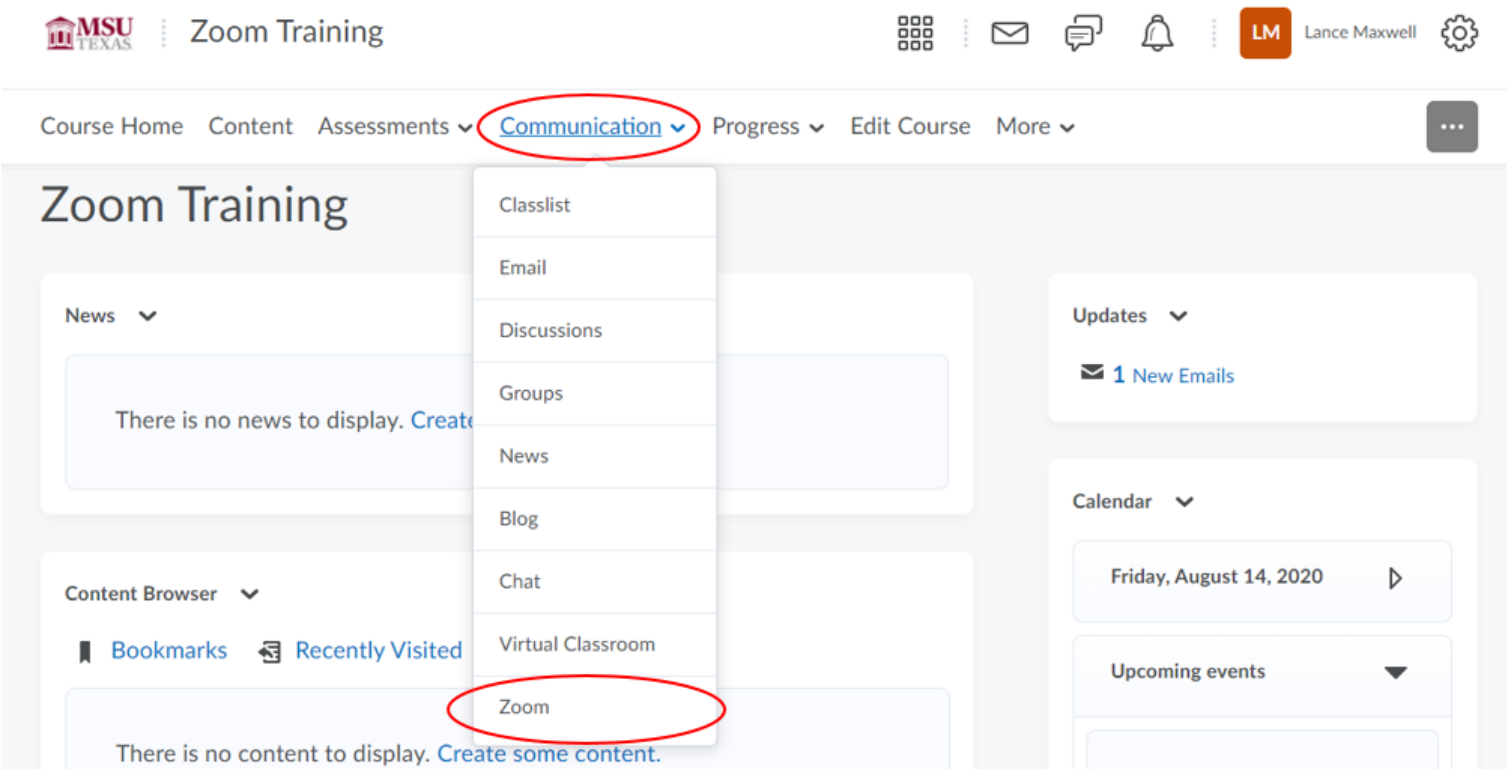
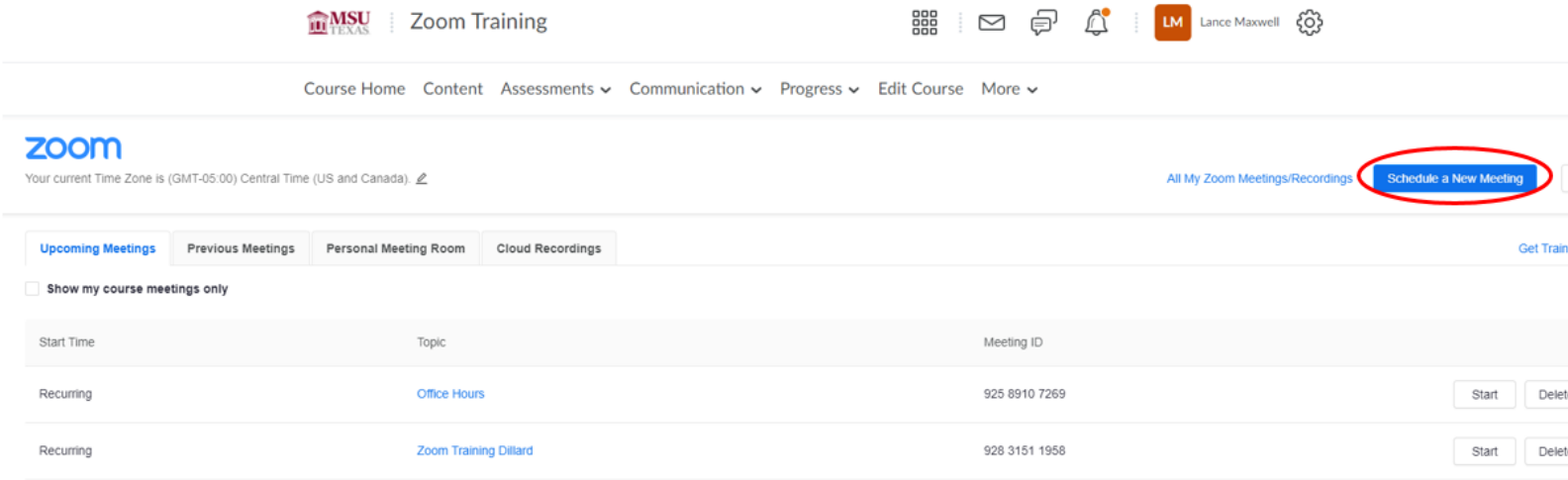
Zoom instructions for instructors within D2L

