



STEP-BY-STEP GUIDE FOR SETTING UP A ZOOM MEETING

Zoom at Texas A&M University offers several features and options that can help you maintain the security of your Zoom meeting. Use the following tips to help prevent Zoombombing, where uninvited users enter your Zoom meeting and use the screen share feature to display inappropriate content.

SCHEDULING A ZOOM MEETING

1. Go to tamu.zoom.us and log in using your TAMU Net-ID and Password to schedule your Zoom meeting. Select **Meetings** then **Schedule a Meeting**.

Current Users

NetID or Email Address

Password

Next

Forgot your password?

New Student or Employee? Activate your NetID

Profile

Meetings

Webinars

Personal Audio Conference

Recordings

Settings

Schedule a Meeting

2. Select the meeting options
 - **Topics** - Name of session
 - **When** - Set date & time
 - **Duration** - Set duration and recurring event frequency (if needed)
 - **Registration** - Set to Required if you would like to limit registration, view capacity, or manage who gets access to a link.
 - After you schedule the meeting, you can customize registration options (i.e., Automatic Approval, Manual Approval, and Close Registration after event date)
 - **Security**
 - Passcode (either automatic or change to personalized password)
 - Require authentication to join if only TAMU faculty, students and staff will be in the session
 - **Video Host** - On
 - **Video Participants** - Off
 - **Audio** - Both
 - **Meeting Options**
 - Allow participants to join anytime
 - Mute Participants Upon Entry
 - **Alternative Hosts** - Type the emails of all alternative hosts
 - Click **SAVE** to **Schedule the Meeting**

3. Once finished, you can either select a calendar option to add the scheduled meeting to your calendar or select 'Copy the Invitation' to send the invitation to your Zoom meeting.
 - Copy the Invitation will open up a window where you can copy the full invitation to send out via email.

ZOOM BEST PRACTICES

These Zoom features allow the host or co-host of a meeting to enable or disable options during a meeting to secure the meeting, as well as minimize disruption during the meeting. The host should join at least 15 minutes in advance to enable/disable Zoom features suggested below:

- **Under Security Button**
 - Disable Waiting Room
 - Disable Share Screen
 - Disable Unmute Themselves
 - Disable Annotate During Screen Share
This option is only viewable if you are currently sharing your screen
- **Under Chat Button**
 - Participants Can Chat with: Host Only
- **Under Live Transcript Button**
 - Enable Live Transcript
- **Recording**
 - Begin Zoom cloud recording (when ready)
- **Spotlight Active Speaker(s)**
 - Hosts
 - Co-hosts

NEED MORE HELP?

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