

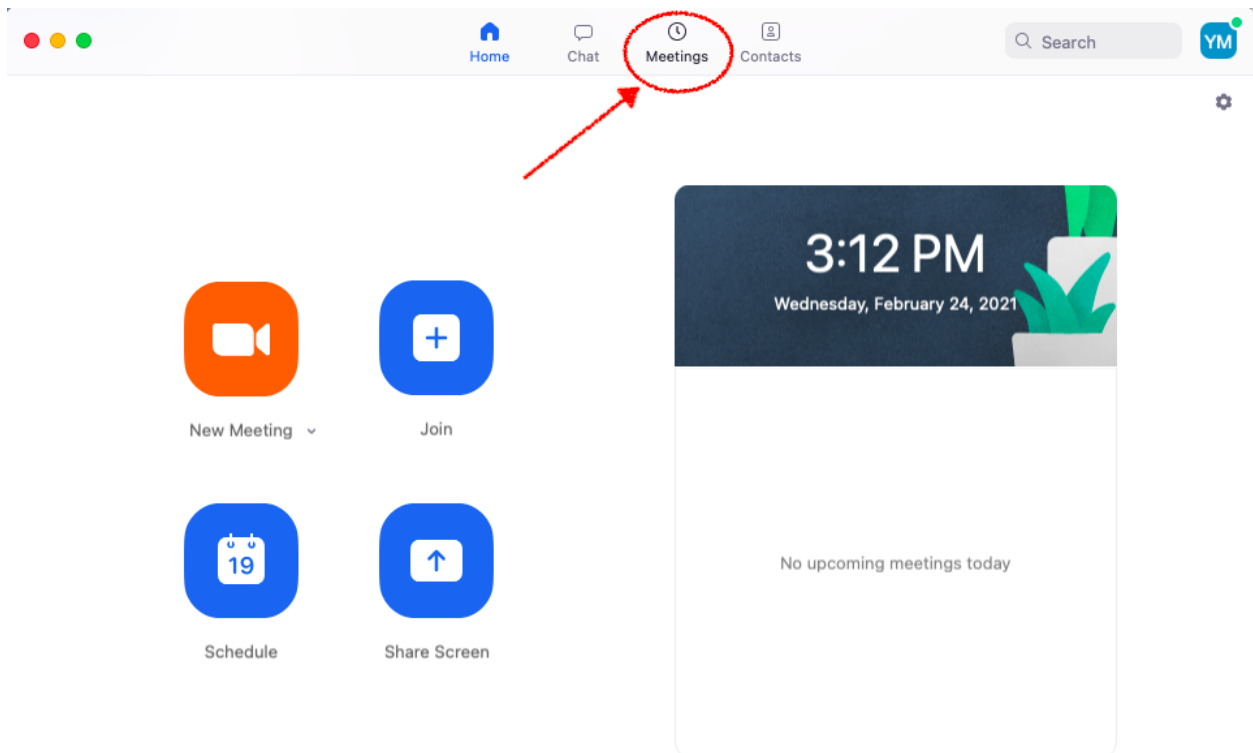
Scheduling a Meeting in the Zoom Desktop Application

The Zoom Application is a one-time installation. [Click here](#) and download **Zoom Client for Meetings**.

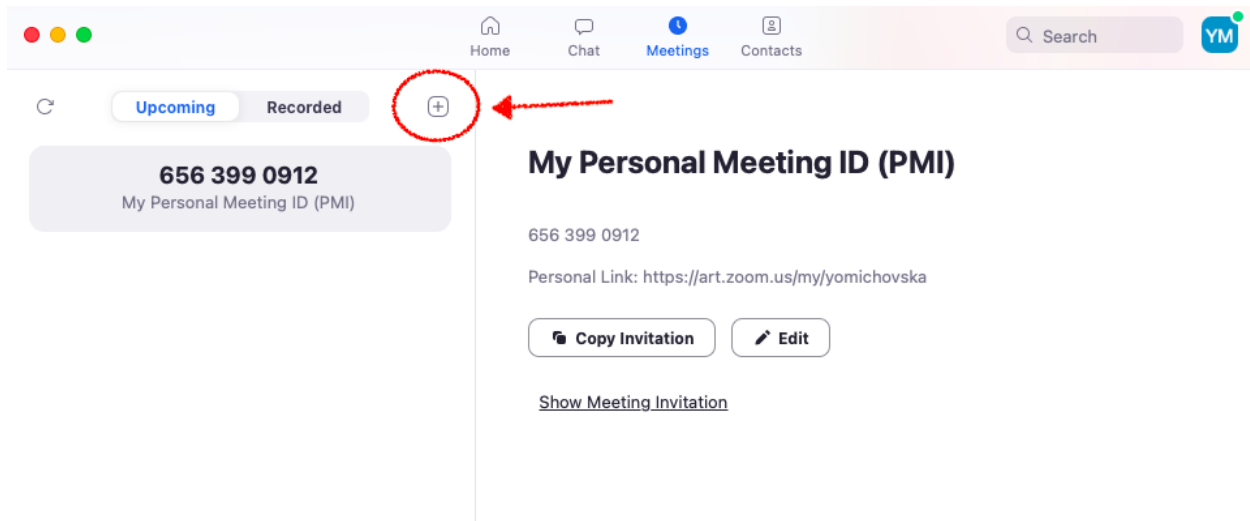
Step 1: Open the Zoom Desktop application.



