

Setting Up a Zoom Meeting

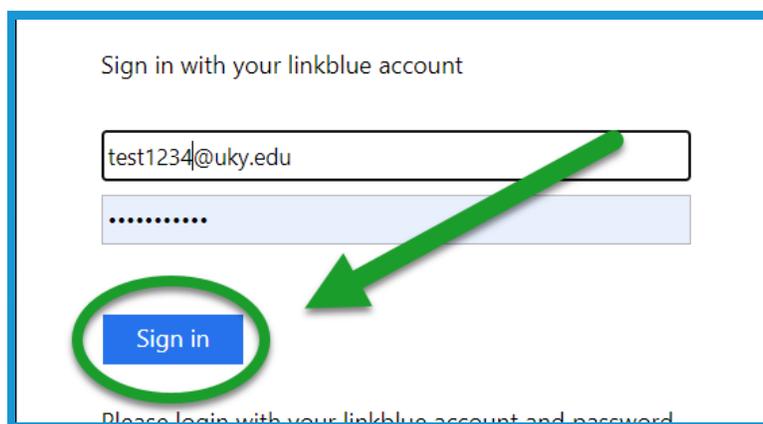


University of Kentucky
College of Agriculture,
Food and Environment
Cooperative Extension Service

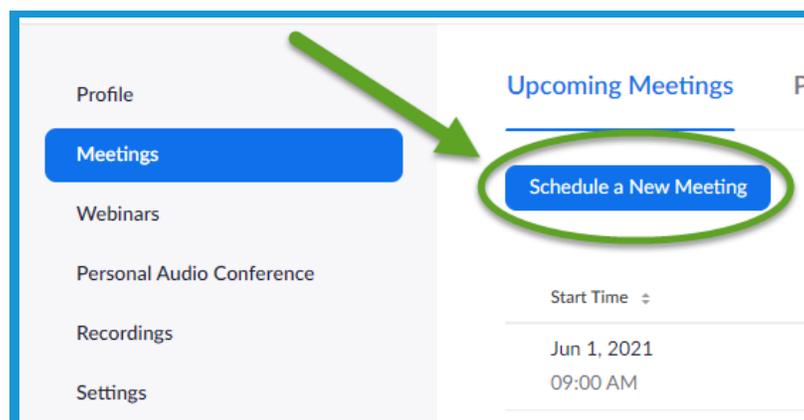
1. Go to **uky.zoom.us**, and click the Sign In button.



2. On the next screen enter in your Linkblue credentials, and click Sign in.



3. On the Meetings Page, select Schedule a New Meeting .



Setting Up a Zoom Meeting



University of Kentucky
College of Agriculture,
Food and Environment
Cooperative Extension Service

4. Give your meeting a title. You can also create a description, but it is not required.

My Meetings > Schedule a Meeting

Schedule a Meeting

1 Topic

2 Description (Optional)

5. Set a date, time, and duration for the meeting.

When

Duration hr min

Time Zone

6. Directly below the date and time, you can check the "Recurring meeting" box. Additional fields will appear where you can set up the recurring schedule.

(GMT-4:00) Eastern Time (US and Canada)

1 Recurring meeting Every week on Thu, until Sep 17, 2020, 7 occurrence(s)

2

Recurrence

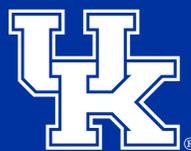
Repeat every week

Occurs on Sun Mon Tue Wed Thu Fri Sat

End date By After occurrences

List this meeting in the Public Event List

Setting Up a Zoom Meeting

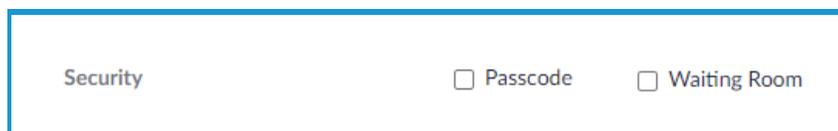


University of Kentucky
College of Agriculture,
Food and Environment
Cooperative Extension Service

