

# Scheduling a Zoom meeting using non-personal ID.

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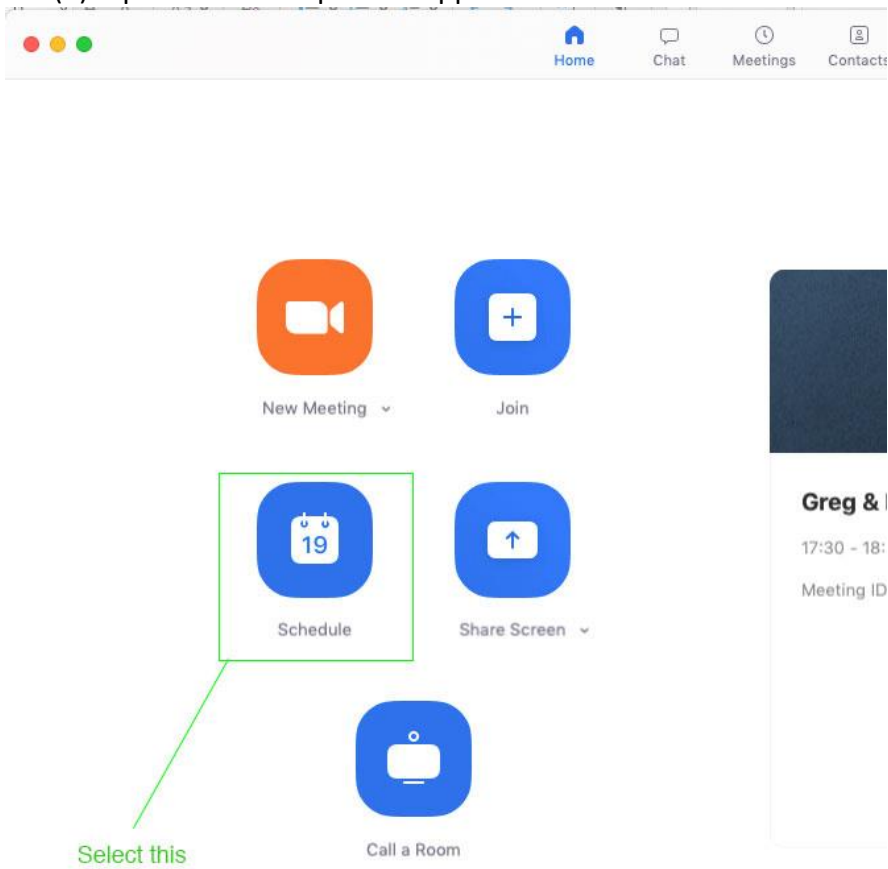
To ensure that the correct students are joining the correct lectures, and to seal the safety of our online learning environment for our learners, we are recommending using the auto-generated option and not your personal Meeting ID. This generates a new link every time. Think of your personal meeting ID as your front door. Anyone can then just join your meeting room at any time, using your personal meeting ID. If you use an auto-generated link, then it will be a secret link only shared with your various groups of learners specifically.

Three ways to schedule a meeting:

- Zoom Desktop App
- Zoom feature in Moodle
- Griffith.zoom.us website.

# Scheduling a Meeting – Zoom desktop App

(1) Open the desktop Zoom app.



(2) Once you're selected the Schedule button (above) In the schedule window:

# Schedule a Meeting

## Topic

Greg O'Brien's Zoom Meeting

## Date

01/04/2020 ▾

13:00 ▾

to

01/04/2020 ▾

13:30 ▾

Recurring meeting

Time Zone: Dublin ▾

## Meeting ID

Generate Automatically

Personal Meeting ID 351-847-7419

## Password

Require meeting password

Check this

## Video

Host  On  Off

Participants  On  Off

## Audio

Telephone  Computer Audio  Telephone and Computer Audio

Dial in from Ireland and other 3 countries/regions [Edit](#)

