Schedule an Individual Zoom Meeting

These instructions are to be used to schedule a meeting with an individual student or group of students outside of a normal class.

NOTE: The University will be creating a personal zoom account for all faculty teaching in the Spring.

1. Open a web browser and go to https://uchicago.zoom.us
2. Click on “Sign in”
3. Log-in using your CNetID username and password
   a. Authenticate with two-factor authentication (2FA) using the Duo Mobile app (if necessary)
4. For an ad hoc do the following:
   a. Click on “Host a Meeting”
   b. Select your Video preference
   c. Select your Audio preference
   d. Click on “Invite” to invite students
5. For a Scheduled Meeting do the following:
   a. Click on “Schedule a Meeting”
   b. Add a Meeting “Topic” and “Date”
   c. Select “Video” On or Off for you and your participants
   d. Click on “Save”
   e. To get the invitation information, click on “Copy the invitation”
   f. Click on “Copy Meeting Invitation” and Paste it into a message to the participants (you can use Outlook, Canvas, or another messaging service)
6. To start your Scheduled Zoom Meeting do the following (there are two ways):
   a. Log into Zoom at [http://uchicago.zoom.us](http://uchicago.zoom.us) using your CNetID username and password
      i. Authenticate with two-factor authentication (2FA) using the Duo Mobile app (if necessary)
   b. Click on “Meetings”
   c. Click on “Start” next to the Zoom Meeting you would like to start
      -OR-
   d. Click the link in the Meeting Invitation information you Copy/Pasted into your message to the participants