Scheduling your Class Zoom Meeting via D2L

- Log into your D2L and open your course.
- Click on the UA Tools Health Sciences menu on the top toolbar and select Zoom from the list.

- You may get a prompt asking you to allow the app to operate using your account, select Accept.
• Click on Schedule a New Meeting

![Zoom interface](image)

• Make sure you use an identifiable meeting topic, such as your Course ID and Date:

![Zoom interface](image)

• Pick your date, time, and duration of the meeting.
• If this is a regular class session with a repeating pattern, you can use the Recurring Meeting feature.
Select your desired options for your meeting. These are suggested:

- Video
  - Host
  - Participant

- Audio
  - Telephone
  - Computer Audio
  - Both

- Meeting Options
  - Require meeting passcode
  - Enable join before host
  - Mute participants upon entry
  - Use Personal Meeting ID
  - Enable waiting room
  - Only authenticated users can join
  - Record the meeting automatically

If needed, you can add other meeting hosts as an Alternative Host. When they join the meeting, they will automatically be granted host access which allows them to help you manage the meeting.

Advanced Options (Schedule For, Alternative Hosts)

- Schedule For: Myself
- Alternative Hosts: facultymember@email.arizona.edu
Once you have saved your meeting, it will appear on your course calendar and be available to all your students. They can just open the event and click on a link to automatically join your class session. If your course calendar is not on your homepage, contact LHTI for assistance.