How to schedule/reschedule a meeting in **zoom** ?
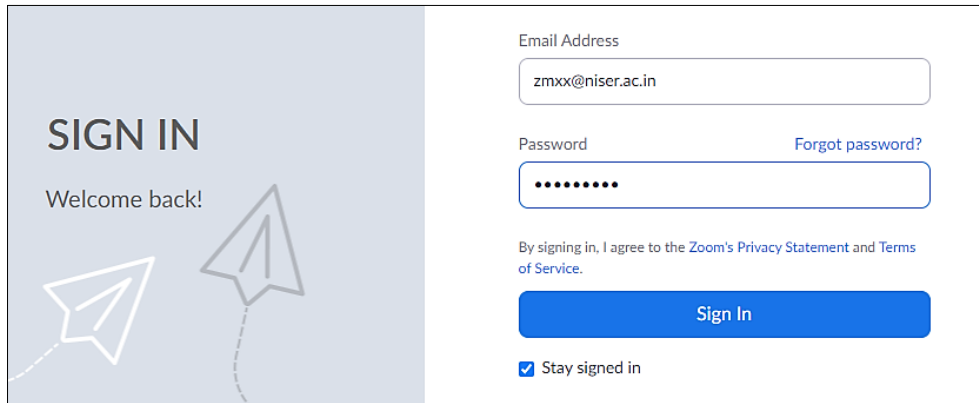
This tutorial uses the web-version (https://zoom.us).
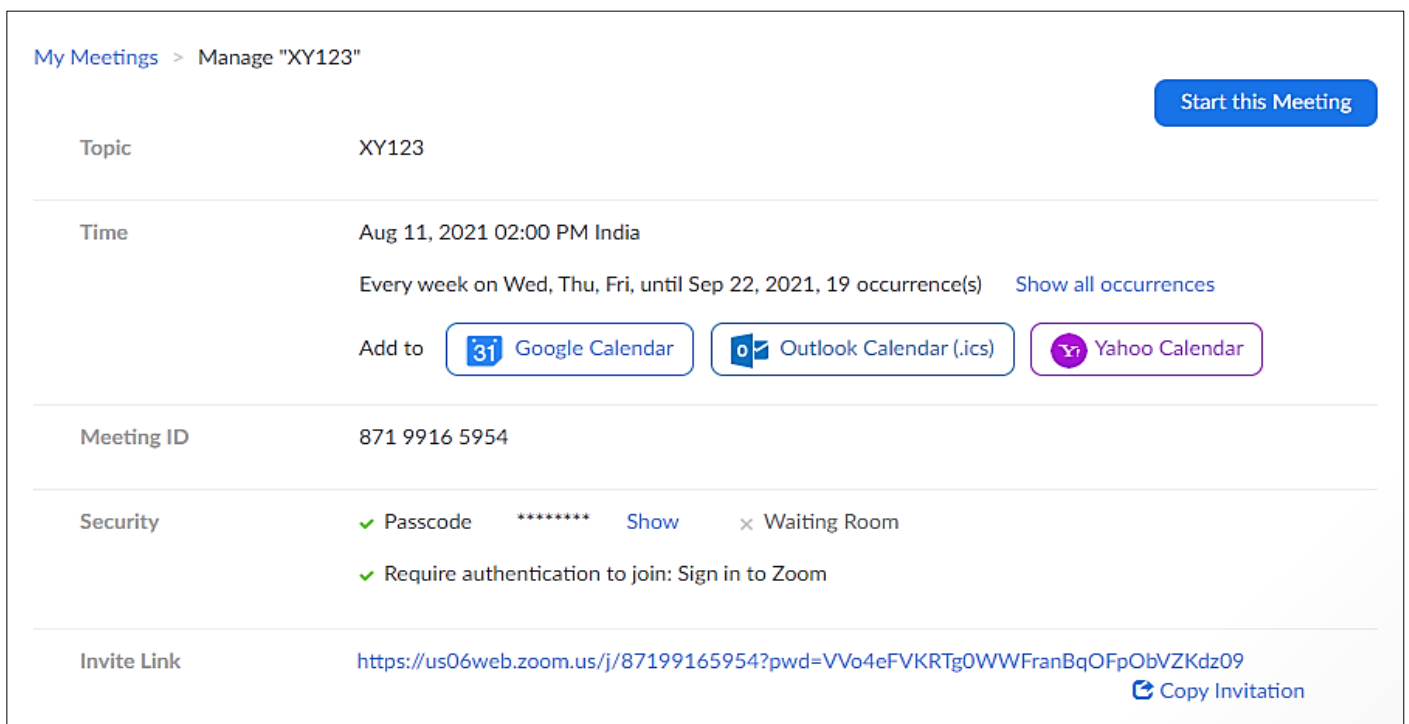
SIGN IN using the license and password provided to you.