Step 2: Click the **Meetings** tab at the top of your window.

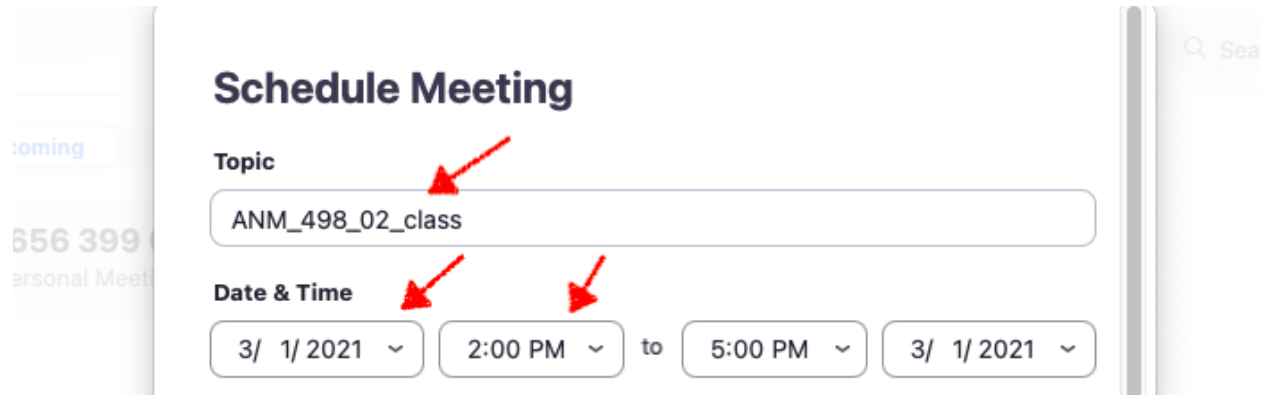


Step 3: Click the “+” sign to schedule a new meeting.



Step 4: Schedule 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.



- **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.
- Security, Video, Audio & Advanced 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).

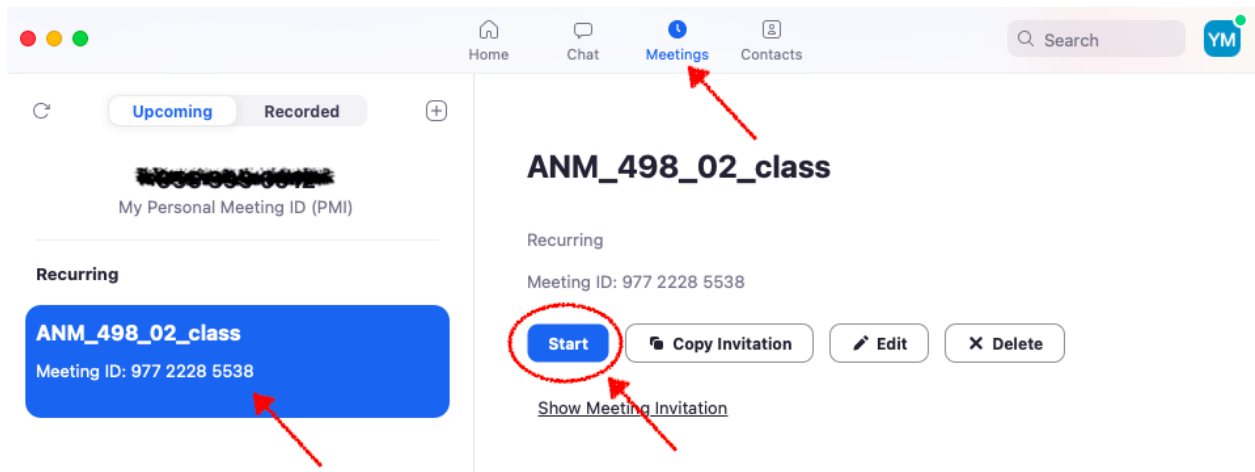
Step 5: Click **Save**.



Step 6: A unique meeting link specific to the meeting scheduled will be generated for you on the page. Click **Copy 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 7: Go to the **Meetings** tab at the top of your screen. Select the meeting you'd like to start, click **Start**.



*Make sure you are logged into the correct Zoom account:

Click your profile at the top right corner of your Zoom Desktop window. Confirm that you are logged in to your correct Academy email. If you are logged in with a personal email, sign out at the bottom and log in using the correct Academy email address. If you are prompted to enter a domain or SSO, enter **art**.

*Additional Notes:

- Use the same email address and password used 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

