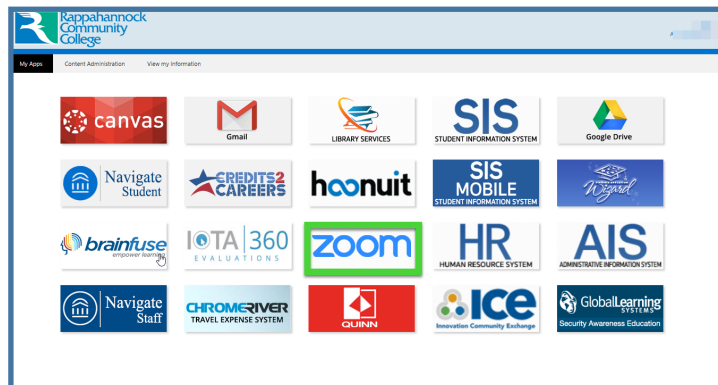


Zoom! Recurring Meetings

Zoom allows you to setup recurring meetings with the same meeting ID.

1) Click the **Zoom** tile

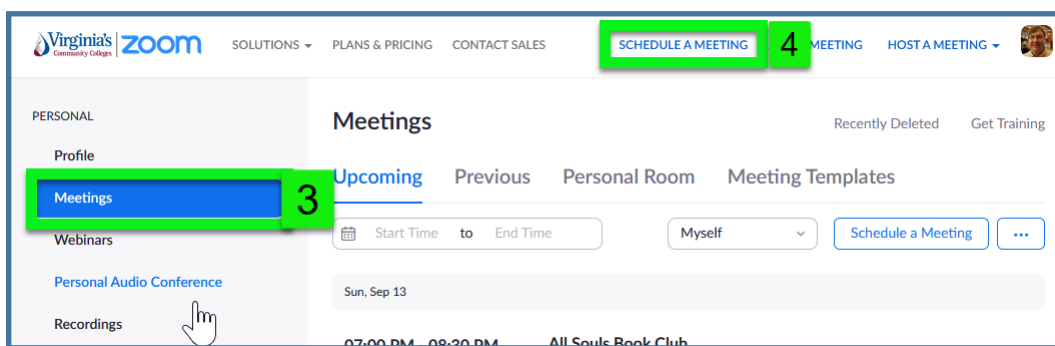


2) Click the **Settings** button



3) Click **Meetings**, if needed, in the menu on the left.

4) Click **Schedule A Meeting** at the top of the Page.



5) You will be taken to the screens to set up a new meeting (Next Page for Options)

Setting up a meeting

1) Click **Schedule a Meeting**

2) Supply the **Topic** of the meeting (descriptive is best)

3) The Full **Description** is optional

Schedule the Time of the meeting:

If you wish to have an OPEN timed recurring meeting then skip this setting, go down to Recurring Meeting

4) Check the **Recurring Meeting** box to make this have multiple instances at intervals with the same ID & settings.

5) In the Drop Down select **No Fixed Time (NFT)**

- **NFT** is essentially an open-ended setting
- **NFT** does not require start dates or times, does not use end dates or duration settings.
- This meeting is open when you open it—good for irregular meeting schedules.

8) Leave the **Meeting ID** as *Generated Automatically*.

9) You CAN use BOTH **Passcode** AND **Waiting Room** or just one of the two. **We recommended Minimum of Waiting Room** if discussing private information with students.

10) **Video** controls whether you or your participants enter with the video *Already Turned On*—Defaults to OFF.

