



INNOVATION IN
LEARNING CENTER

Zoom: Schedule a Meeting and Invite Participants

Overview

To learn how to schedule a screen-sharing or video conference from the Zoom.us portal, follow the instructions below.

Step 1

Log In to the Zoom Portal

Navigate to southalabama.zoom.us

- Click **Sign In**
- Sign in with your JagNet credentials (*J#, JagNet Password*)

Step 2

Schedule a Meeting

Click **Schedule a Meeting**

Upcoming Meetings

Previous Meetings

Schedule a New Meeting

Start Time ↕

Topic ↕

Step 3

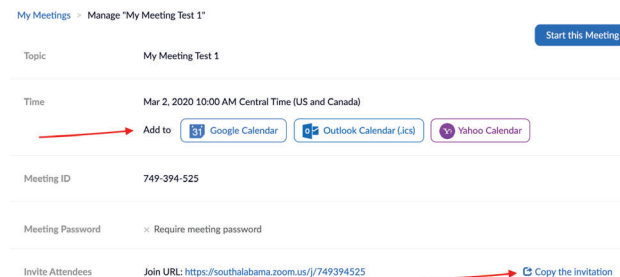
Enter the following Meeting information:

- Topic
- Date & Time
- Set a Meeting Password if necessary
- Enable Host & Participant Video
- Set other Meeting Options as needed
- Click **Save**

Step 4

Share the Invitation (two methods)

- Click the **Copy the Invitation** link, then paste the message into an email to the participants you wish to invite.
- Click the **Add to Calendar** button, then invite participants through your calendar application.



Step 5

Start the Meeting

Click the Start this Meeting button

Start this Meeting

ATTENTION:

In order to ensure good audio quality for participants, it is recommended that you use **headphones with a built-in microphone**. The ear buds that come packaged with many phones or an inexpensive alternate will suffice.



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Zoom: Attending a Meeting

Step 1

Visit Zoom Meeting Link

Copy and paste the Zoom meeting link into your web browser (we recommend Google Chrome).

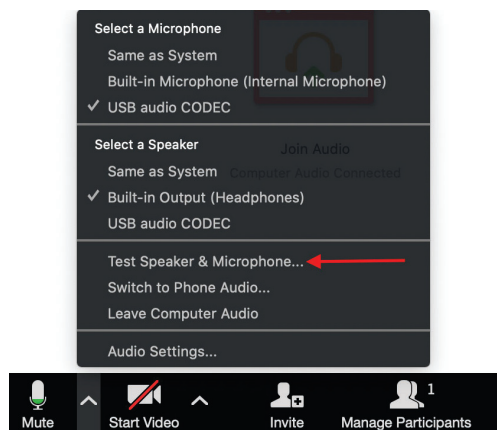
Sample Zoom meeting link:

<https://southalabama.zoom.us/j/xxxxxxxxxx>

Step 2

Check Audio Settings

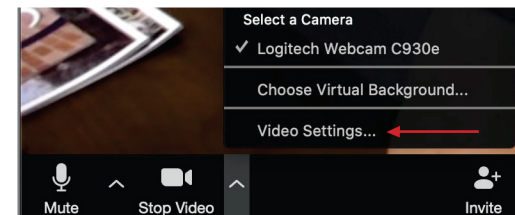
Once in the meeting, click the arrow to the right of Mute and test your audio settings.



Step 3

Check Video Settings

After testing your audio settings, click the arrow to the right of Start Video to check your video settings.



Step 4 (Optional)

Share your Screen

If you need to share your screen, click **Share Screen** from the toolbar.



Additional Support

Please visit the Zoom Help Center for additional support: <http://support.zoom.us>



All USA faculty, staff, and students have access to Zoom web-conferencing professional accounts. Use Zoom to meet online with students, hold office hours, conduct committee meetings etc. ([Resource Here](#))