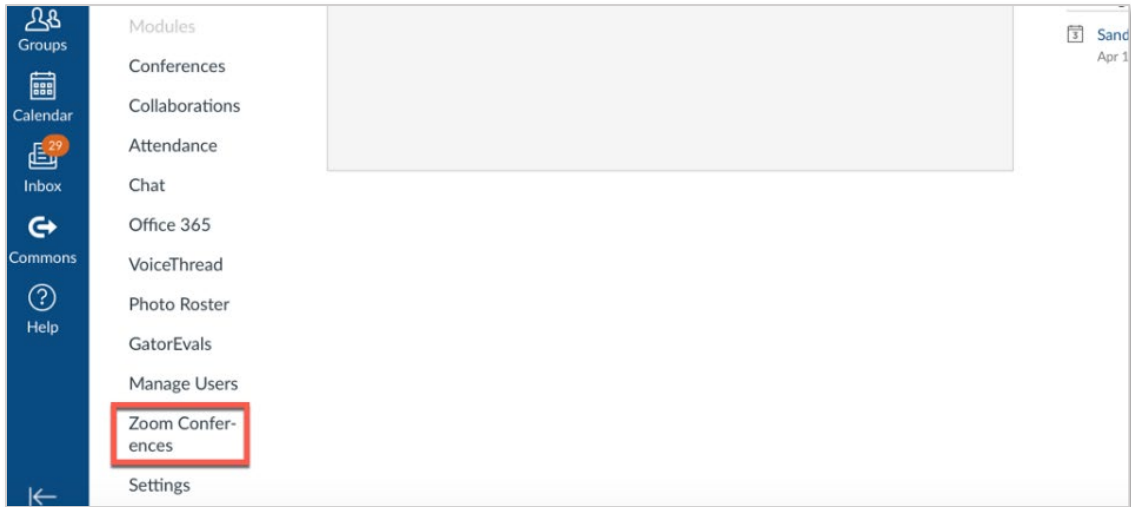
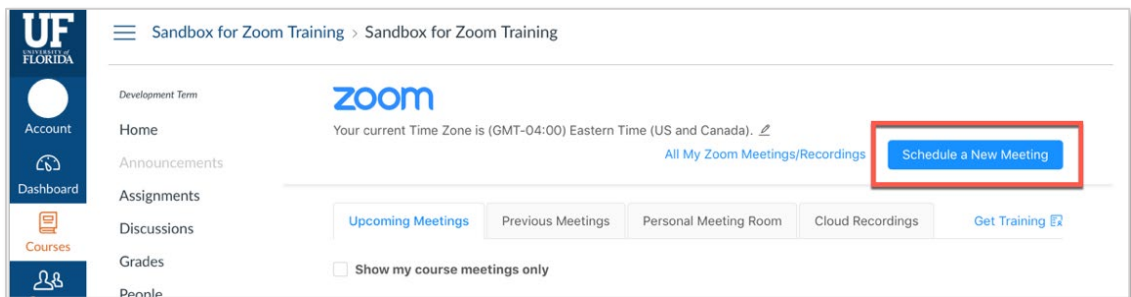


How to Start a Zoom Meeting

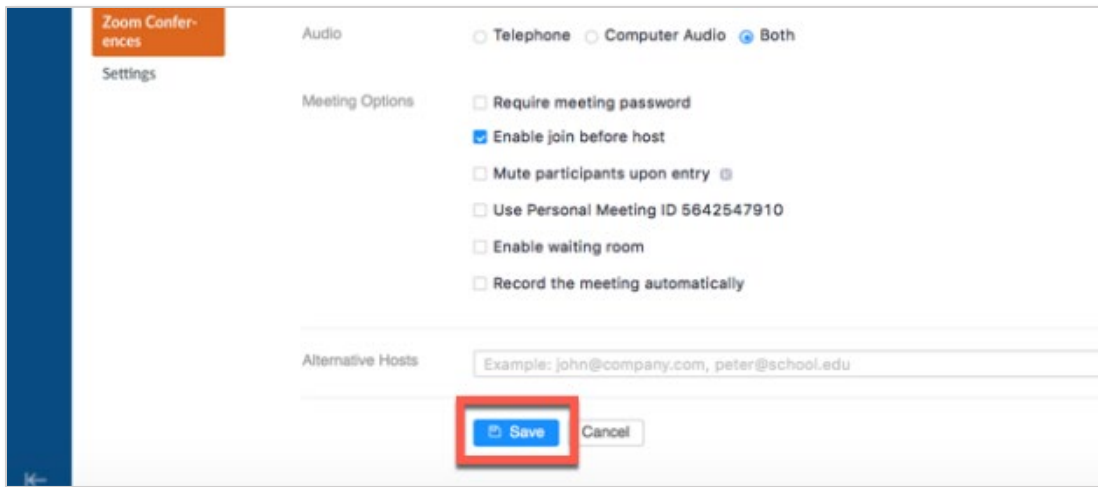
1. Login to e-Learning and select the course in which you would like to schedule a Zoom meeting.
2. Once in the desired course in e-Learning, click **Zoom Conferences** on the left navigation.