## Calendar

iCal

Outlook

Other Calendars

Advanced Options ▾

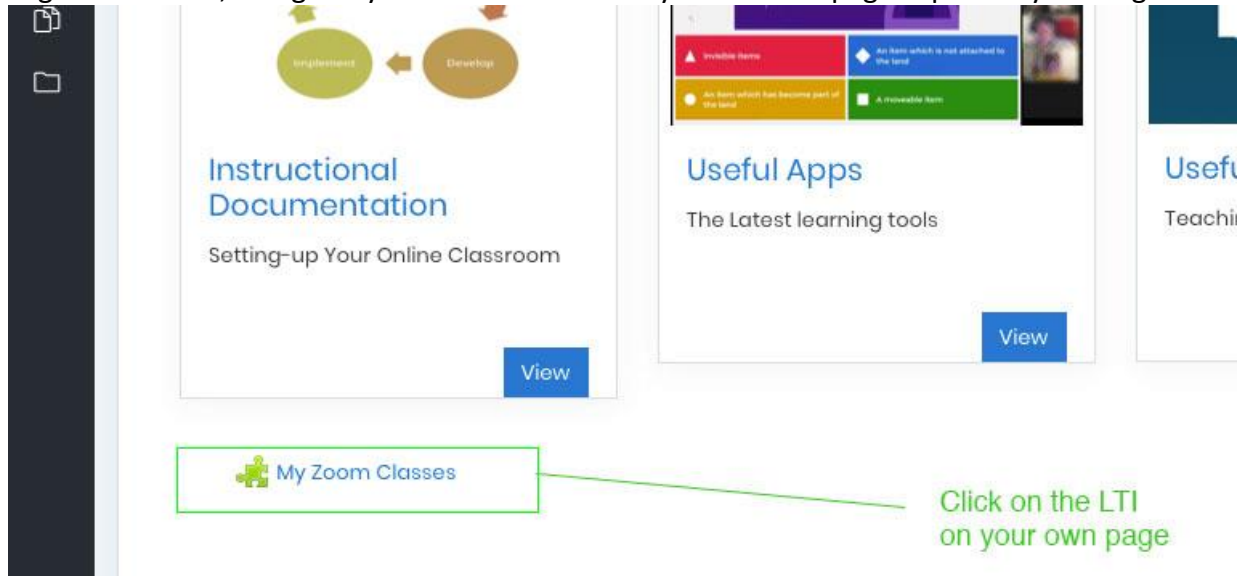
Cancel

Schedule

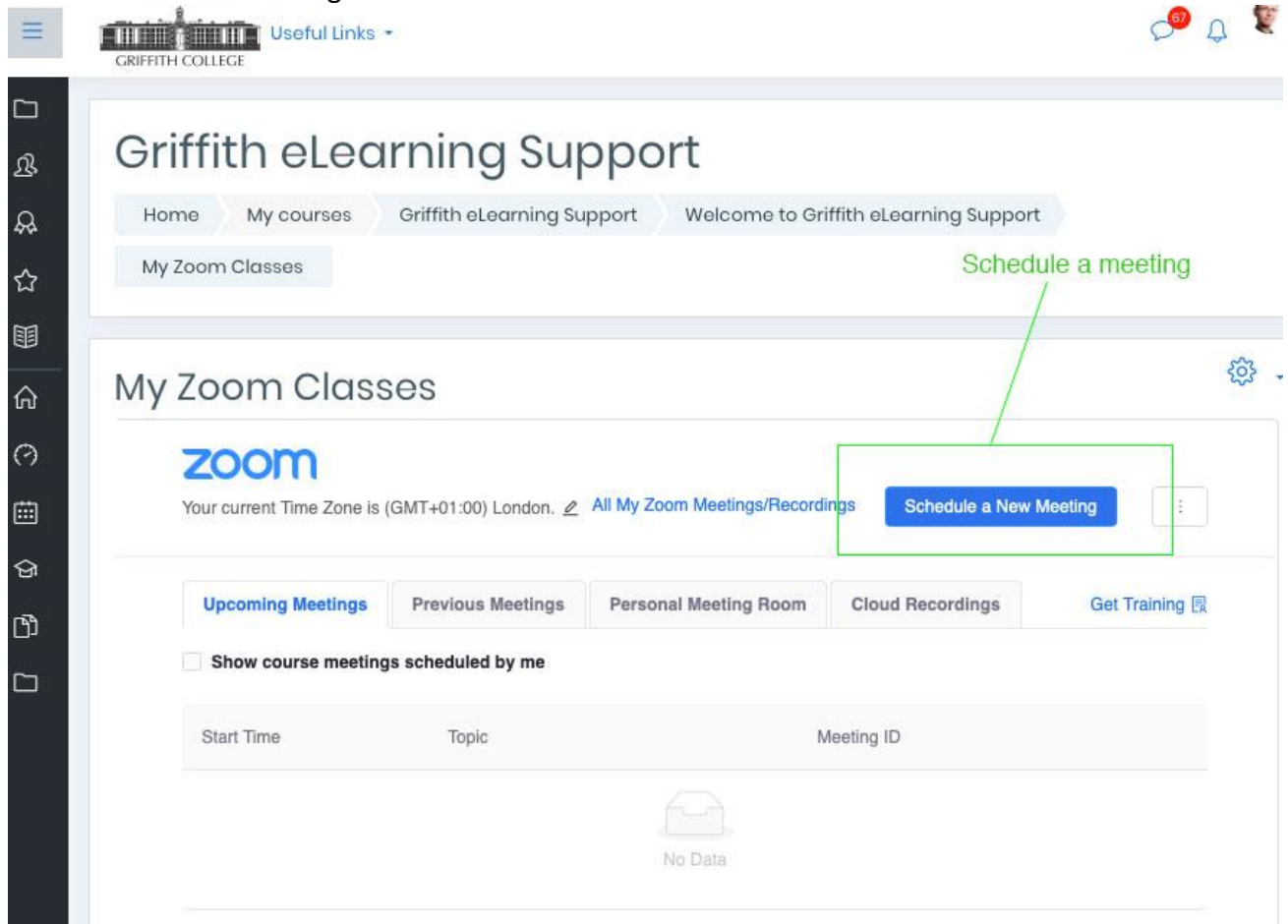
(3) Then select the **Schedule** button to save the meeting.