SIGN IN
Welcome back!

Email Address
zmxx@niser.ac.in

Password   Forgot password?
••••••••

By signing in, I agree to the Zoom's Privacy Statement and Terms of Service.

Sign In

☑ Stay signed in

Scheduling a Meeting:

- Click SCHEDULE A MEETING on top bar (this link is available at many other places though).
- Provide Course-Code in the **Topic** box.
- Choose start date & time under **When** (use the calendar button 📅)
- Change duration of event/class/meeting under **Duration** (default is 1 hr 0 min).
- Make sure **Time Zone** is (GMT+5:30) India.
  - Check **Recurring meeting** if the same event is repeated with the details specified in **When** and **Duration**.
  - Choose frequency under **Recurrence** (Weekly suits best for online classes)
  - **Repeat every** 1 week is default (leave unchanged)
  - Select week days under **Occurs on**.
  - Select **End date** from the calendar button 📅 to mark the date until which the recurring event is expected.
- All other information given/asked beneath this, can be ignored except the **Waiting Room** checkbox which may be helpful if the meeting is kind of one-to-one interview.
- Click SAVE and you have successfully created/scheduled a (recurring) meeting.
- To check the schedule: Click Show all occurrences / Hide all occurrences on the next page which also shows some basic details of the meeting including **Meeting ID** and **Invite Link**.

My Meetings > Manage "XY123"

Start this Meeting

Topic	XY123
Time	Aug 11, 2021 02:00 PM India
	Every week on Wed, Thu, Fri, until Sep 22, 2021, 19 occurrence(s) Show all occurrences
	Add to [31] Google Calendar [o] Outlook Calendar (.ics) [Y!] Yahoo Calendar
Meeting ID	871 9916 5954
Security	✔ Passcode ******** Show ✕ Waiting Room
	✔ Require authentication to join: Sign in to Zoom
Invite Link	https://us06web.zoom.us/j/87199165954?pwd=VVo4eFVKRTg0WWFranBqOFpObVZKdz09
	⏏ Copy Invitation

Now comes the task to share this Invite Link to the participants'/students' personal calendars. Two options.

- Copy-paste the Invite Link onto your newly created calendar event and share with participants' email-IDs.
- Click Google Calendar / Outlook Calendar / Yahoo Calendar on the above page, login to your official email, add participants and share.
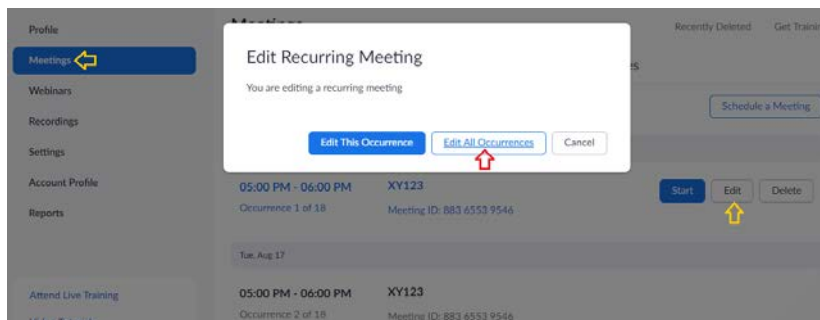
In both the options, the Invite link is available immediately in your as well as the participants' calendars. And all of them are supposed to be notified by email before a specified time (default is 10 min) of the event.

Tutorial to add/update Google Calendar is available in this document.

Re-Scheduling a Meeting:

Click [Meetings] on the left pane to see all the Upcoming Meetings.