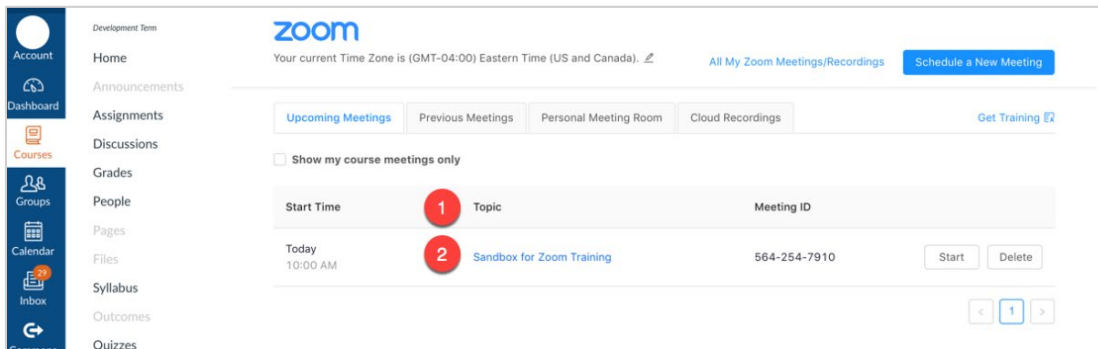
3. Click **Schedule a New Meeting**. Keep in mind everyone will receive an email notification.



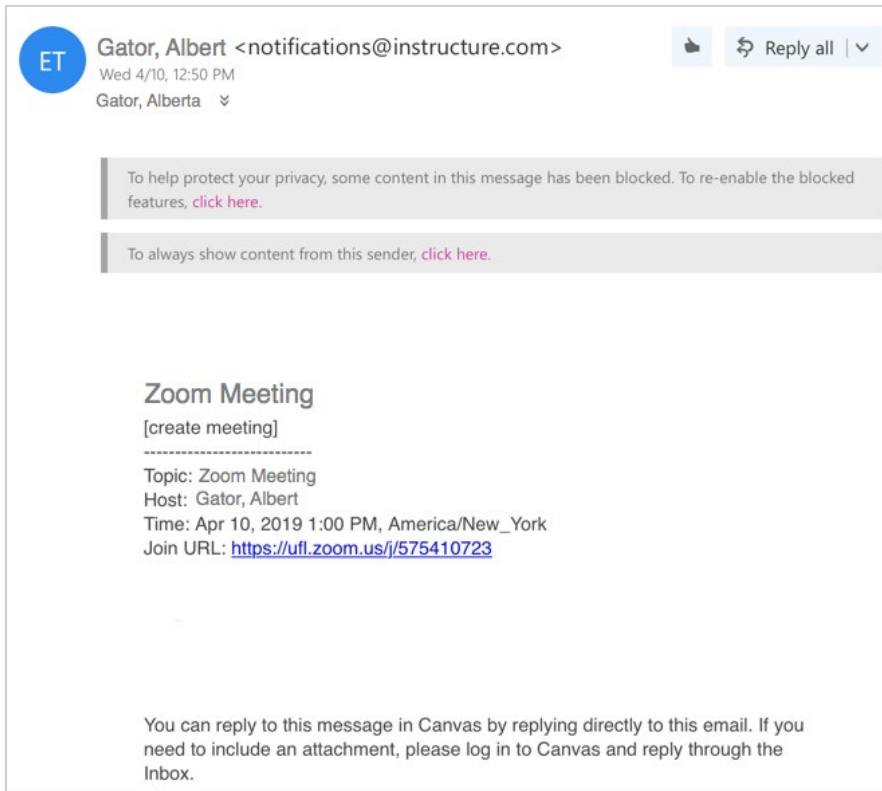
4. Fill out the information on the **Schedule a Meeting** page and modify the settings according to your preferences. Click on **Save** to create a Zoom meeting.



