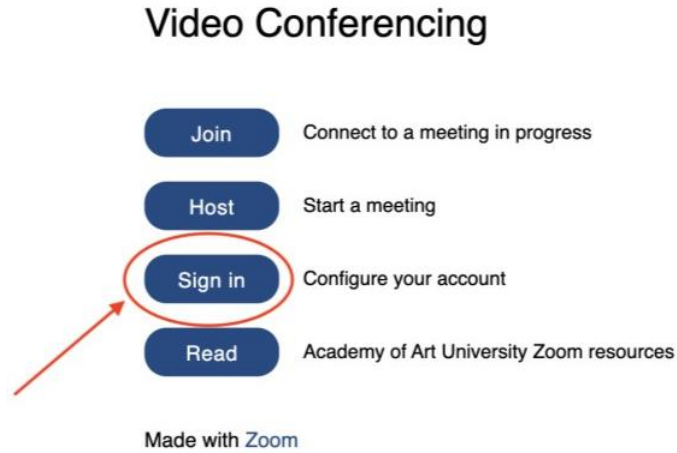


Scheduling your Meeting in Zoom

Step 1: Open a new browser window and go to art.zoom.us. Click the **Sign in** button.

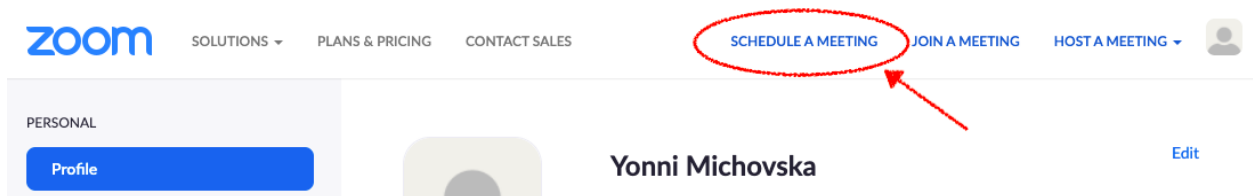


You will then be taken to the Academy of Art University log in page. Enter your Academy email address and password.

**Additional Notes:*

- This is the same email address and password that you use to log in to your Outlook and Workday.
- *academyart.edu* for full-time faculty, *i.art.edu* for part-time faculty.
- For *academyart.edu* password help/reset, contact IT Help Desk: (415) 618-6400 or itservicedesk@academyart.edu
- For *i.art.edu* password help/reset, please contact the Online Help Desk: (415) 618-3545 or online@academyart.edu

Step 2: Click **Schedule a Meeting** at the top of your screen.



Step 3: Schedule your meeting details.

- **Topic:** This name will be displayed to you and your students as the title of the meeting.
- **Date & Time:** Select the day and time of your meeting.

My Meetings > Schedule a Meeting

Schedule a Meeting

Topic

Description (Optional)

When

Duration hr min

Time Zone

- **Recurring meeting:** Most Academy meetings hosted will be *recurring meetings* (ex: recurring office hours, recurring class sessions, recurring workshops). Select the first day of your meeting > checkmark **recurring** > select *recurrence* (daily, weekly, monthly, etc.) > select when you'd like it to *repeat* each day, week, month, etc. > when the meeting *occurs* and the *end date/after certain number of occurrences* (for a semester select 16 occurrences). By setting up your meeting to be *recurring*, Zoom will generate a link for you, specific to the scheduled meeting, so you won't need to schedule a new one for each session.

Recurring meeting occurrence(s) Every week on Mon, until May 31, 2021, 14

Recurrence

Repeat every week

Occurs on Sun Mon Tue Wed Thu Fri Sat

End date By After occurrences

- Registration, Security, Video, Audio, Meeting Options can be left as is.

Additional Notes:

*The video and audio settings are locked off and can be manually turned on once you log in to your Zoom session by using the controls in the lower left corner of your screen.

**Automatically record meeting*: This setting will automatically begin recording your Zoom meeting once you open up the link. An alternative option is to manually record your meeting using the tools at the bottom of your screen. We suggest you always *Record to the Cloud* to easily share recordings to your students through a clickable link that will be in your Zoom profile when the recording is processed. (It is recommended that all academy class meetings are recorded in the event a student is unable to join, the recording link can be shared).

Step 4: Click **Save**.

Alternative Hosts

Enter user name or email addresses

Save

Cancel

Step 5: A unique meeting link specific to the meeting scheduled will be generated for you on the page. Locate the **invite link** (on the far right you'll see **Copy Invitation**) > Click **Copy Meeting Invitation**. You will need to email the Meeting Invitation to all attendees.

Ex: For class a meeting, the instructor will need to post it in discussion for students. For a workshop meeting, instructor will need to email the Zoom meeting link to the Workshop Manager: rbarrenechea@academyart.edu.

Step 6: Go the **Meetings** tab on the left side of your screen. Hover over the meeting you'd like to start, click **Start**.

PERSONAL

Profile

Meetings

Webinars

Recordings

Settings

Meetings Recently Deleted Get Training

Upcoming Previous Personal Room Meeting Templates

Start Time to End Time Schedule a Meeting

Recurring

Recurring **ANM_498_02_class** Meeting ID: 977 2228 5538 Start Edit Delete