Schedule a Zoom Meeting: 
Zoom Web Portal

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Login to Zoom
1. Navigate to luc.zoom.us.
2. Select SIGN IN from the upper right-hand corner of the page.
3. Login with your UVID and password.
   Note: Your UVID and password are the same username and password you use to login to Outlook and Sakai.

Schedule a Meeting
1. Select the My Meetings tab from the left-hand menu.

   My Profile
   My Meeting Settings
   My Meetings
   My Recordings
   My Webinars

2. Select Schedule a Meeting.

   Upcoming Meetings Previous Meetings Schedule a Meeting

3. Topic: Choose a topic or name for your meeting.
4. When: Enter the date and time of your meeting.
   Note: All meetings can be started by the host at any time, regardless of date and time settings.
5. Duration: Enter the duration for your meeting in hours and minutes.
6. Time Zone: By default, zoom will use your computer’s time zone setting. To change the time zone, use the drop-down menu.
7. Recurring meeting: Check this box if you would like this meeting ID to remain consistent for several meetings.
   Note: You will select the meeting date/time and recurrence options through Outlook.
8. **Video (when joining meeting):** Use the radio buttons to determine if video will be on or off when the host and/or participants open the room.

   **Note:** If you select **Off**, the hosts and participants can still turn their video on after entering the room.

9. **Audio Options:** Choose whether to allow users to call in via telephone, VOIP (computer audio), or both.

10. **Password:** If you select the box next to **Require meeting password**, you will be prompted to enter a password that participants will be required to use in order to enter the room.

   **Note:** This is not your UVID password

11. **Enable join before host:** This option will allow participants to enter the room before the host.

12. **Mute participants upon entry:** With this option, users must unmute their microphone in order to speak.

   **Note:** This feature only affects users on Zoom client with version 3.5.63382.0829 or later.

13. **Use Personal Meeting ID:** This allows you to use your own personal meeting ID for the meeting.

14. Once all of your information is entered, select **Schedule**.
Start a Scheduled Meeting

1. Login to Zoom at luc.zoom.us.
2. Select the My Meetings tab from the left-hand menu.
3. Across from your scheduled meeting (see instructions above) select Start.