**How to create a Zoom meeting**

1. If you have not downloaded the desktop software, download it now.
   1. Go to ulm.zoom.us
   2. Scroll to the VERY BOTTOM of the page and click on Download Client
   3. On the next screen, click Download under Zoom Client for Meetings
   4. Install the Zoom client and then log in to your account on the client.
2. You can schedule a new meeting from the Zoom web browser or desktop client.
3. On the desktop client,
   1. Click Schedule, enter your meeting information.
   2. Then click the meetings tab for your meeting id and send that information to your students via email and/or post in Moodle.
4. For the web browser, go to ulm.zoom.us.
   1. Sign in to your account
   2. Click Meetings on the left menu
   3. Click the Schedule a New Meeting button
   4. Enter your meeting details
   5. Click Save at the bottom
   6. On the next window, copy and paste the Join URL or use the copy the invitation button
   7. Send this information to your students via email and/or post in Moodle

**Online class with Zoom**

* Zoom has the capability of 100 attendees per meeting
* You will see thumbnails of all attending
* Students will need to be instructed to create a free Zoom account using his/her @warhawks.ulm.edu email address
* You would need to schedule **your own meeting** and send the Zoom link to your students via email/posting on Moodle
* Remind all students to mute upon joining the class
* Be sure to schedule your Zoom meeting to record to your computer
* Upload video to Moodle once completed
* Resources to assist students who are at home will be limited

Additional Resources for Zoom:

<https://support.zoom.us/hc/en-us>

<https://videos.ulm.edu//channel/Zoom/159900261/subscribe>