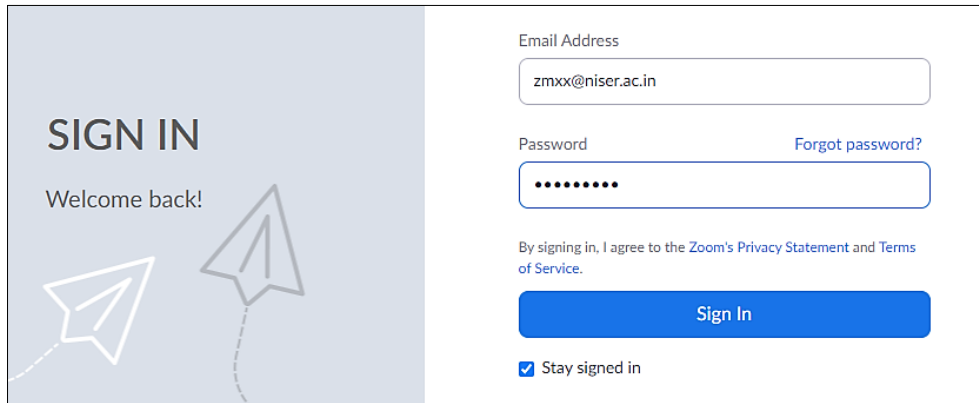


How to schedule/reschedule a meeting in **zoom** ?



This tutorial uses the web-version (<https://zoom.us>).

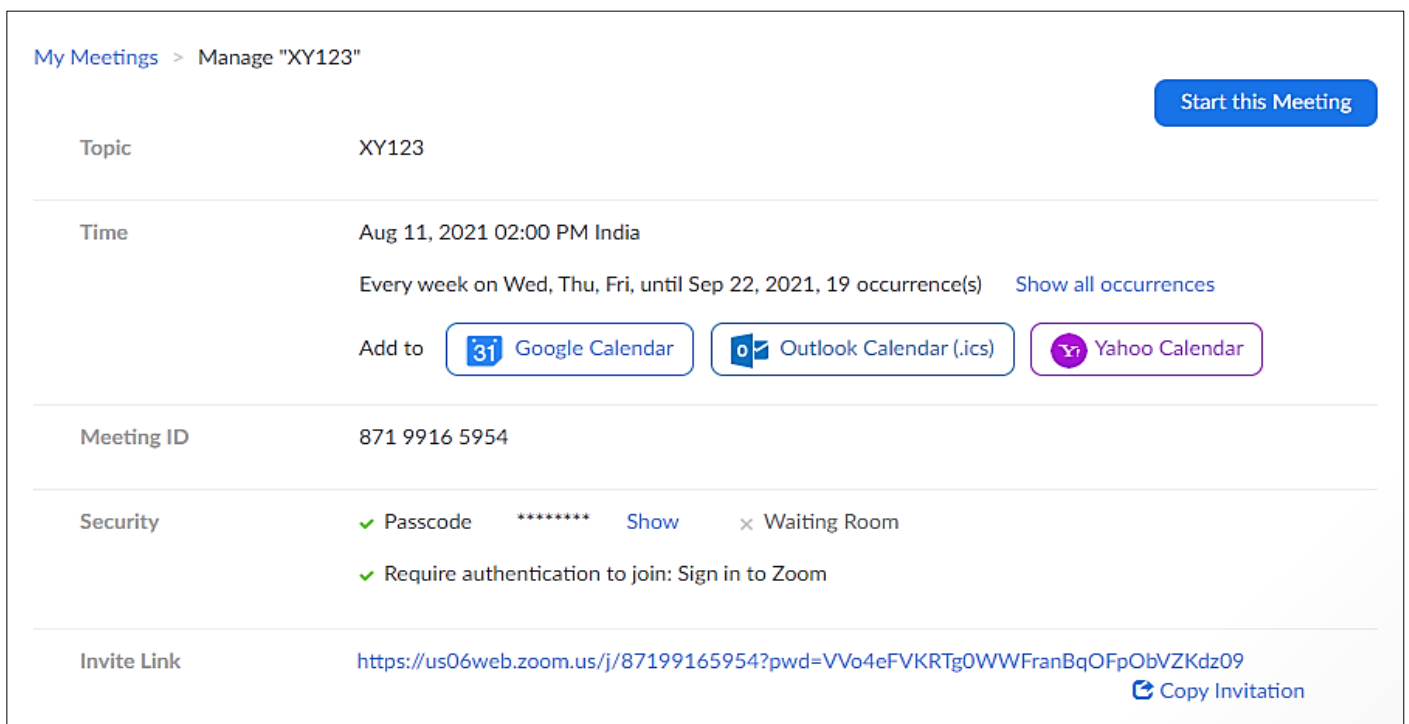
[SIGN IN](#) using the license and password provided to you.



