

SCHEDULING CLASSES OR MEETINGS

- After logging into Zoom, select “Meetings” from the left menu and then click on the blue button that says “Schedule a Meeting” in the right corner:

[+ Schedule a Meeting](#)

- You will then need to enter a Meeting Topic (or title) and set the Date, Time, and Duration of the meeting.

Topic

[+ Add Description](#)

When

Duration hr min

- If you want the meeting to occur more than once, check the “Recurring meeting” box and set the recurrence options and an end date for your meeting.

Recurring meeting Every week on Wed, until Jun 25, 2025, 7 occurrence(s)

Recurrence

Repeat every week(s)

Occurs on Sun Mon Tue Wed Thu Fri Sat

End date No end time By After occurrences

- All GMU Zoom meetings are required to use a waiting room, passcode, or authentication for entry. You can select one or more security option. A passcode is automatically generated or you can make your own.

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

Require authentication to join

- If you want to record your meeting, click “Show” next to “Options” to expand the settings, and check “Automatically record to the cloud.”
- Please also add csandov1@gmu.edu as an alternative host so that we can assist you with the Zoom and recording if needed.

Options [Hide](#)

Allow participants to join anytime

Q&A

Mute participants upon entry

Automatically record meeting in the cloud

Approve or block entry to users from specific regions/countries

Alternative Hosts

Allow alternative hosts to add or edit polls

- Click “Save” to create your meeting and then click the “Copy Invitation” button to create a link with all the necessary information needed to access the meeting. You can email this link to your students or post it to your Canvas or TWEN course page.

