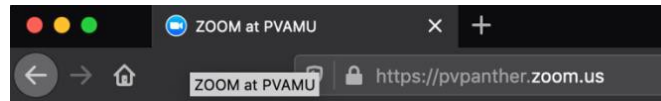




## Scheduling a ZOOM Conference/Meeting through the ZOOM at PVAMU Portal

To access the Zoom @ PVAMU portal, navigate to [PVPVPANTHER.ZOOM.US](https://pvpanther.zoom.us) in Chrome, Firefox, or Safari. There are known issues in Internet Explorer and Edge.



Click **Host A Meeting**



Sign in using your **PVAMU credentials**.

## Scheduling Zoom through the PV Portal

Select meeting options to schedule your conference/meeting.

The screenshot shows the 'Schedule a Meeting' interface in the Zoom PV Portal. The breadcrumb trail at the top reads 'My Meetings > Schedule a Meeting'. The main heading is 'Schedule a Meeting'. The form contains the following fields and options:

- Topic:** A text input field containing 'My Meeting', highlighted with a blue box and the number 1.
- Description (Optional):** A text input field with the placeholder 'Enter your meeting description', highlighted with a blue box and the number 2.
- When:** A date input field showing '03/14/2020' with a calendar icon, a time input field showing '9:00' with a dropdown arrow, and a period input field showing 'PM' with a dropdown arrow, highlighted with a blue box and the number 3.
- Duration:** Two input fields for '1' hour and '0' minutes, each with a dropdown arrow, highlighted with a blue box and the number 4.
- Time Zone:** A dropdown menu showing '(GMT-5:00) Central Time (US and Canada)' with a dropdown arrow, highlighted with a blue box and the number 5.
- Recurring meeting:** A checkbox labeled 'Recurring meeting', highlighted with a blue box and the number 6.

1. Enter a **topic or name** for your conference/meeting.
2. Enter an optional meeting **description**.
3. Select a **date and time** for your conference/meeting. You can manually enter any time and press enter to select it.
4. Choose the approximate **duration**. *This setting is only for scheduling purposes. **Basic** account holder's meetings will end at 40-minutes; **licensed** account holder's meetings will not end until the host ends the meeting.*
5. By default, Zoom will use the **time zone** set in your profile. Click the drop-down menu to select a different time zone.
6. Check if you would like a **recurring meeting** (the meeting ID will remain the same for each session). *Checking this option will open up additional recurrence options.*

## Scheduling Zoom through the PV Portal

### Meeting ID, Video and Audio

A **Personal Meeting ID (PMI)** is created as a permanent meeting room for each account. When using the PMI for meetings, anyone having the PMI can join without an invitation. **To maintain security, use the default of *Generate Automatically* to create a random unique meeting ID.**

The screenshot shows the Zoom meeting scheduling interface with several settings highlighted by yellow arrows:

- Meeting ID:** An arrow points to the **Generate Automatically** radio button.
- Meeting Password:** An arrow points to the password field containing **791635**.
- Video:** Two arrows point to the **off** radio buttons for both **Host** and **Participant** video settings.
- Audio:** An arrow points to the **Both** radio button.

Other visible settings include **Require meeting password** (checked), **Telephone** and **Computer Audio** (unchecked), and a **Dial from United States of America** link.

***For security purposes, all meetings are required to have a password. A random meeting password will be generated by default; however, this password can be changed.***



Choose whether the **Host and Participant video** will be **ON** or **OFF** when the meeting begins. Once the meeting starts, the host and participants have the option to toggle the video on and off.



**Audio** should be set to **BOTH**. This setting will ensure that participants have the option to dial-in via telephone for audio communication in the event a microphone and speakers are not available on their device.


## Scheduling Zoom through the PV Portal

### Meeting Options


Meeting Options

☐ Enable join before host  

 ☒ Mute participants upon entry 

 ☐ Enable waiting room

☐ Only authenticated users can join

 ☐ Record the meeting automatically

Alternative Hosts

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

**Save** Cancel

**Enable Join before host** is not an available option for security reasons. The participants will be put "on hold" until the host joins the meeting.

**Mute participants upon entry** can assist in managing sessions with a large number of participants. Participants will be muted as they join the meeting, but can unmute themselves after joining.

**Enable waiting room** creates a virtual staging area that prevents people from joining a meeting until the host is ready. Participant names are viewable in the waiting room, allowing you to check attendees before beginning the meeting.

Check **Record the meeting automatically** on the local computer to record the session. You can also start and stop recordings once the meeting has begun.






Click the **Save** button to finish the meeting setup.

Once finished, you can email students/attendees **Join URL link**. **Copy the Invitation** will open up a window where you can copy the full invitation, which includes information allowing access to the meeting via a phone line, to send out via email.

## Scheduling Zoom through the PV Portal

My Meetings > Manage "My Meeting"

Start this Meeting

Topic	My Meeting	
Time	Mar 11, 2020 03:00 PM Central Time (US and Canada)	
Add to	 Google Calendar  Outlook Calendar (.ics)	
	 Yahoo Calendar	
Meeting ID	628-086-705	
Meeting Password	× Require meeting password	
Invite Attendees	Join URL: <a href="https://pvamu.zoom.us/j/628086705">https://pvamu.zoom.us/j/628086705</a> 	
	 Copy the invitation	

Invitations includes telephone numbers to call into if not using Computer audio

Send this link for those using Computer Audio