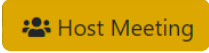
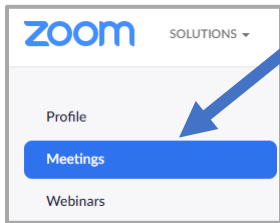
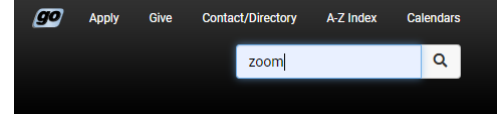


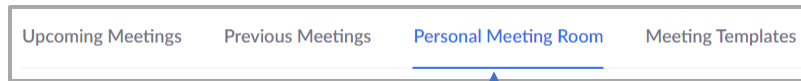
# Quickly Start a Meeting in Zoom

Zoom provides you with a Personal Meeting Room to quickly start a meeting.


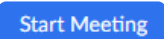
1. At the Stockton home page (<https://stockton.edu>), type *Zoom* on the **Search** tool (top right) and hit **Enter**.
2. Click on  **Host Meeting**
3. Log in to **Zoom** with your Stockton credentials.



4. In Zoom, on the left navigation bar, click on **Meetings**.

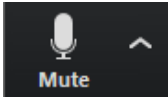

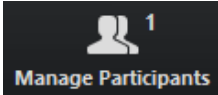

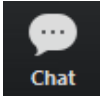
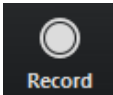
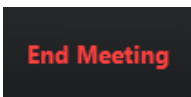


5. On the top menu, click on **Personal Meeting Room**.

6. Under **Join URL**, you'll find the link (<https://stockton.zoom.us/j/Meeting ID>). Highlight and copy the link or click on  **Copy the invitation**. This is the information you'll share with your students to connect to this room.
7. **Paste** the link or the invitation to an e-mail and send it to your students using your class distribution list (e.g. [spring2020-lang1234001@stockton.edu](mailto:spring2020-lang1234001@stockton.edu)).
8. Click on  **Start Meeting** (or **Join Now**) to join the meeting now or at the scheduled class date and time.

After you click on **Start Meeting**, use the options below to manage your meeting room.

Zoom Interface

	Click on the mic icon to mute and unmute your microphone. Click on the up arrow to customize your audio or <b>Test Speaker &amp; Microphone</b>
	Click on the video icon to enable or disable your webcam
	Click on this button to display your current participants
	Click on <b>Share</b> to share your computer screen with your participants
	Click on <b>Chat</b> to communicate with your students via text
	Click on this button to record your presentation. Use the <b>Pause/Stop Recording</b> buttons to pause or stop the recording.
	At the end of the session, make sure you click on <b>End Meeting</b>