Log into D2L

Select the course you need to use Zoom in. Click **Communication** then scroll to the bottom to **Zoom**

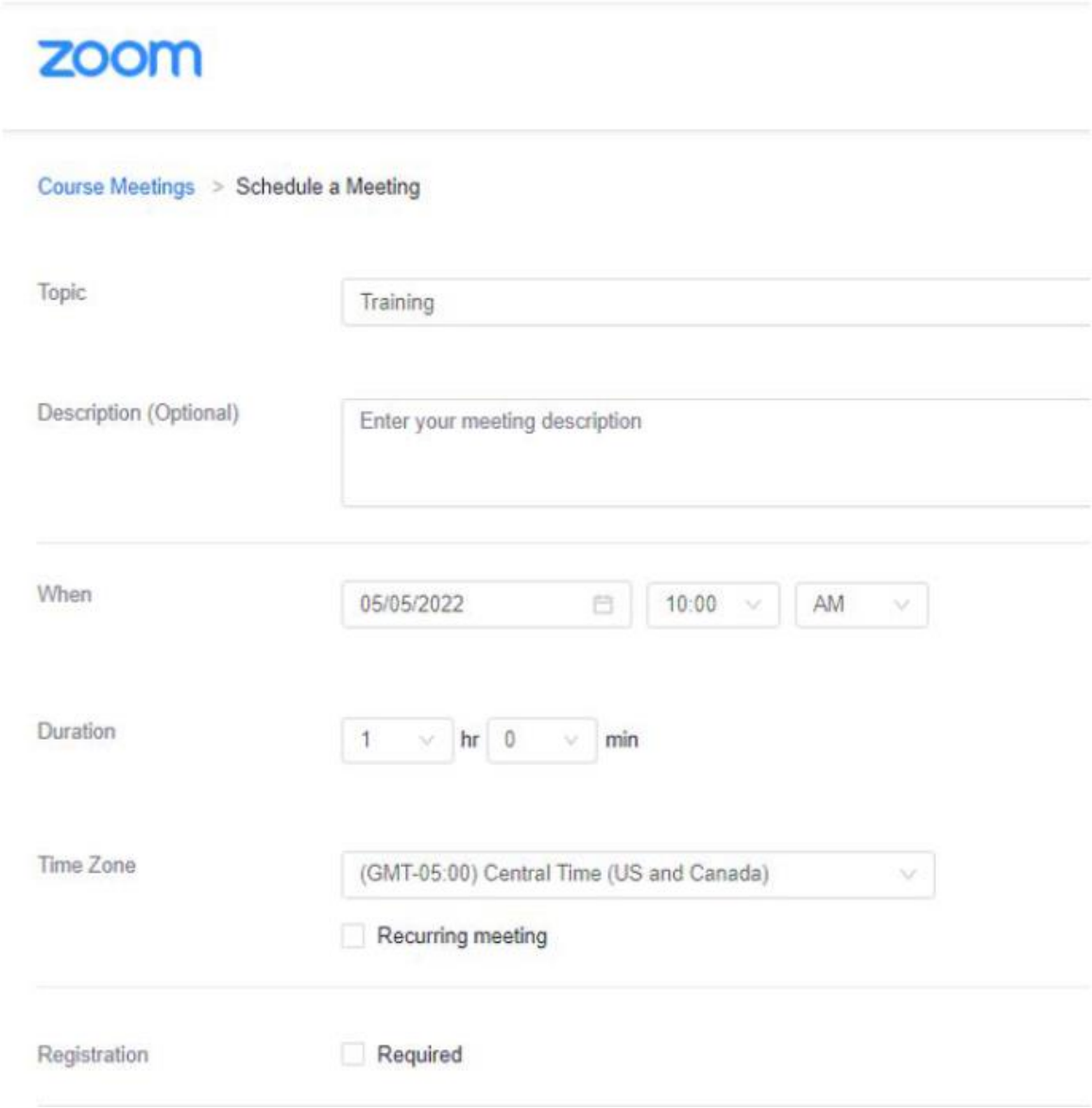


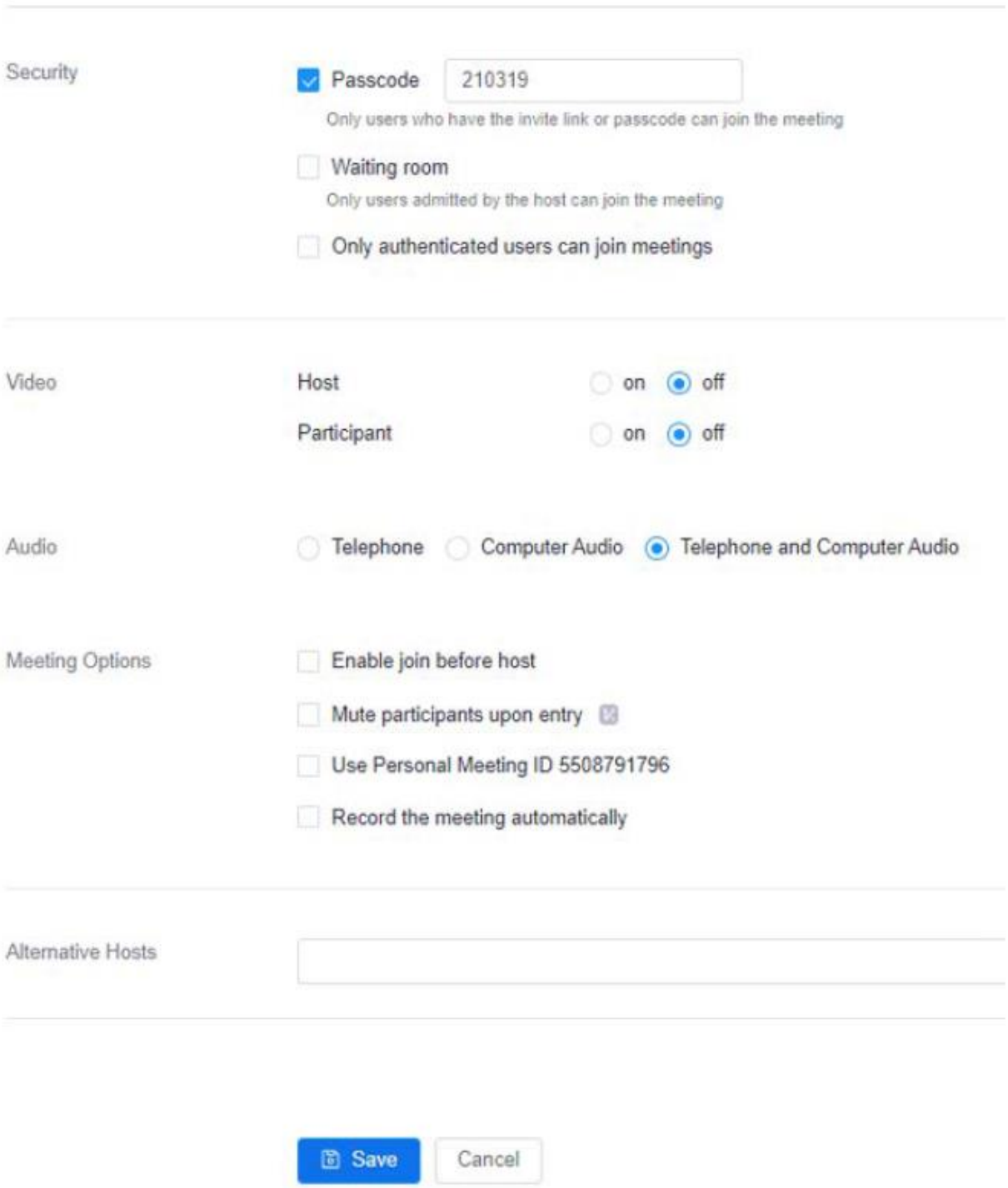
Select the blue **Schedule a New Meeting** to create a new Zoom meeting



-You can select the **Get Training** link to find help and instructions from Zoom for in meeting options.
-The **Cloud Recordings** tab is where you will find the Zoom recordings you set to save into the cloud. These remain saved in the cloud for 7 days, so save them directly to your computer/external drive if you plan on keeping them longer than that.