## Scheduling a meeting using Zoom feature in Moodle

(1) Log into Moodle, and go to your Zoom feature on your module page. Open it by clicking:



(2) Select Schedule a meeting:



(3) Uncheck the Use Personal meeting ID

GRIFFITH COLLEGE Useful Links

## My Zoom Classes

Registration  Required

Video Host  on  off  
Participant  on  off

Audio  Telephone  Computer Audio  Both

Meeting Options

- Require meeting password
- Enable join before host
- Mute participants upon entry
- Use Personal Meeting ID 3518477419
- Enable waiting room
- Record the meeting automatically

Uncheck this one

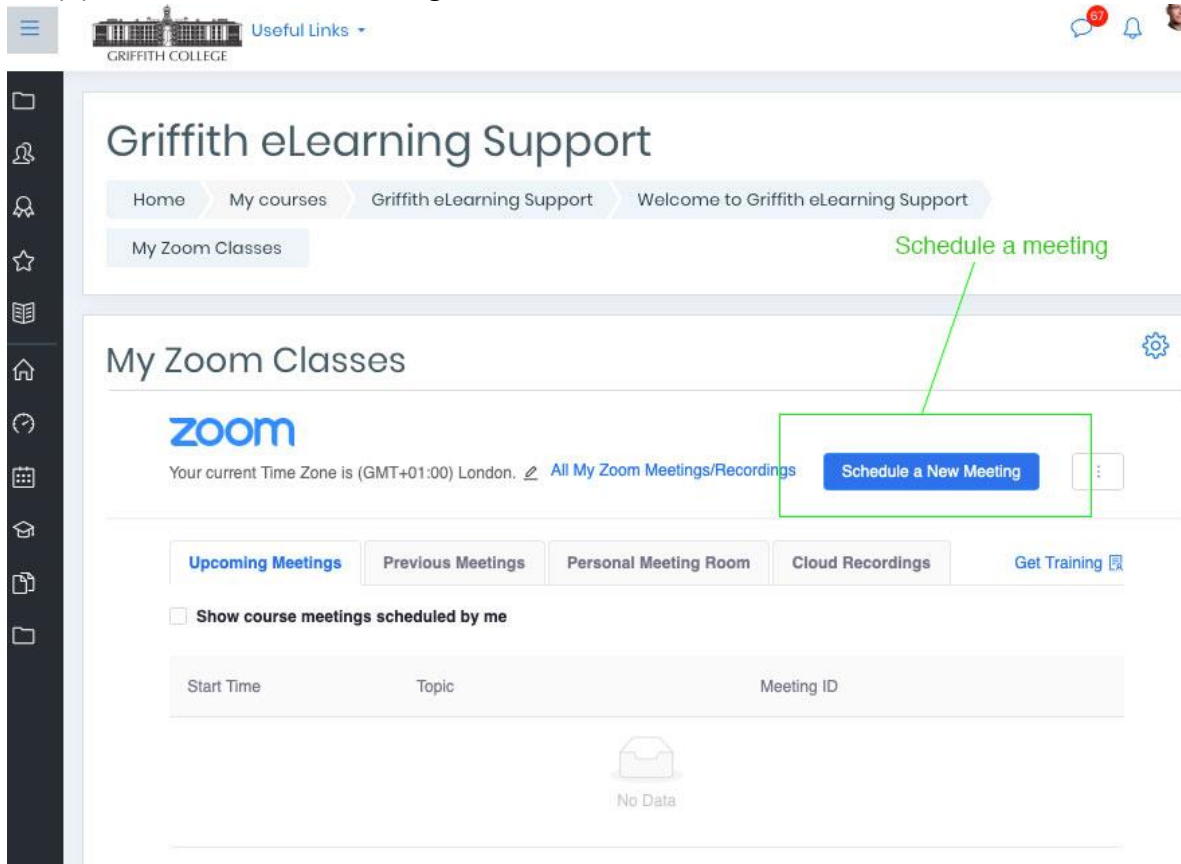
Advanced Options (Schedule For, Alternative Hosts)