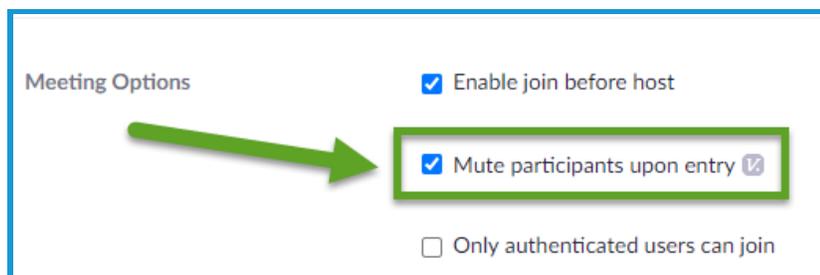
7. You can turn on registration to require the participants to sign up for the meeting. This helps when determining who participated in polls.



8. Under Security, you can also check Passcode to require the participants to enter a password. You can also turn on a waiting room, where people will not be able to enter the room until you permit them to enter.



9. In Meeting options, check "Mute participants upon entry" to turn off participant microphones as they enter the room. This is suggested to avoid any distractions at the start of the meetings.

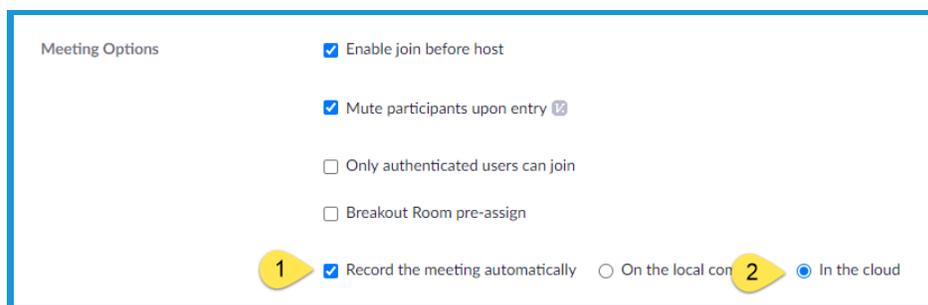


Setting Up a Zoom Meeting

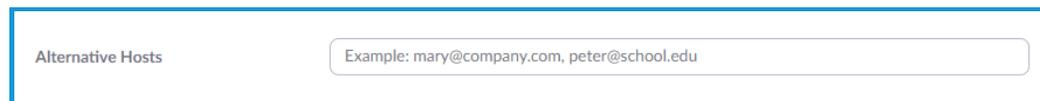


University of Kentucky
College of Agriculture,
Food and Environment
Cooperative Extension Service

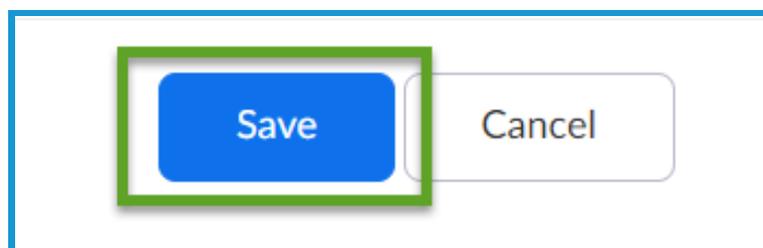
10. Under Meeting Options, check "Record the Meeting automatically". This will start the recording as soon as the host enters the room. Check "In the cloud" to be able to instantly post a link to the recording.



11. At the bottom of the screen under Alternative Hosts, you can list an alternative or co-host to assist with your meeting. If the person is with UK, please make sure to use their Linkblue ID email address.



12. Click "Save" at the bottom of the screen to create the session.



13. On the far right of the screen, click "Copy Invitation" to get the meeting information that can then be posted in the needed communication (Outlook, Canvas, etc.)