- Hover the mouse on the meetings to see some floating buttons like [Start] [Edit] [Delete] (Start may not appear for meetings starting next day onwards)
- Click Edit for any of the meetings having same **Topic** which need to be rescheduled.
- Click Edit All Occurrences from the *Edit Recurring Meeting* dialogue box that appears immediately.
  - o Edit This Occurrence is helpful to reschedule a particular meeting for a day/time.
- The next page is exactly same as that of Schedule a Meeting.

How to create/update an event in Google Calendar?

Meeting schedules DO NOT affect calendars unless explicitly linked each time there is a change in topic, day, time etc.

Auto-Creation of calendar event from Zoom:

- Click Google Calendar on the page that appears after saving meeting details.
- When asked, choose an account (your official email) and click Continue to *make sure you trust Zoom*.
- The event has been created in YOUR calendar (yes, even before you Save). The information shown in this event page should not be tampered with unless you understand what you are doing.
- Please UNCHECK Guest permissions > Invite others (leave it checked if you want them to add more participants).
- Copy the list of participants' email-IDs from a table/spread-sheet. Paste on the Add guests box and press ENTER.
- Click Save on top, followed by All events and Don't send.

You have successfully added the recurring meeting schedule to the personal calendars of participants. It's up to them to accept or decline the invitation.

Manual creation of calendar event:

- Open https://calendar.google.com or select Calendar web-app from the 9-dots ⠿ menu in your INBOX.
- Click on a date (event/meeting start date), click **More options** on the dialogue box that appears.
- Put course-code (preferred for online classes) in the **Add title** box.
- Uncheck **All day** and choose *Custom…* from **Does not repeat**.
- Custom recurrence: Choose appropriate values for **Repeat every**, **Repeat on** and **Ends** – click Done.
- Please UNCHECK Guest permissions > Invite others (leave it checked if you want them to add more participants).
- Copy-paste the *Invite Link* from *Zoom* on to **Add description** box.
- Copy the list of participants' email-IDs from a table/spread-sheet. Paste on the Add guests box and press ENTER.
- Click Save on top, followed by All events and Don't send.

Edit/Update an existing calendar event (add/remove participants):

- Open https://calendar.google.com or select Calendar web-app from the 9-dots ⠿ menu in your INBOX.
- Click on the event which needs modification or needs add/remove participants.
- To add participant(s): Copy the list of participants' email-IDs from a table/spread-sheet. Paste on the Add guests box and press ENTER.
- To remove a participant: Hover mouse on the list of invited participants to see a cross mark at the end of each line. Click it to remove (no confirmation is asked).
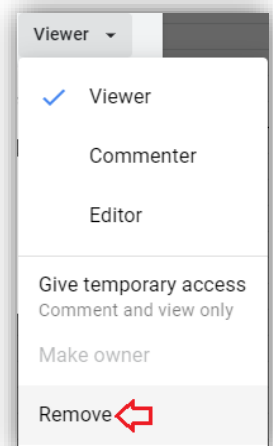- Click Save on top, followed by All events and Don't send.

How to share a file via Google Drive?

Students need the links to recorded Zoom lectures. For this, a spreadsheet can be prepared with date, time, link-to-zoom-video & passcode columns. This file has to be shared with students registered for a particular course with *VIEW* permission. Only the owner/editor can populate the file and viewers can read/copy the text.

- In Google Drive (https://drive.google.com) either create a sheet or upload a spreadsheet from your computer. *Assuming the spreadsheet has required columns as mentioned above.*