Jump to... Announcements

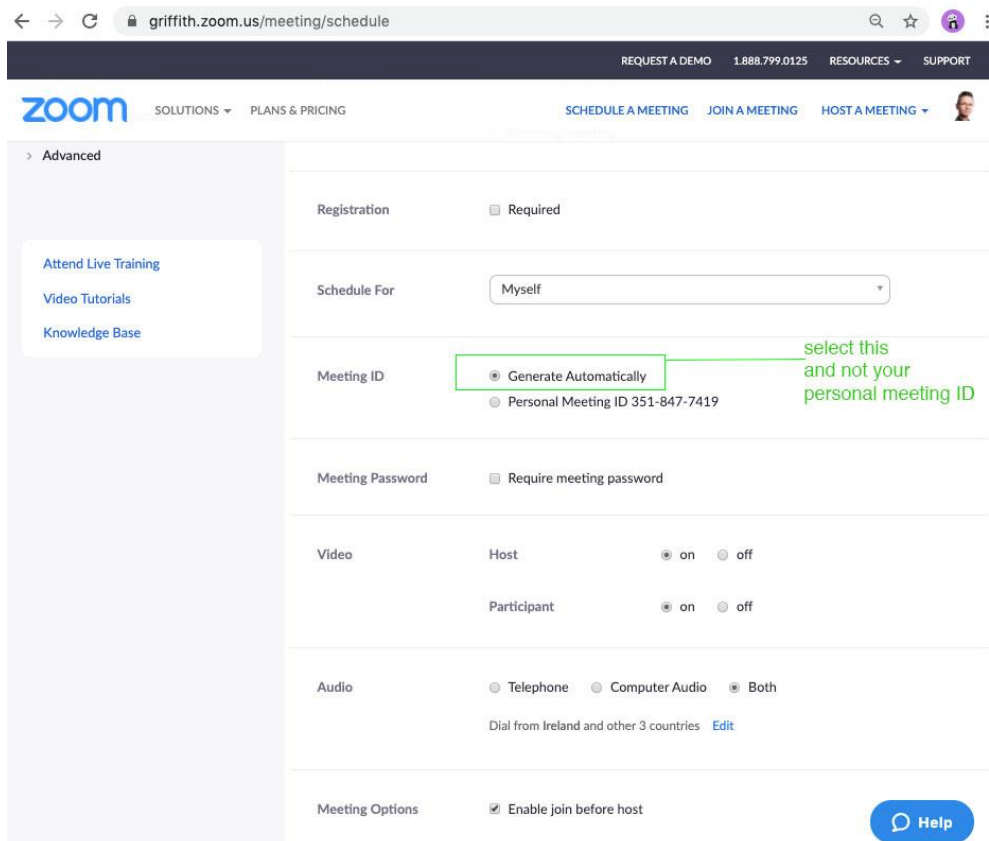
# Scheduling a meeting using the <https://griffith.zoom.us>.

(1) Log into your account using the address above

(2) Select Schedule a meeting:



(3) Select **Generate Automatically**:



(4) To Finish Select save at the bottom of the page:

The screenshot shows the Zoom meeting scheduling interface. At the top, the browser address bar displays 'griffith.zoom.us/meeting/schedule'. The Zoom logo and navigation links (SOLUTIONS, PLANS & PRICING, SCHEDULE A MEETING, JOIN A MEETING, HOST A MEETING) are visible. The 'Meeting Options' section includes several checkboxes: 'Enable join before host' (checked), 'Mute participants upon entry', 'Enable waiting room', 'Only authenticated users can join', 'Breakout Room pre-assign', and 'Record the meeting automatically'. Below this is the 'Alternative Hosts' field with the placeholder text 'Example: mary@company.com, peter@'. At the bottom of the form are 'Save' and 'Cancel' buttons. A green arrow points from the text 'To finish, Select save' to the 'Save' button. The footer contains links for About, Download, Sales, Support, and Language, along with social media icons and a 'Help' button.