

CTS-DOL

## Host and Schedule a Zoom Meeting (Host only)

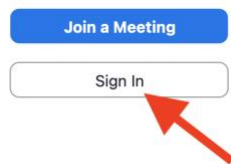
Below are the instructions on how to schedule a meeting using the Zoom app on your Desktop or on your CTS Zoom Website

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.

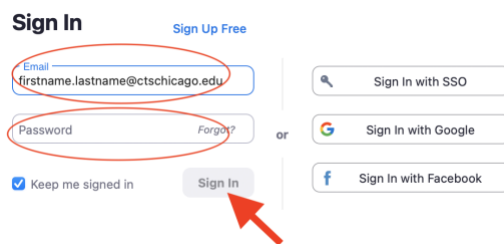
A meeting ID is the 9-digit meeting number associated with an instant or scheduled meeting. When a meeting is created, Zoom generates a meeting ID and each ID number is individual to each meeting that is created. When you join a meeting, you are prompted for the Meeting ID number. This number is located 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](#)

A screenshot of the Zoom sign-in form. The form has a "Sign In" title and a "Sign Up Free" link. There are two input fields: "Email" and "Password". The "Email" field contains the text "firstname.lastname@ctschicago.edu" and is circled in red. The "Password" field is also circled in red. To the right of the "Password" field is a "Forgot?" link. Below the input fields is a "Keep me signed in" checkbox which is checked, and a "Sign In" button. To the right of the "Sign In" button are three social sign-in options: "Sign In with SSO", "Sign In with Google", and "Sign In with Facebook". A red arrow points from the "Sign In" button towards the right.

4. Click the [Schedule](#) icon



## CTS-DOL

### Host and Schedule a Zoom Meeting (Host only)

5. Complete the details of your meeting

**Schedule Meeting**

Topic  
Course or Group Zoom Meeting

Date & Time  
2/15/2021 9:00 AM to 9:30 AM 5/15/2021  
 Recurring meeting Time Zone: Central Time (US and Canada)

Meeting ID  
 Generate Automatically  Personal Meeting ID

Security  
 Passcode  Waiting Room

Video  
Host  On  Off Participants  On  Off

Audio  
 Telephone  Computer audio  Telephone and computer audio  
Dial In from United States [Edit](#)

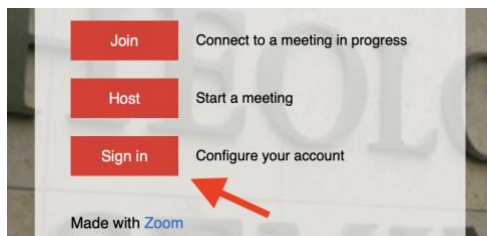
Calendar

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](https://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](#)

**Sign In**

Email Address  
first name.lastname@ctschicago.edu

Password  
Password [Forgot?](#)

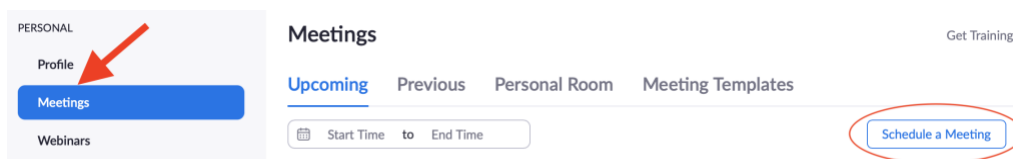
Zoom is protected by reCAPTCHA and the [Privacy Policy](#) and [Terms of Service](#) apply.

Stay signed in [New to Zoom? Sign Up Free](#)

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.