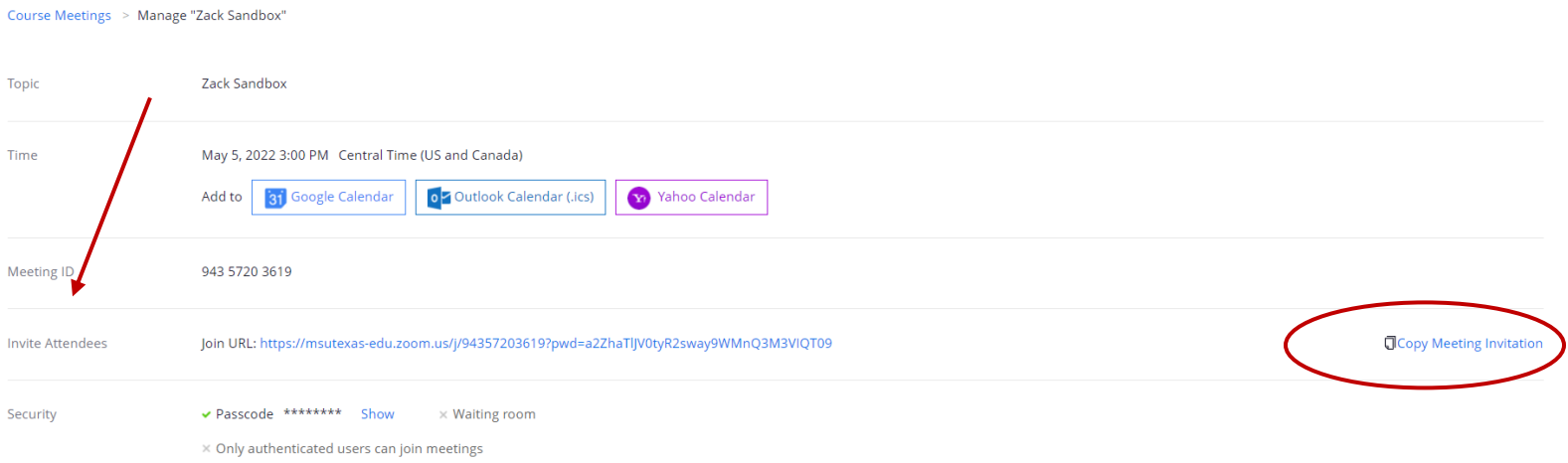
Setting options for the Zoom meeting:
-The **Topic** is the title of the meeting. D2L populates the name of the course, you can change that if needed.
-Add information about the meeting in the **Description.** For example: topic links or discussion points.
-The **When** is the time the meeting will begin.
-The **Duration** of the call needs to be an amount of time that's greater than what you plan on hosting the meeting for, as when the duration is met the meeting will end.
-**Time Zone** is the time zone you are in. Students that set their account to different time zones will have the times of the meeting change accordingly.
-You can use the **Recurring Meeting** option to create an ongoing schedule of individual meetings with unique links or select **No Fixed Time** and continue to use the same meeting link throughout the term. This allows for flexibility.
-It is recommended to leave the **Registration** option unchecked. This will require the students to enter additional information about themselves prior to the meeting. Since the meeting originates in D2L, it can be unnecessary.





-The **Passcode** is on by default, leave it checked for security purposes. Anyone joining from D2L or via a direct invite will no have to enter the passcode and it will keep unwanted attendees out.
-The **Waiting Room** is a feature that, when turned on, puts participants into a virtual waiting room until you admit manually. We recommend having this feature off for lectures and on for virtual office hours.
-The recommended **Video** options is **off** for both host and participant. This allows you and the students to turn on the camera when ready.
-The recommended **Audio** options set to **Telephone and Computer Audio**. This will allow the student to call in for audio if they are experiencing technical difficulties with their computer.
-The only setting under **Meeting Options** we recommend you select is: **Mute participants upon entry** option. This prevents unintended interruptions by a participant's audio.
-If you'd like to have an **Alternative Host** for your meeting the please contact D2Lhelp@msutexas.edu

Select the **Save** button.



The page after shows your settings for your meeting and has an **Invite Attendees** section where you can copy the link to send it to those who aren't in the course that you want to have access to the meeting.

Please contact us at D2Lhelp@msutexas.edu for assistance.