Zoom: Schedule a Meeting and Invite Participants

Overview
To learn how to schedule a screen-sharing or video conference from the Zoom.us portal, follow the instructions below.

Step 1
Log In to the Zoom Portal
Navigate to southalabama.zoom.us
- Click Sign In
- Sign in with your JagNet credentials (J#, JagNet Password)

Step 2
Schedule a Meeting
Click Schedule a Meeting

Step 3
Enter the following Meeting information:
- Topic
- Date & Time
- Set a Meeting Password if necessary
- Enable Host & Participant Video
- Set other Meeting Options as needed
- Click Save

Step 4
Share the Invitation (two methods)
- Click the Copy the Invitation link, then paste the message into an email to the participants you wish to invite.
- Click the Add to Calendar button, then invite participants through your calendar application.

Step 5
Start the Meeting
Click the Start this Meeting button

ATTENTION:
In order to ensure good audio quality for participants, it is recommended that you use headphones with a built-in microphone. The ear buds that come packaged with many phones or an inexpensive alternate will suffice.
Zoom: Attending a Meeting

Step 1: Visit Zoom Meeting Link
Copy and paste the Zoom meeting link into your web browser (we recommend Google Chrome).
Sample Zoom meeting link: https://southalabama.zoom.us/j/xxxxxxxxx

Step 2: Check Audio Settings
Once in the meeting, click the arrow to the right of Mute and test your audio settings.

Step 3: Check Video Settings
After testing your audio settings, click the arrow to the right of Start Video to check your video settings.

Step 4 (Optional): Share your Screen
If you need to share your screen, click Share Screen from the toolbar.

Additional Support
Please visit the Zoom Help Center for additional support: http://support.zoom.us

All USA faculty, staff, and students have access to Zoom web-conferencing professional accounts. Use Zoom to meet online with students, hold office hours, conduct committee meetings etc. (Resource Here)