



## CALU TLC Recommended Zoom Meeting Settings

1. Always login to the CALU Zoom portal website to setup a meeting:  
<https://calu.zoom.us/>  
Username: Your CALU Username without @calu.edu  
Password: Your CALU password
2. Turn on the Recording Disclaimer for your account. You only have to do once. After logging in, click Settings on the left.
  - a. A new page will load on the right. Click the Recording tab.
  - b. Locate the heading Recording disclaimer:

Recording disclaimer   
Show a customizable disclaimer to participants before a recording starts 

- c. Toggle the disclaimer on and make sure Ask participants for consent when a recording starts is checked.

Recording disclaimer   
Show a customizable disclaimer to participants before a recording starts 

- Ask participants for consent when a recording starts  
 Ask host to confirm before starting a recording

- d. This will require students to click that they agree to be recorded if/when you choose to record any of your meetings.

3. Right below the Recording Disclaimer, toggle on the Multiple audio notifications of recorded meeting. You only have to do this once.

### Multiple audio notifications of recorded meeting

Play notification messages to participants who join the meeting audio. These messages play each time the recording starts or restarts, informing participants that the meeting is being recorded. If participants join the audio from telephone, even if this option is disabled, users will hear one notification message per meeting.

4. Click Meetings on the left
5. Click the blue Schedule a New Meeting button
6. We recommend creating one meeting room for each specific course. Let's say I am teaching ABC 100 002 in Spring 2020. Give the meeting a title that lists the course, section and semester:  
ABC 100 002 Spring 2020

7. You do not have to enter a description.

8. In the next block, click the checkbox for Recurring Meeting.

When  

Duration  hr  min

Time Zone

Recurring meeting



9. Set your Recurrence to No Fixed Time

Recurring meeting

Recurrence

10. Registration is not recommended. Registration will cause the students to have to register for the meeting, which is a separate link from the actual meeting.

11. A meeting password is not required. Anyone you give the password to, and anyone they then give it to, would be able to enter the meeting.

12. For Video and Audio, make sure to turn off the participants' video upon entry. They can still turn their video on when needed during the meeting.

Video

Host  on  off

Participant  on  off

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Audio  Telephone  Computer Audio  Both

13. For Meeting Options you will want to enable mute participants upon entry (they can still turn their microphone on when needed during the meeting) and only authenticated users can join.

**Note:** Authenticated users: This will require the students to login to their CALU Zoom accounts as an added layer of security for your meeting, as well as enhance your analytics. It should only be used when hosting meetings that involve CALU faculty, staff, and/or students. It should not be used when someone external from CALU needs to join.

You do not need enable join before hosts (students can enter before you), or enable waiting room (students gather in a separate area before the meeting).

You do not need to record the meeting automatically. You can choose to record/pause/end a recording at any time during your meeting.

#### Meeting Options

- Enable join before host
- Mute participants upon entry 
- Enable waiting room
- Only authenticated users can join: Sign in to Zoom
- Record the meeting automatically

14. Click Save

15. The Join URL is what you want to give to the students/participants. You can send it via email, put it in your D2L shell, etc.

#### Invite Attendees

Join URL: <https://calu.zoom.us/j/789239470>

16. When you are ready to start your meeting, do not simply click on the Join URL or a link you created in D2L. Always login to CALU Zoom first and click Meetings on the left. You will see a list of your meetings. Click the Start Button to the right of your beginning to begin.

Recurring

My Meeting

789-239-470

Start

Delete

