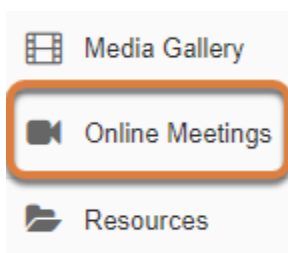


# How do I schedule online meetings?

Schedule a single or recurring online meeting with the *Online Meetings* tool powered by Zoom.

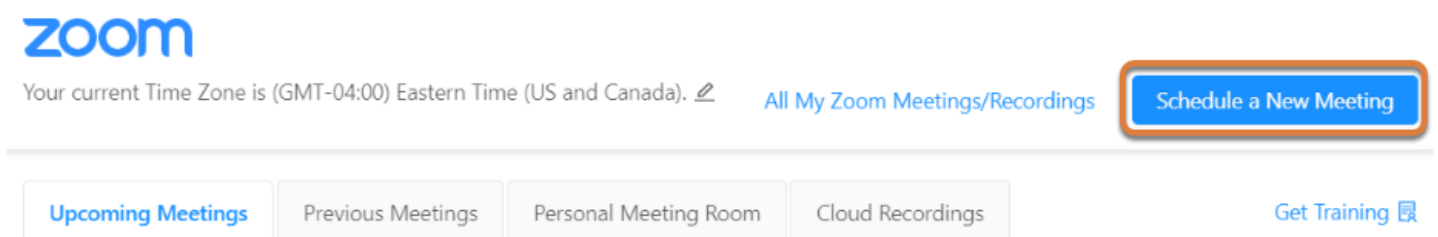
- 💡 For the best experience hosting or joining online meetings, [install the Zoom client \(opens new window\)](#) on your PC or Mac or add the Zoom app to your mobile device.
- Alternatively, a [Zoom web client \(opens new window\)](#) is available for those who are unable to install the full client.

## Go to Online Meetings.



Select the **Online Meetings** tool from the Tool Menu of your site.

## Select the Schedule a New Meeting button.



## Enter the meeting topic.

[Course Meetings](#) > [Schedule a Meeting](#)

Topic

1

Description (Optional)

2

1. The *Topic* will default to the site title and should be modified to distinguish it from other meetings, e.g., **Week 1 Lecture**.
2. An optional description may also be added.

## Set the meeting date, time, duration, and time zone.

When

1

Duration

2

Time Zone

3

1. By default, the meeting date and time are set to today's date, starting at the next hour. For example, if you start creating a meeting on June 25, 2019 at 12:10 pm, your meeting date and time will default to **06/25/2019** at **1:00 PM**.

To set a different start date and time, edit the date and time in the *When* fields. The date must be in the format of **dd/mm/yyyy** and the time in **h:mm**. Alternatively, you can click on a date in the calendar that pops up when you click in the *Date* field, or use the drop-down menu to select a *Time*.

2. By default, the meeting *Duration* is set to **1 hr 0 min**. Set the desired duration in hours and minutes.
3. Check that the *Time Zone* is set to your correct time zone. If it is not, select it from the corresponding menu.

## Set meeting recurrence. (Optional)

The screenshot shows the 'Recurring meeting' settings. It includes a summary line: 'Every week on Tue, until Aug 05,2019, 6 occurrence(s)'. Below this are five numbered callouts: 1. A checkbox labeled 'Recurring meeting' which is checked. 2. A dropdown menu for 'Recurrence' set to 'Weekly'. 3. A dropdown menu for 'Repeat every' set to '1' with the unit 'week' next to it. 4. A row of checkboxes for 'Occurs on' with 'Tue' selected. 5. The 'End date' section with the 'By' radio button selected and a date of '08/04/2019'.

To schedule a recurring meeting:

1. Select the **Recurring meeting** check box.
2. Set the *Recurrence*. Options include **Daily**, **Weekly**, and **Monthly**.
3. From the *Repeat every* menu, select how often the meeting will be held.
4. For a weekly or monthly meeting, select the **day(s) of the week** or **month** when the meeting *Occurs*.
5. Set the *End date* for the meeting either **By** a specific **date** or **After** a specific **number of occurrences**.

## Require registration. (Optional)

Registration ☒ Required

If *Registration* is **Required**, attendees must register for the meeting with their name and email address. After saving your meeting, a registration link will be available for you to provide to potential attendees.

**Note:** The *Registration* option is **not** recommended for meetings that will only include participants in your UVACollab site.

