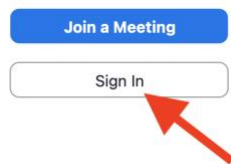CTS-DOL

Host and Schedule a Zoom Meeting (Host only)

Below are the instructions on how to schedule a meeting using the Zoom app on your Desktop or on your CTS Zoom Website

You can schedule in advance an one-time meeting or a future recurring meeting. There are several ways to schedule a meeting (see below). Once you schedule the meeting, you can send the Meeting ID invitation calendar, or send the Meeting ID via email, and/or post Meeting ID on Canvas for participants to attend.
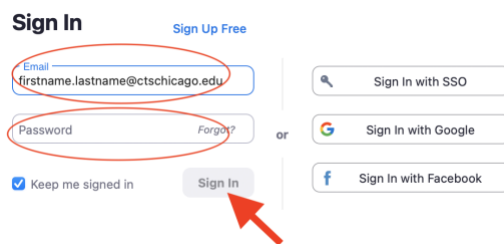
A meeting ID is the 9-digit meeting number associated with an instant or scheduled meeting. When a meeting is created, Zoom generates a meeting ID and each ID number is individual to each meeting that is created. When you join a meeting, you are prompted for the Meeting ID number. This number is located in the Meeting request.

Option 1 – Schedule a Meeting on the Zoom app on your Desktop

1. Launch the Zoom app on your desktop

2. Select Sign in

3. Type in your CTS email address, type in your Zoom account password (not your CTS account password), click Sign in

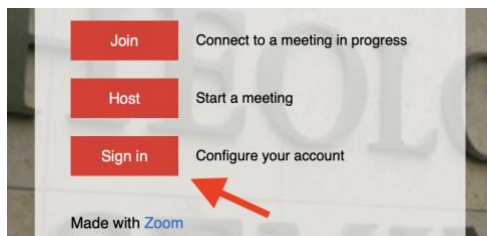4. Click the Schedule icon

5. Complete the details of your meeting

6. Copy the Meeting ID and share it with the meeting participants via email or Canvas.

NOTE: The host can start the meeting at any time, regardless of the date and time settings.

Option 2 - Schedule a Meeting on CTS Zoom Website

1. Open a Browser, navigate to ctschicago-edu.zoom.us

2. Your browser will direct you to CTS's Zoom Sign-in page. Select Sign in

3. Type in your CTS email address, type in your Zoom account password (not your CTS account password), click Sign in

4. Click on SCHEDULE A MEETING from the top menu
    or
    Select Meetings on the left-side menu then Schedule a Meeting

or
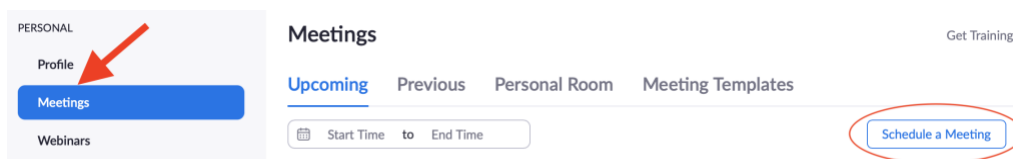
5. Complete the details of your meeting

6. Click Save

7. Copy the Meeting ID and share it with the participants via email or Canvas.

NOTE: The host can start the meeting at any time, regardless of the date and time settings.