The image shows the Zoom Sign In page. On the left, there is a 'SIGN IN' header with 'Welcome back!' and two paper airplane icons. On the right, there is a form with the following fields: 'Email Address' containing 'zmx@niser.ac.in', 'Password' with a masked field and a 'Forgot password?' link, and a checkbox for 'Stay signed in'. A blue 'Sign In' button is at the bottom right. Below the password field, there is a link to 'Zoom's Privacy Statement and Terms of Service'.

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**.



The image shows the Zoom Meeting Management page for a meeting titled 'XY123'. The page has a blue header with 'My Meetings > Manage "XY123"' and a blue 'Start this Meeting' button. The main content is organized into sections: 'Topic' (XY123), 'Time' (Aug 11, 2021 02:00 PM India, recurring weekly on Wed, Thu, Fri until Sep 22, 2021), 'Add to' (Google Calendar, Outlook Calendar (.ics), Yahoo Calendar), 'Meeting ID' (871 9916 5954), 'Security' (Passcode: ***** with a 'Show' button, and 'Require authentication to join: Sign in to Zoom'), and 'Invite Link' (https://us06web.zoom.us/j/87199165954?pwd=VV04eFVKRTg0WWFFranBqOFpObVZKdz09) with a 'Copy Invitation' button.

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.

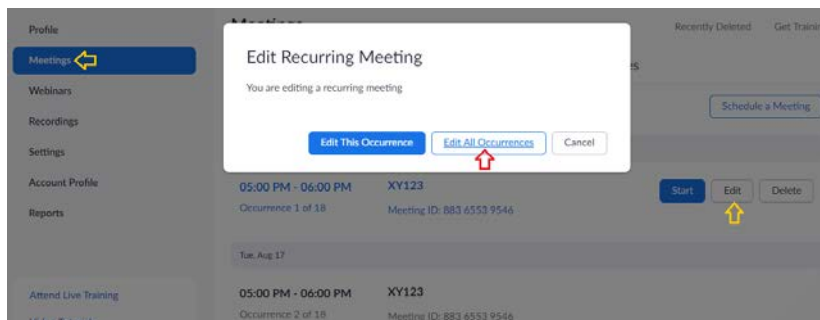
In both the options, the Invite link is available immediately in your as well as the participants' calendars. And all of them are supposed to be notified by email before a specified time (default is 10 min) of the event.

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.
 - **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](#).



Topic	XY123
Description (Optional)	Enter your meeting description
When	08/12/2021 5:00 PM
Duration	1 hr 0 min
Time Zone	(GMT+5:30) India
	<input checked="" type="checkbox"/> Recurring meeting Every week on Mon, Tue, Wed, until Sep 24, 2021, 18 occurrence(s)
	Recurrence Weekly
	Repeat every 1 week
	Occurs on <input type="checkbox"/> Sun <input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tue <input checked="" type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat
	End date <input checked="" type="radio"/> By 09/24/2021 <input type="radio"/> After
Registration	<input type="checkbox"/> Required
Security	<input checked="" type="checkbox"/> Passcode Only users who have

September 2021

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Done

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](#).

The screenshot shows the 'Add event' form in Google Calendar. The title field is empty, and the date and time are set to 'Aug 21, 2021 10:00am to 11:00am Sep 24, 2021'. A dropdown menu is open for the 'Does not repeat' option, showing various recurrence patterns: 'Daily', 'Weekly on Saturday', 'Monthly on the third Saturday', 'Annually on August 21', 'Every weekday (Monday to Friday)', and 'Custom...'. The 'Custom...' option is selected. The 'Guests' section is visible, with 'Add guests' and 'Guest permissions' (Modify event, Invite others, See guest list) options. A 'Save' button is at the top right. A 'Custom recurrence' dialog is open in the bottom right, showing 'Repeat every 1 week', 'Repeat on' (T, W, T, F, S), and 'Ends' (On Sep 24, 2021). Red arrows point to the 'Save', 'Add Google', 'Custom...', 'Add guests', and 'Done' buttons.