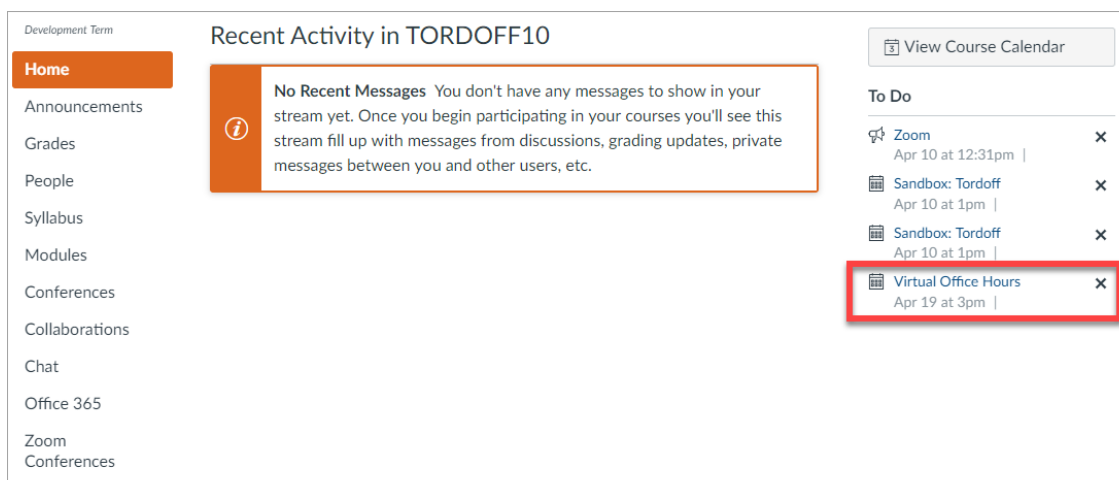
5. Your Zoom meeting will appear under **Upcoming Meetings** tab under **Topic [1]** with a **link [2]** to start the scheduled meeting.



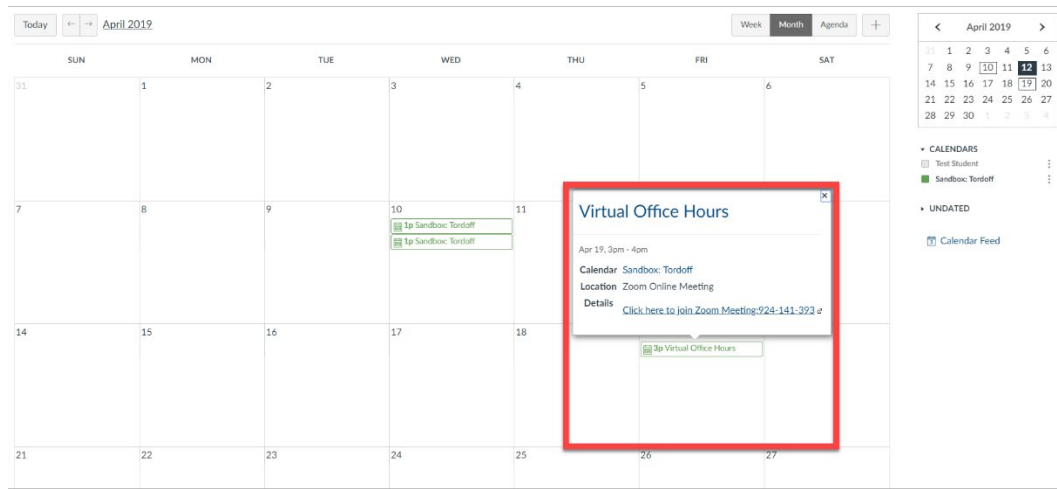
- Students will be notified via email and the e-Learning calendar. This notification will also include a link to access the scheduled meeting.



- Once the meeting is created, students will see the Zoom meeting under **To Do** list on the course homepage.



8. When they click on the Zoom item in the To Do list, the e-Learning Calendar will open with a link to join the meeting.



9. As an alternative, students can also click on **Zoom Conferences** [1], then **Join** [2] to join the meeting.