## Set meeting security settings.




Security

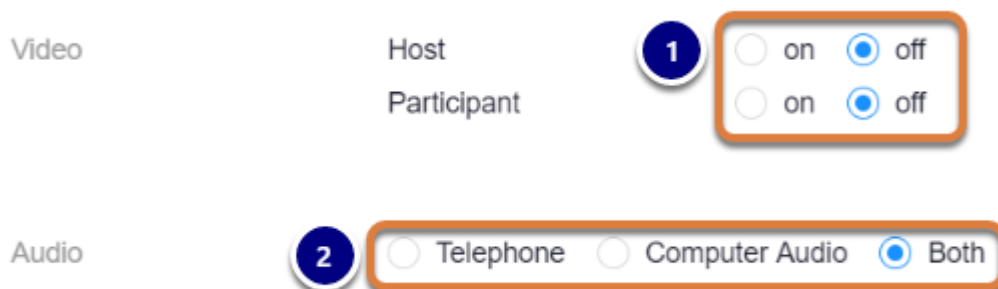
1 ☒ Passcode  4x810d

2 ☐ Waiting Room

1. **Required:** Set a passcode for your Zoom meeting. You can choose to use the generated passcode or create your own by typing in this field.
2. **Optional:** Enable a waiting room that will require you to admit participants into a meeting.

 **Note:** UVA Zoom requires a passcode for all newly created meetings. Passcodes are automatically added to new meetings and embedded into meeting links.

## Set video and audio options.



Video


Host ☐ on ☒ off

Participant ☐ on ☒ off

Audio

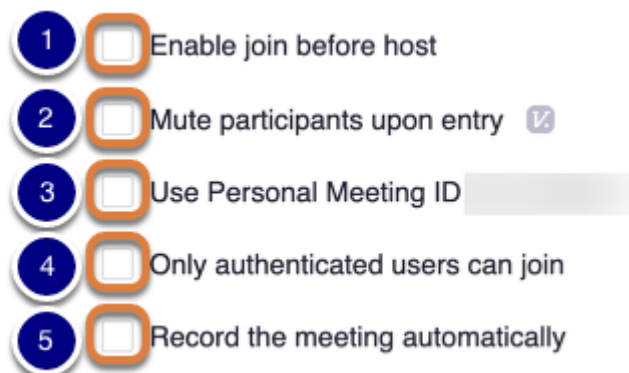
2 ☐ Telephone ☐ Computer Audio ☒ Both

1. By default, the *Video* settings for both the *Host* and *Participants* are turned **off**. Turning **on** video will cause a host's or participant's webcam to turn on automatically when they join the meeting.
2. The *Audio* settings indicate how attendees can access the meeting audio, by **Telephone**, **Computer Audio**, or **Both**. It is recommended to leave the default setting of **Both** to allow participants to call in via telephone for audio.

 **Tip:** For online classes and large meetings, the default video setting of **off** is recommended for participants, as having many participants' cameras on at once may affect meeting performance, causing delays.

## Enable preferred meeting options.

### Meeting Options



*Meeting Options* allow you to control participant entry to a meeting, and enable automatic recording.

1. **Enable join before host** is selected by default. This option allows attendees to access the meeting before the host joins or when the host cannot attend the meeting.
2. **Mute participants upon entry** will mute all participants' microphones as they join the meeting.
3. **Use Personal Meeting ID** will open the meeting in your *Personal Meeting Room*. For more information about the *Personal Meeting ID*, see [Zoom's FAQ: Personal Meeting ID \(opens new window\)](#).
4. **Only authenticated users can join** will allow you to limit the participants to those with UVA email addresses or require a Zoom log in.
5. **Record the meeting automatically** will start recording upon entry of the first person to join the meeting. Enabling this option will prompt you to select whether the recording will be saved **on the local computer** or **in the cloud**.

**i Note:** Using your *Personal Meeting ID* is **not** recommended when scheduling a meeting for a course, especially if the meeting will be recorded. All recordings made within your personal meeting room will be titled with your name and *Personal Meeting Room*.

### Tips:

- The setting **Mute participants upon entry** is recommended for online classes. Muting the microphone of anyone who is not speaking is a best practice to avoid background noise and allow students to stay focused on the lecture or discussion.

- If a meeting is recorded **in the cloud**, you and other participants in your UVACollab site will be able to access it via the site. For more information, see [How do I access a recording of an online meeting?](#)
- Please see the [ITS Zoom Security Recommendations \(opens new window\)](#) for other recommended settings.

## Add alternative hosts. (Optional)

Alternative Hosts

Example: john@company.com, peter@school.edu

You may designate *Alternative Hosts* to your meeting by entering their **UVA email address**.

An alternative host must be a Zoom Pro user under the UVA account with Zoom. Preferably, alternative hosts should be participants in your UVACollab site.

## Save your meeting.



Select the **Save** button to schedule your meeting.

## Get additional help.

Questions about scheduling, joining, or accessing recordings via the *Online Meetings* tool in UVACollab can be addressed to [collab-support@virginia.edu](mailto:collab-support@virginia.edu).

For online tutorials and help with features in Zoom, visit the [Zoom Help Center \(opens new window\)](#).