

# Zoom Scheduling Quick Reference

1. Open a **web browser** (Firefox, Chrome, Edge, etc.)
2. Go to <https://washburn.zoom.us>
3. Click the **Login** link in the upper right
4. If prompted, sign in with your **Washburn email address and password**
5. On the left, click **Meetings**
6. Click the **Schedule a New Meeting** button
7. Enter a **topic** for your meeting (for a recurring course meeting, we recommend the name of the course)
8. Skip the description
9. **Enter the date and time** for the first meeting
10. Enter the **duration** of each session (Zoom will NOT cut you off if you go over this time)
11. If this is a recurring course meeting, check the **Recurring** meeting box
  - Change the **Recurrence to Weekly**
  - Check the boxes of the days your course meets
  - In the **End date**, enter the last day of class
12. **Do not check Registration Required**
13. Skip the Passcode (leave it as the one generated by the system)
14. Determine if you would like a **Waiting Room** (this will require you to admit students into the meeting rather than allow them to enter automatically)
15. **Video**: In most cases you will want video for host and participants enabled
16. **Audio**: Leave this on Both, unless you have a reason to limit options.
17. Choose the **Meeting Options** you like:
  - **Enable join before host** – this allows students to enter the Zoom link before you
  - **Mute participants upon entry** – this will start all students as muted but they can unmute themselves later
  - **Only authenticated users can join** – this requires students are logged in with Zoom accounts to be able to join the meeting. Not all students have signed up for Zoom accounts but it is free if they would like to.
  - **Breakout Room pre-assign** – this allows you to create breakout rooms and assign students to them (you would need to know what email they use for their Zoom account and require them to have Zoom accounts for this to work)
  - **Record the meeting automatically** – this is a great option if you don't want to try to remember to turn on the recording once you start class. However, this will start the

recording as soon as anyone enters the Zoom meeting. If you choose this option, choose to record it **In the cloud** otherwise it will not be available for you to easily share with students.

18. If you have anyone presenting with you, you can add them as **Alternative Hosts**
19. Click the **Save** button
20. On the meeting page (where it sent you after you saved), scroll down to **Invite Link**
21. Click the **Copy Invitation** link (to the far right)
22. Click the **Copy Meeting Invitation** button
23. Go **paste the invitation** wherever you want for students to see it (D2L, email, etc.)

**For Help with Zoom, contact Support:**

**[support@washburn.edu](mailto:support@washburn.edu) or (785) 670-3000**