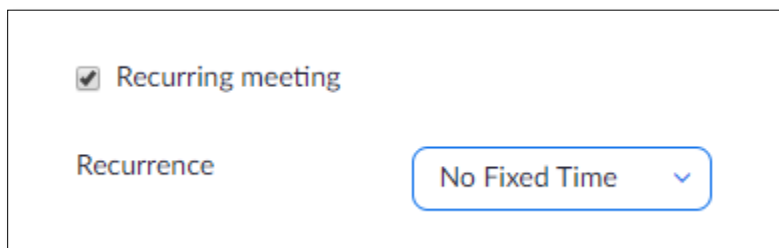
2.2.1. Click “*Schedule a New Meeting*” under the Meeting tab.




2.2.2. Fill out the information for your meeting.

A screenshot of the 'Schedule a Meeting' form. The form has two main input fields. The first field is labeled 'Topic' and contains the text 'Online lecture MARB 345'. The second field is labeled 'Description (Optional)' and contains the text 'Online lecture Mondays from 2:30 to 4 p.m. and Fridays from 11 a.m.- 12:30 p.m.'. There is a small green icon in the bottom right corner of the description field.

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 can opt for assigning a “**Weekly**” recurrence if it is your preference.

A screenshot of the 'Recurring meeting' options in the Zoom interface. It shows a checked checkbox labeled 'Recurring meeting'. Below it, there is a label 'Recurrence' followed by a dropdown menu that is currently set to 'No Fixed Time'.

- 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.


When 

Duration hr min

Time Zone

Recurring meeting

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


Meeting ID  Generated ID Personal Meeting ID


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

Meeting Password Require meeting password

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.

Video


Host on off 

Participant on off 

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

Enable join before host

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

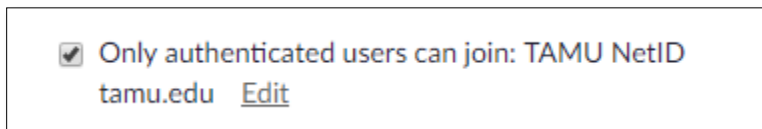
Mute participants upon entry 

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.



Enable waiting room

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.



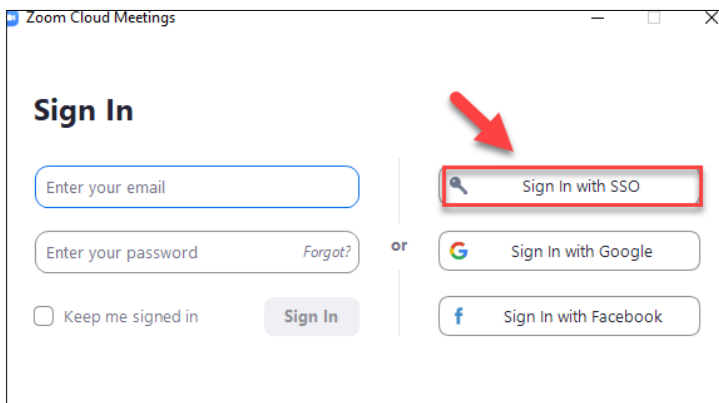
Only authenticated users can join: TAMU NetID
tam.u.edu [Edit](#)

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



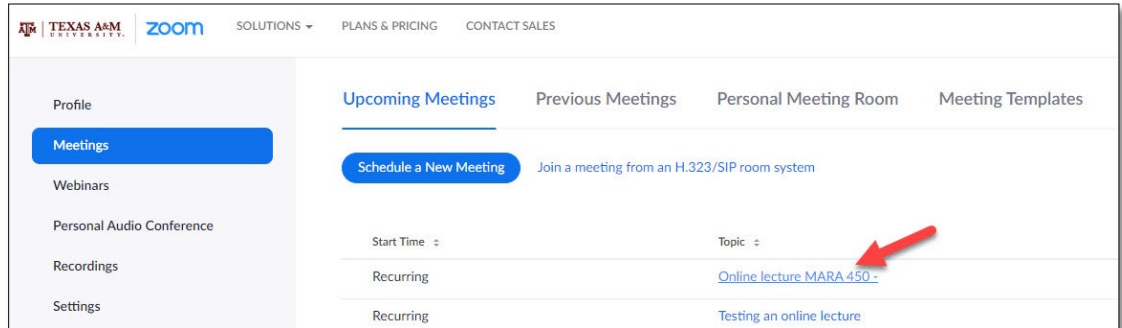
Save Cancel

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

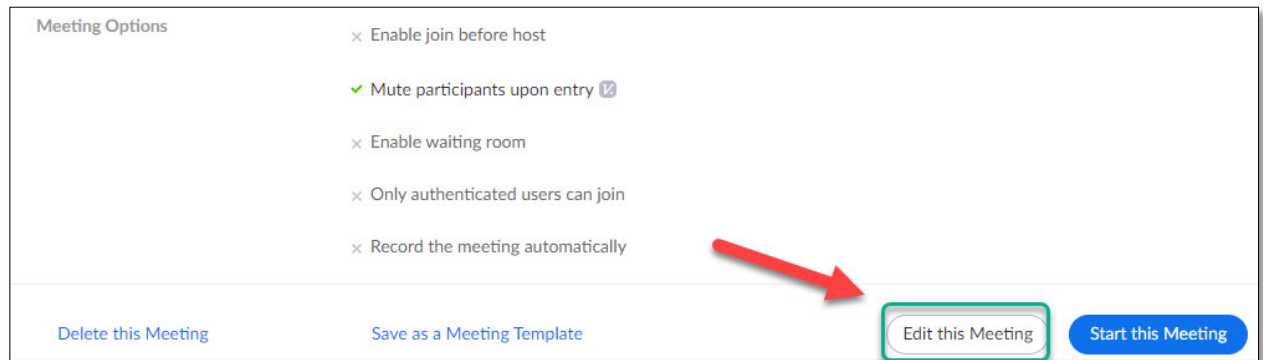


2.3. If you already **scheduled** your online lecture/meeting and need to **secure** it:

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.