

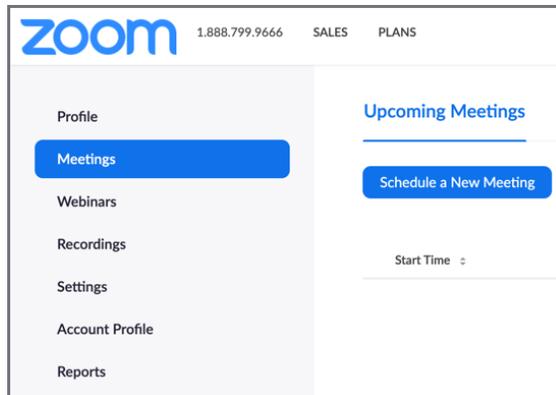
Zoom

Create a Meeting

Zoom meetings can be scheduled through Outlook using the [Zoom plugin](#), online at nau.edu/zoom, or in the Zoom desktop app.

From a web browser:

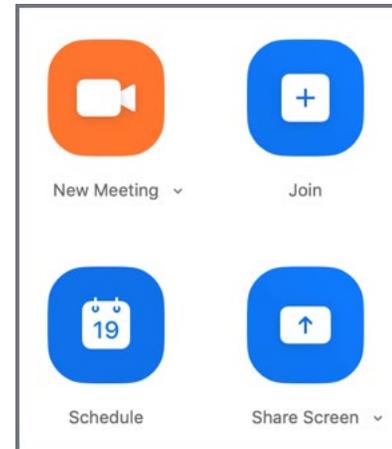
1. Go to nau.edu/zoom.
2. Click **Sign In**.
3. Enter your NAU credentials.
4. Select **Meetings** from the left-hand menu.
5. Select the blue **Schedule a New Meeting** button.



6. Enter the meeting details.
 - Start out using the default settings.
 - Zoom documentation: [Schedule meetings](#)
7. Select the **Save** button at the bottom of the page.
 - The meeting details page opens where you have a few options to share the meeting with participants.
 - Zoom documentation: [Invite others to a meeting](#)

From the Zoom desktop app:

1. Log into the Zoom app.
2. Select the **Schedule** button.



3. Enter the meeting details into the pop-up window.
4. Select the **Schedule** button at the bottom of the window.

Passcodes are required on ALL meetings!

Consider enabling the [“embed passcode in invite link for one-click join”](#) option.

The location of the plugin button varies between Mac and Windows. Otherwise the process is the same.

From Outlook using the Zoom plugin:

1. Create a new meeting in Outlook.
2. Add the Outlook meeting details.
3. Add the Zoom meeting.
 - On a **Mac**: Select the **Add Zoom Meeting** button.
 - On **Windows**: Select the **Schedule a Meeting** button from the ribbon.



4. Adjust the Zoom meeting details as needed.
5. Select the **Continue** button.

Zoom maintains thorough help documentation that includes helpful videos.

Go to support.zoom.us.

Tips and tricks:

ITS recommends starting with the default settings for new meetings. These settings can be changed at any time, but use the standard configuration first.

The default settings include the following:

- Host and participants join with video OFF
- Participants can join before the host

Will you be co-hosting a meeting?

Add the other person's email address to the **Alternative Hosts** field and they will have the same controls as you.

Do you have some meeting settings that you want to use for future meetings?

Create a meeting template!

1. Create a new meeting and click **Save**.
2. At the bottom of the meeting details page, select **Save as a Meeting Template**.
3. To access your templates later, **Select Meetings** from the left-hand menu.
4. Select **Meeting Templates**.