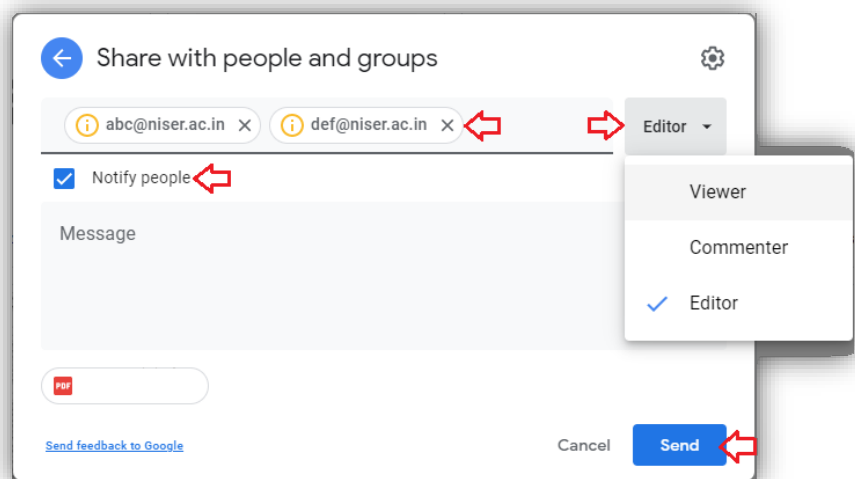
Edit/Update an existing calendar event (add/remove participants):

- 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**.

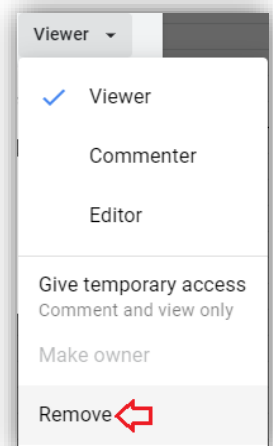
How to share a file via Google Drive?

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.



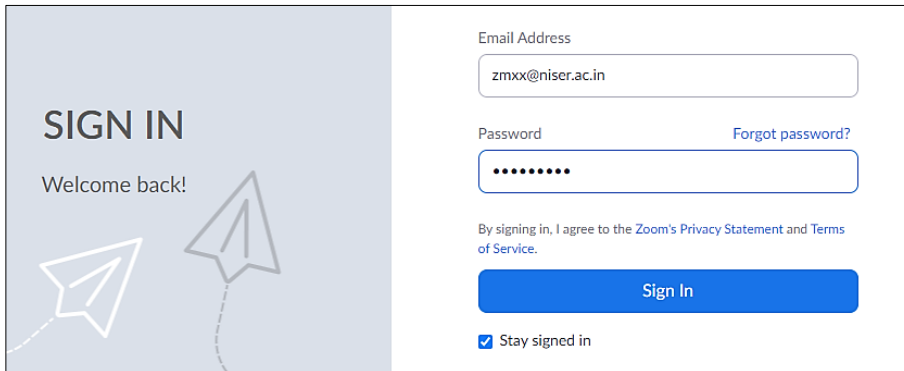
- **To add person(s)**: Copy the list of participants' email-IDs from a table/spread-sheet. Paste on the **Add people and groups** box.
- Grant Permission (Viewer/ Commenter/ Editor). *Viewer* is safe if you want your text to be read-only.
- UNCHECK the **Notify people** checkbox to prevent unnecessary 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>).

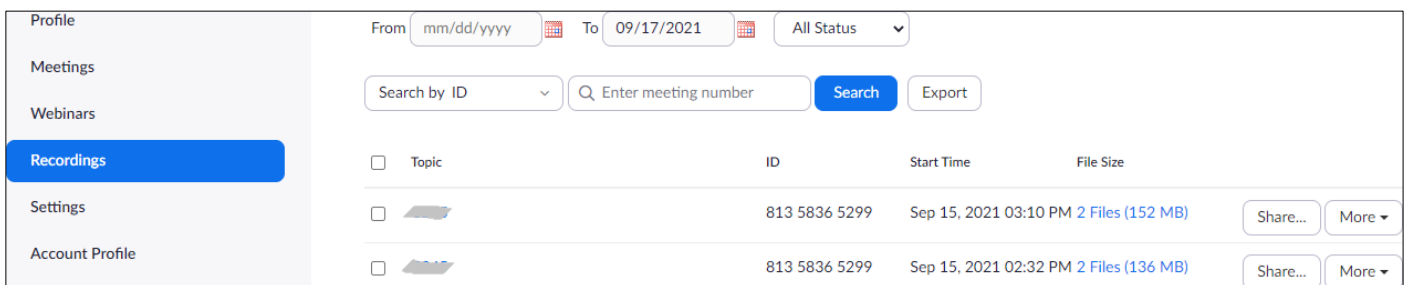
[SIGN IN](#) using the license and password provided to you.