- In your drive folder, right click on the file to see a context menu. Click ⚲+ Share to see a box like below. If the file is open, click **Share** on top-right corner.
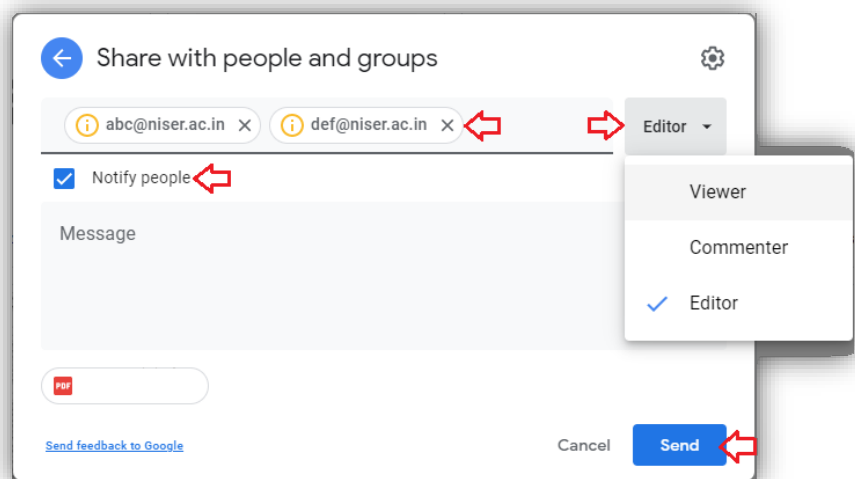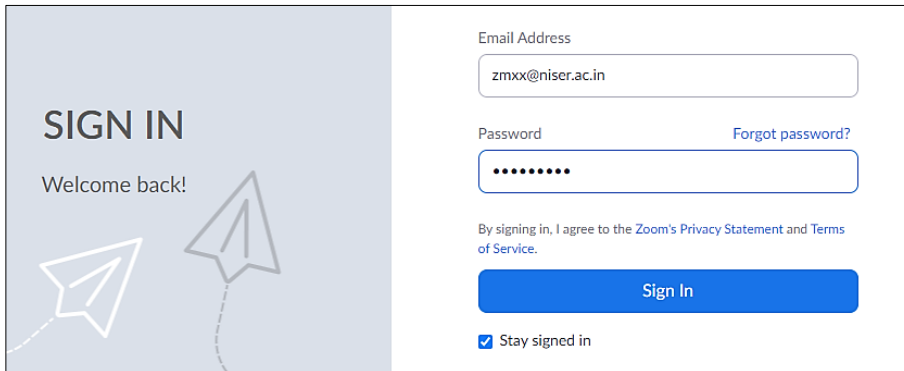

- **To add person(s):** Copy the list of participants' email-IDs from a table/spread-sheet. Paste on the Add people and groups box.
- Grant Permission (Viewer/ Commenter/ Editor). *Viewer* is safe if you want your text to be read-only.
- UNCHECK the Notify people checkbox to prevent unnecessary mails to be sent to beneficiaries.
- Click **Share** to complete sharing. If *Notify people* is checked, this button shows Send .
- **To remove person(s):** Click Remove from the Grant Permission drop-down shown against each person as shown below.

How to download a recorded meeting from **zoom** ?

This tutorial uses the web-version (https://zoom.us).
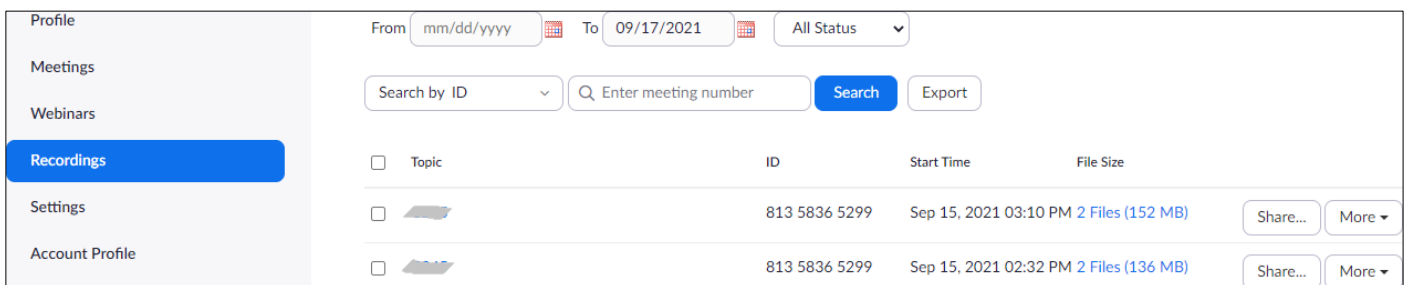
SIGN IN using the license and password provided to you.

