

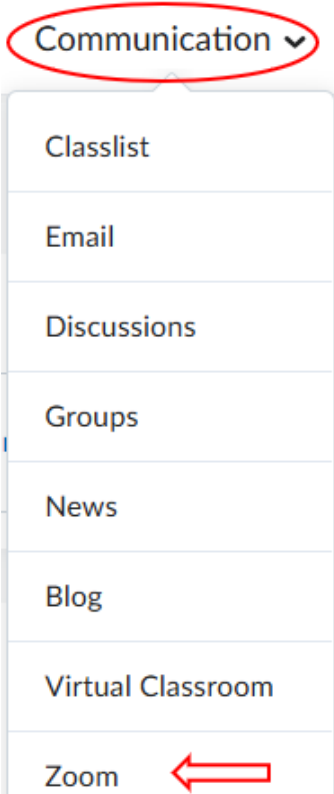


Zoom for Instructors in D2L

Workflow Steps:

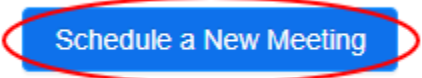
Step one:

From the course homepage that you need to use Zoom in, click **Communication** in the nav bar, then select **Zoom** from the drop-down menu.



Step two:

Select Schedule a **New Meeting**.



Setting options for a Zoom meeting:

- **Topic:** The meeting title. D2L auto-fills the course name, but you can change it if needed.
- **Description:** Add details such as topic links or discussion points.
- **When:** The meeting start time.
- **Duration:** Set a time longer than your planned meeting length to avoid it ending early.
- **Time Zone:** Select your time zone. Students in different time zones will see the meeting time adjusted accordingly.
- **Recurring Meeting:** Use this to schedule multiple sessions. Choose a recurring schedule for separate links, or select **No Fixed Time** to reuse the same meeting link throughout the course.

zoom [Home](#) [Appointments](#)

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

Topic

Description (Optional)

When

Duration hr min

Time Zone

Recurring meeting



More options:

- **Registration:** It is recommended to leave this unchecked, as it requires students to enter additional information before joining. Since the meeting is accessed through D2L, this step is usually unnecessary.
- **Passcode:** Enabled by default—leave this on for security. Students joining through D2L or a direct link will not need to enter it.
- **Waiting Room:** When enabled, participants must be admitted manually. It's recommended to turn this **off** for lectures and **on** for virtual office hours.
- **Video:** It is recommended to keep video **off** for both host and participants, allowing users to turn cameras on when ready.
- **Audio:** Set to **Telephone and Computer Audio** so students can call in if they experience technical issues.
- **Meeting Options:** It is recommended to select **Mute participants upon entry** to prevent interruptions.
- **Alternative Host:** To assign an alternative host, contact D2Lhelp@msutexas.edu.

Registration

Required

Security

Passcode

Only users who have the invite link or passcode can join the meeting

Waiting room

Only users admitted by the host can join the meeting

Only authenticated users can join meetings

Video

Host on off

Participant on off

Audio

Telephone Computer Audio Telephone and Computer Audio

Meeting Options

Enable join before host

Mute participants upon entry 

Use Personal Meeting ID 9332958642

Record the meeting automatically On the local computer

Alternative Hosts



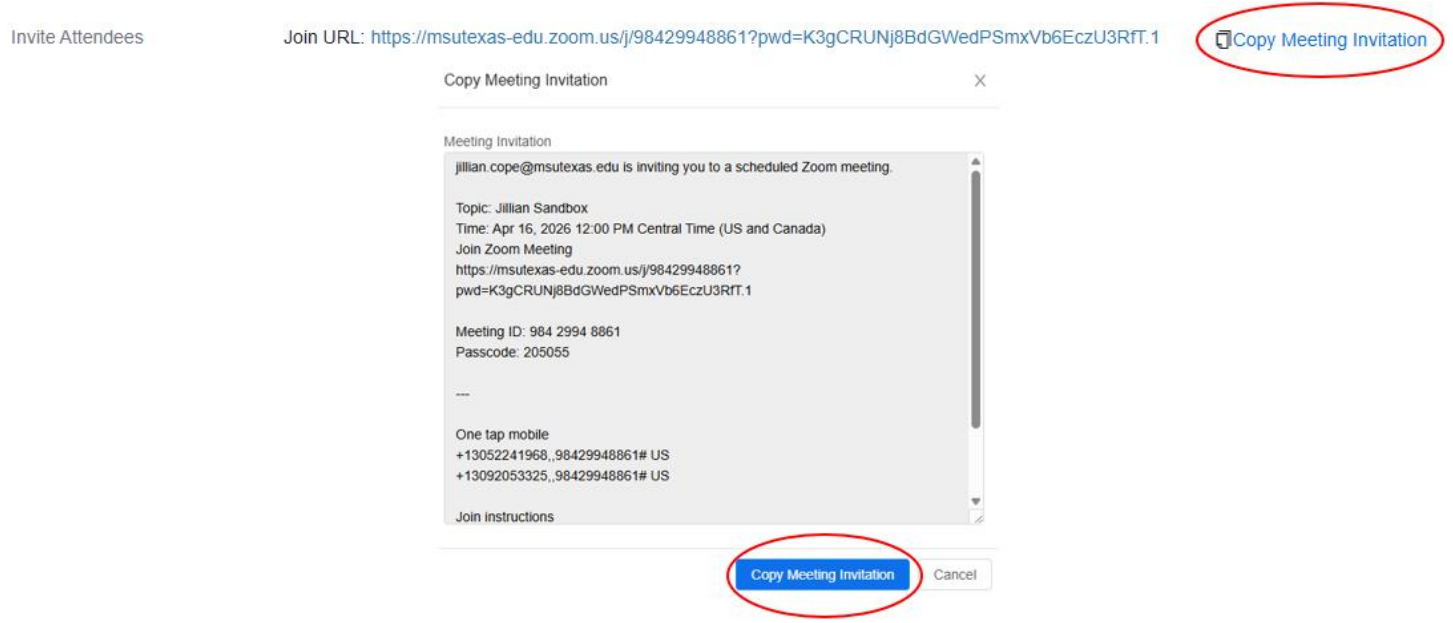
Step three:

Once you have entered all the necessary settings, select **Save**.



Step four:

The next page displays your meeting settings and includes an **Invite Attendees** section, where you can Copy the Meeting Link to share with anyone outside the course who needs access. After clicking **Copy Meeting Invitation**, a window will open, select **Copy Meeting Invitation**.



Note:

- a) Select **Get Training** for help and instructions on in-meeting options.
- b) The **Cloud Recordings** tab is where you'll find recordings saved to the cloud. These are stored for 7 days, so download them to your computer or external drive if you need to keep them longer.