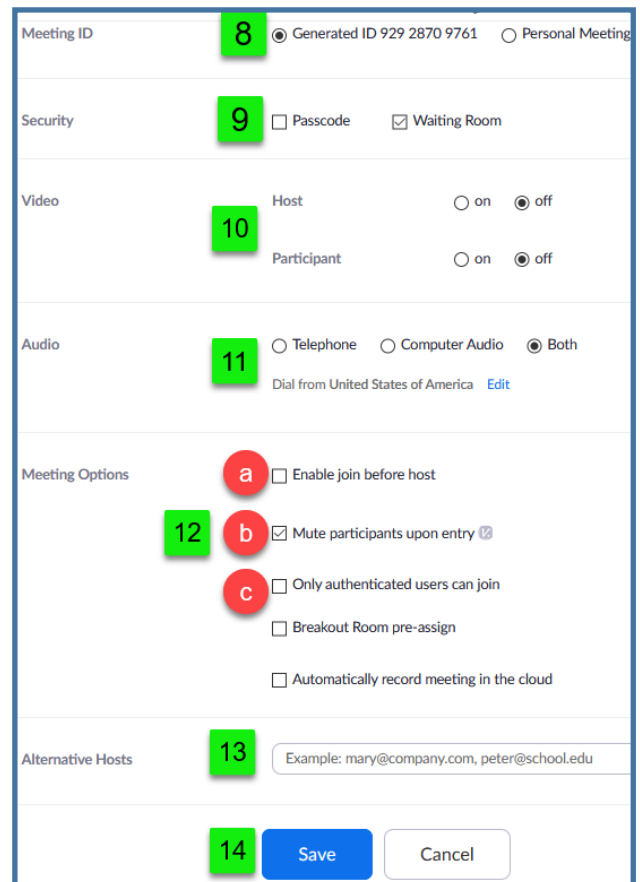
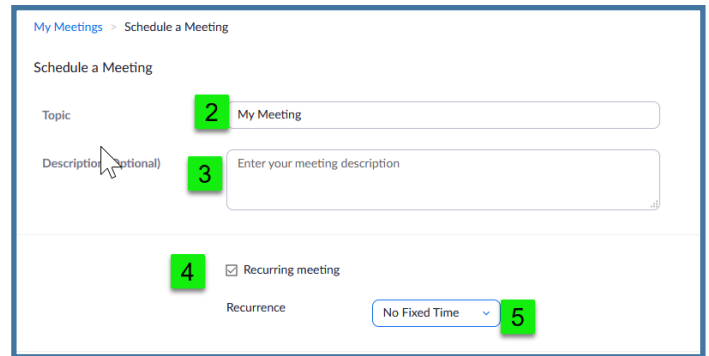
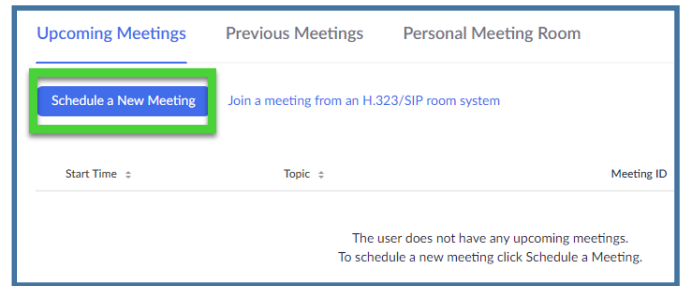
11) **Audio**—lets you allow Only Telephone, Only Computer Audio or Both, Generally we use both.

12) **Meeting Options** allows you to tailor some of the experience for your participants.

- Enable Join before Host**—We Recommend this is kept OFF. Would allow students into your “Room” without you.
- Mute Participants upon Entry** - everyone enters already muted
- Only Authenticated Users can join**— we this remains OFF. This means authenticated though ZOOM—a challenge to many students.

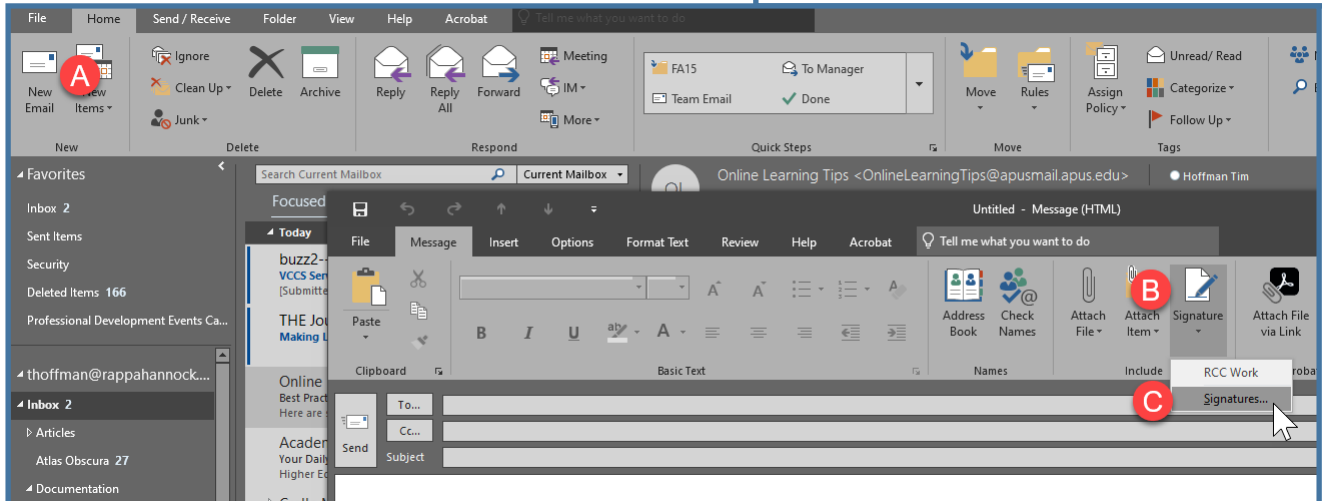
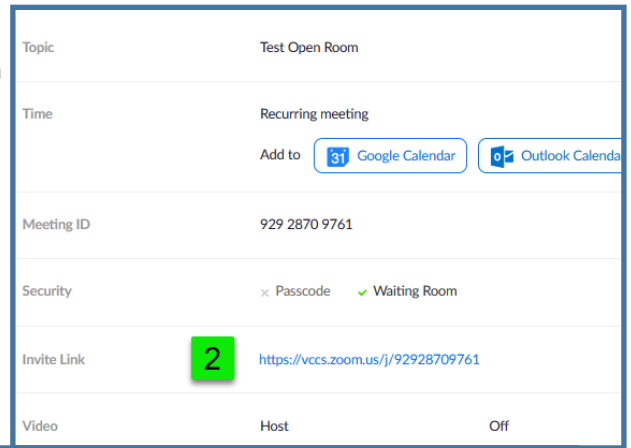
13) **Alternative Hosts**—allows you to designate other participants as co-hosts. ** Co-Hosts *must* have already logged into their VCCS Zoom accounts through myRCC.