Download recorded meetings:

- Click Recordings on the left. A (latest to oldest) list of recordings appear. Use the Search tool instead to see a list for a particular date(range) or topic/course-code.
    - *The checkboxes seen at the beginning of each line have actually no role in downloading recordings.*
    - *More than one links can be seen for a particular date due to network disruption or manual splitting of session by the host.*
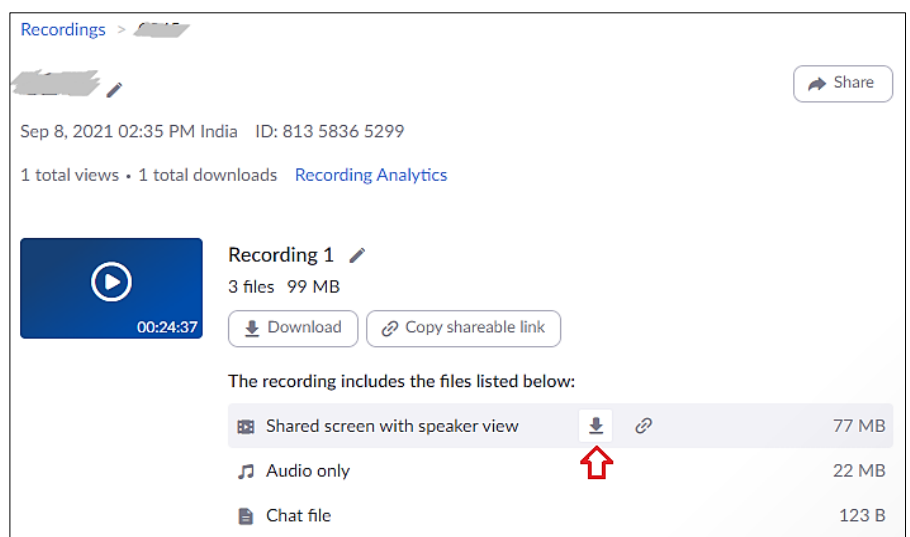

- One can see the twin-button Share… More ▾ of which More ▾ has a "Download" option – DO NOT CLICK this.
- Click the **Topic**/Course-Code or the **File Size** link to see a window like this ↓
- Clicking the ⭳ Download button will pull few unnecessary files – DO NOT CLICK this either.
- Click the floating ⭳ button beside Shared screen with speaker view to download the recorded video.
- Kindly **rename** the downloaded mp4 video to a standard format: **XYz_ddmmyy_nn**.mp4

    Where XYz is Course-Code, dd is 2-digit date, mm is 2-digit month, yy is 2-digit year and nn is 2-digit serial number.

    *For instance, the second file downloaded for MA601 recorded on 15 September 2021 will be renamed as **MA601_150921_02**.mp4 (please do not use the asterisk * in the course-code, if there is any).*
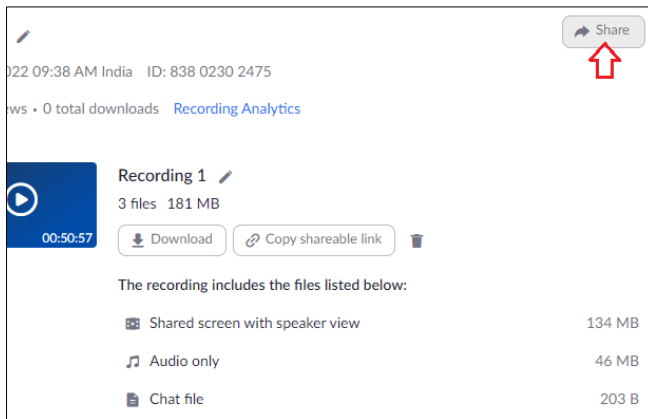- Continue the process until all the relevant recordings are downloaded. Keep them in a directory/folder.
- For more information, click Video Tutorials on the left (zoom post-login screen).

Get the shareable links to recorded meetings:

- While you are in the `Recordings` page, click the **Topic** of the meeting.
- Click `⇗ Share` on the top right corner.

- An overlay window appears with many toggle-buttons.
- Make sure **Share this recording Publicly** is set. Leave rest of the settings intact.
- Click **Show** to get the exact text to be sent to the participants (including *Access Passcode*).
- Kindly do not alter the setting to bypass the passcode.
- Now click **Copy Sharing Information** and paste in the mail to be sent to participants. Or, paste the link and passcode in a shared spreadsheet.