The image shows the Zoom Sign In page. On the left, there is a 'SIGN IN' heading and a 'Welcome back!' message with a paper airplane icon. On the right, there is a form with an 'Email Address' field containing 'zmx@niser.ac.in', a 'Password' field with masked characters, and a 'Forgot password?' link. Below the password field is a checkbox for 'Stay signed in' and a blue 'Sign In' button. A line of text states: 'By signing in, I agree to the Zoom's Privacy Statement and Terms of Service.'

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.*



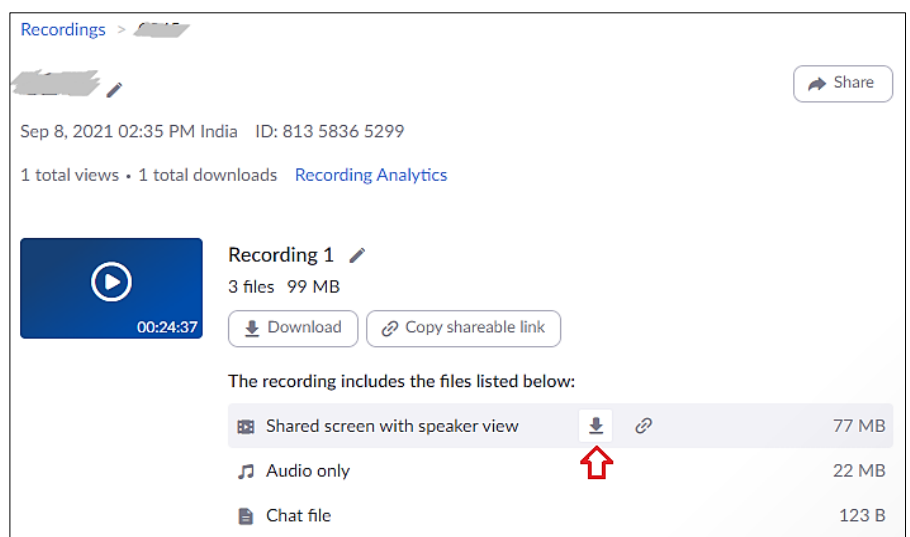
The image shows the Zoom Recordings page. On the left is a navigation menu with 'Recordings' selected. The main area shows a table of recordings with columns for 'Topic', 'ID', 'Start Time', and 'File Size'. Two recordings are listed, both with ID '813 5836 5299' and start times on Sep 15, 2021. Each row has a 'Share...' button and a 'More' dropdown menu.

- 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 **Download** 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).

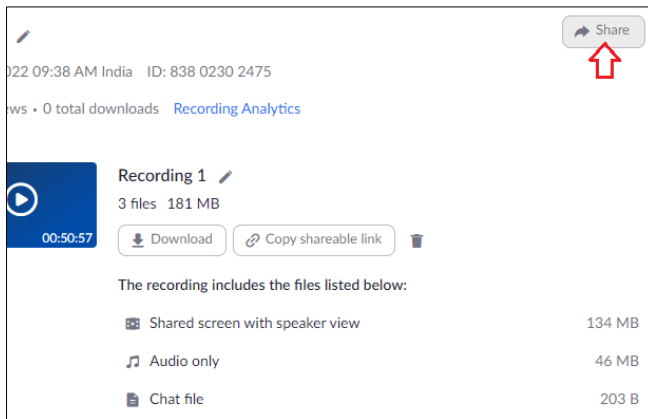
- Continue the process until all the relevant recordings are downloaded. Keep them in a directory/folder.
- For more information, click [Video Tutorials](#) on the left (zoom post-login screen).



The image shows the details of a Zoom recording. It includes a video player with a play button and a duration of 00:24:37. Below the player, there is a 'Recording 1' section with '3 files 99 MB' and buttons for 'Download' and 'Copy shareable link'. A table lists the files included in the recording: 'Shared screen with speaker view' (77 MB), 'Audio only' (22 MB), and 'Chat file' (123 B). A red arrow points to the download icon for the 'Shared screen with speaker view' file.

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.