14) Click **Save** and you are ready.



Adding to your Email Signature

- 1) Click **Save** for your meeting and you are taken to the Invitation screen.
- 2) Copy the Invite Link
- 3) Go to Outlook Desktop to set your Signature:
 - A. Create a **New Email**
 - B. Click **Signature** in the Ribbon
 - C. Click **Signatures**

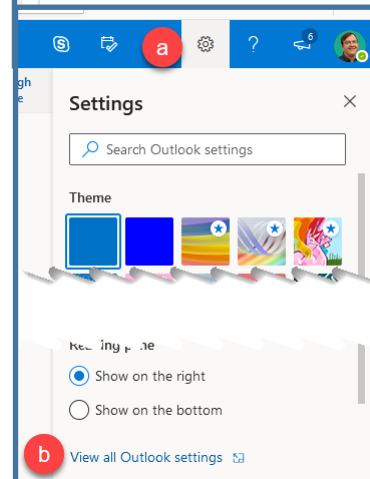
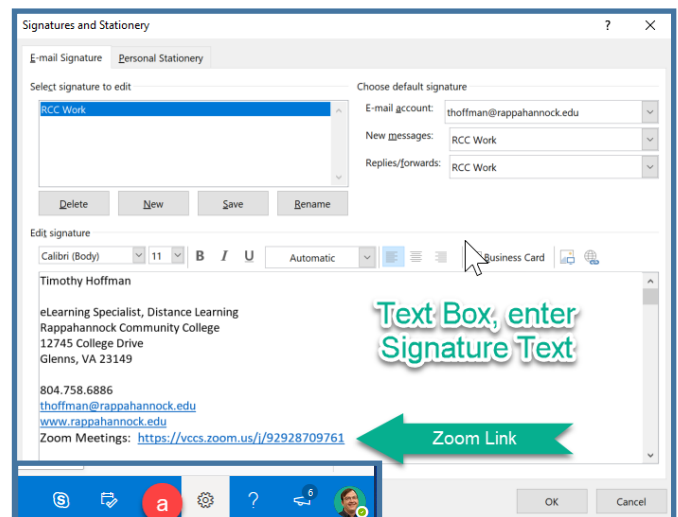


- D. Choose the Signature to Edit or create a **New Signature**

- Edit your text in the text box as per the Signature instructions
- Paste your Zoom link near the bottom with an appropriate Label.
- Click Save/OK when Done.

- 4) Go to Outlook Web Client

- A. Click the Settings icon in the upper right (a gear)
- B. Scroll to bottom and Click View All Outlook Settings



- C. In Settings, Click on **Settings**
- D. Click on **Compose and Reply**
- E. Email Signature is at the top. Enter your information as you would in the Desktop client
- F. Click **Save** at the bottom

The screenshot shows the Outlook 'Settings' window with the 'Compose and reply' section selected. On the left sidebar, the 'Mail' category is highlighted with a red circle 'C'. In the 'Compose and reply' sub-menu, 'Email signature' is highlighted with a red circle 'D'. The 'Email signature' section contains a text box with the following content: Timothy Hoffman, Learning Specialist, Distance Learning, Rappahannock Community College, 12745 College Dr., Glens, VA 23149, 804.758.6886, thoffman@rappahannock.edu, www.rappahannock.edu, Zoom Meeting: https://vccs.zoom.us/j/92928709761. Below the text box are two checked checkboxes: 'Automatically include my signature on new messages that I compose' and 'Automatically include my signature on messages I forward or reply to'. A red circle 'E' is placed over the 'Forwarding' option in the left sidebar. At the bottom right of the window, the 'Save' button is highlighted with a red circle 'F'. The 'Message format' section is partially visible below the signature section.