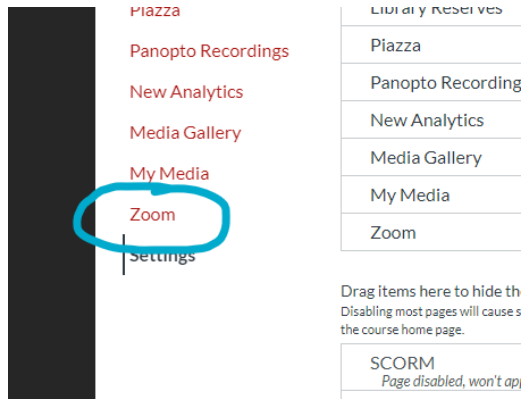
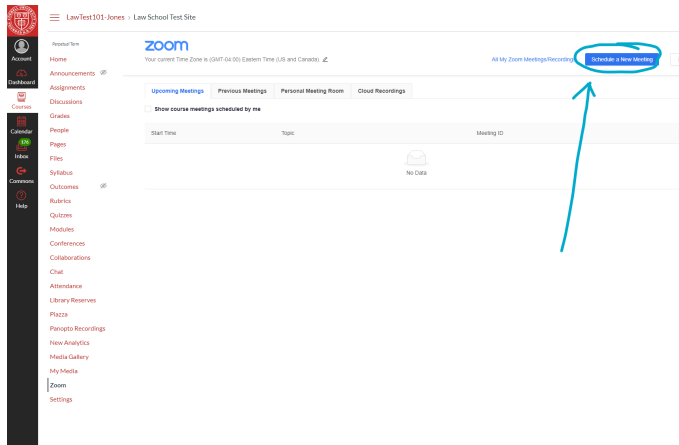


Setting Up Class Zoom Meeting

1. Within your course <https://login.canvas.cornell.edu/>, click the Zoom link in the Course Navigation menu on the left.



2. Click the Schedule a New Meeting button on the top right.



3. Recommended setup for Zoom meeting:

Enter class name as the Topic for the meeting

Time Zone should be Eastern

Check Box "Recurring meeting" and from Recurrence drop down menu select "NoFixed Time"

Check Box for Waiting Room

Video for Host and Participant should be on

Mute participants upon entry should be checked

Only authenticated users can join (Cornell Users)

Record the meeting automatically and the select in the cloud

Under Advanced Options, perform the following actions:

If you are scheduling for someone else (ie; professor), use the drop-down menu next to “Schedule For” to choose that individual. (Note: Their name will only appear if they’ve designated you a scheduler under their own account.)

Please add rsc336@cornell.edu and md262@cornell.edu as alternative hosts. This way, we can easily assist in your Zoom room as co-hosts if required.

4. Click Save

Topic

Description (Optional)

Time Zone

Recurring meeting
Recurrence

Registration Required

Security Passcode Waiting Room

Video
Host on off
Participant on off

Audio Telephone Computer Audio Both

Meeting Options

Enable join before host

Mute participants upon entry

Use Personal Meeting ID

Only authenticated users can join

*.cornell.edu,cornell.edu [Edit](#)

Record the meeting automatically On the local computer In the cloud

[^ Advanced Options](#) (Schedule For, Alternative Hosts)

Schedule For

Alternative Hosts