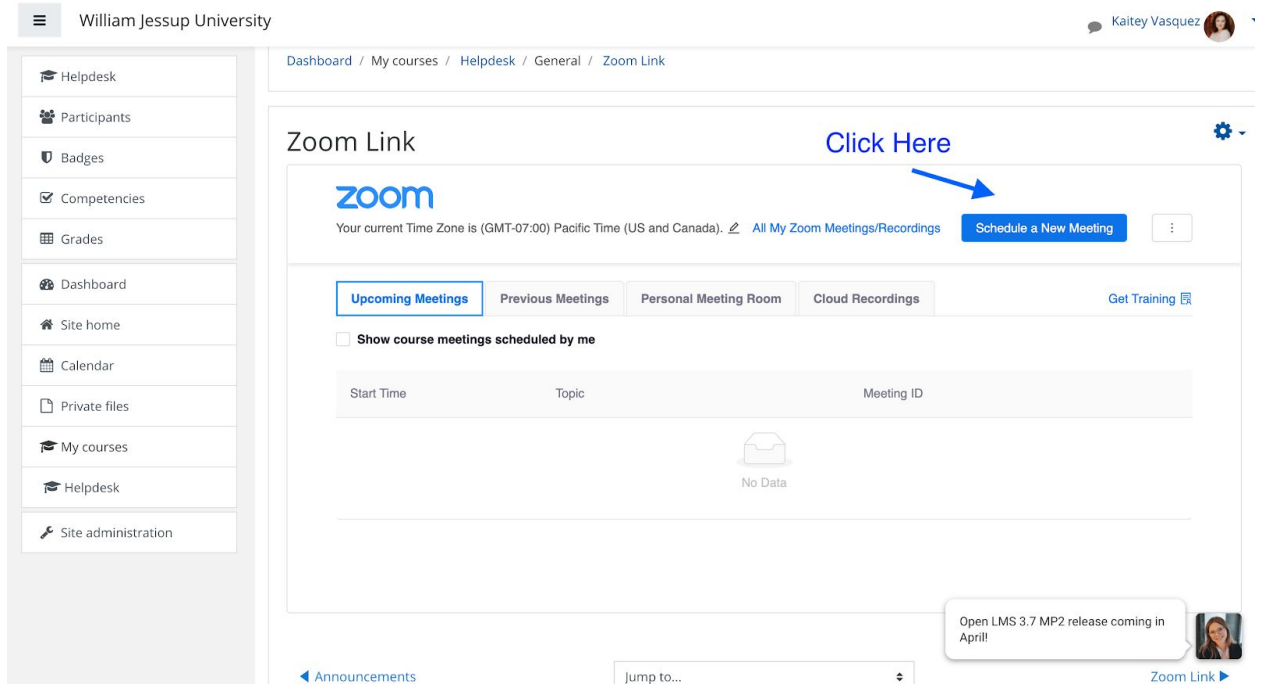


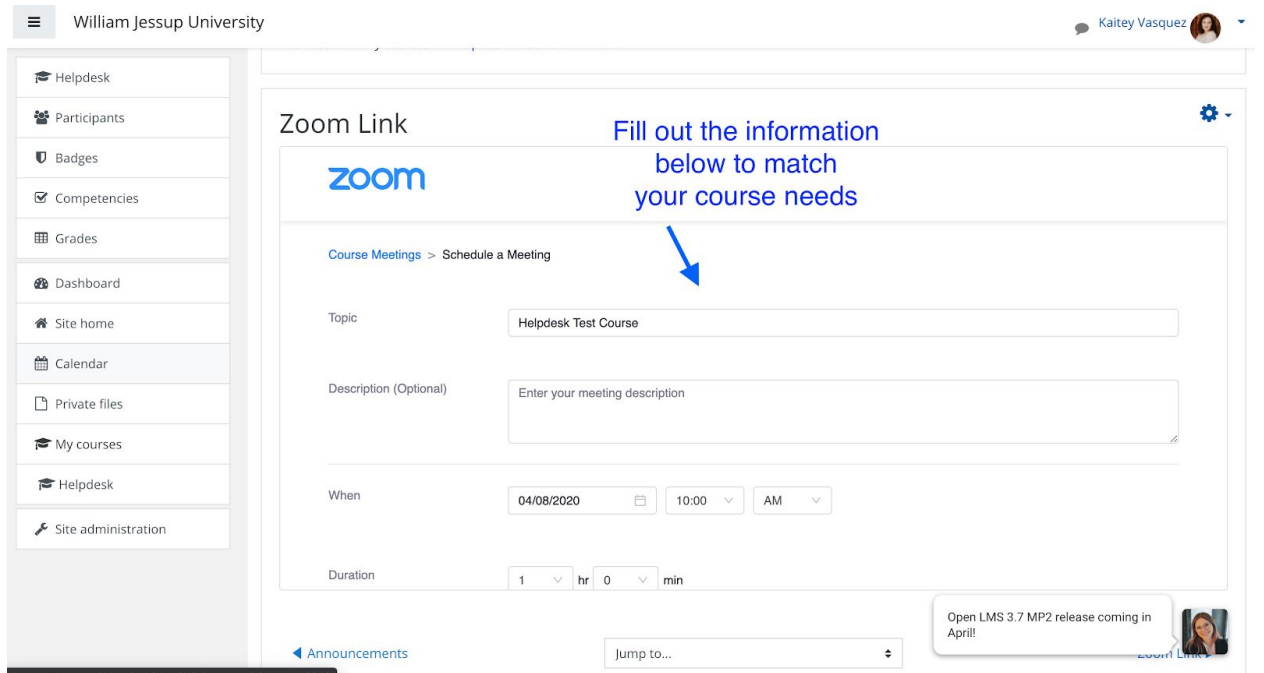
## Setting up a Zoom Meeting within a Moodle Block

1. Sign into Moodle
2. Go to the course you need to schedule a zoom meeting for
3. Click on the Zoom block (if there is no zoom block, follow instructions here)
4. Click “Schedule a Meeting”



The screenshot shows the Moodle interface for William Jessup University. The left sidebar contains navigation options like Helpdesk, Participants, Badges, Competencies, Grades, Dashboard, Site home, Calendar, Private files, My courses, Helpdesk, and Site administration. The main content area displays the 'Zoom Link' block with the Zoom logo and a 'Schedule a New Meeting' button. A blue arrow points to this button with the text 'Click Here'. Below the button are tabs for 'Upcoming Meetings', 'Previous Meetings', 'Personal Meeting Room', and 'Cloud Recordings'. A table below shows no data for upcoming meetings.

5. Fill out the information needed (think: just like a calendar event)



The screenshot shows the 'Schedule a Meeting' form within the Zoom Link Moodle block. A blue arrow points to the form with the text 'Fill out the information below to match your course needs'. The form includes fields for 'Topic' (filled with 'Helpdesk Test Course'), 'Description (Optional)', 'When' (date and time), and 'Duration'.

6. Customize your settings based on what you would like. For example, you can schedule participants to be muted upon entry, schedule the meeting to automatically record to the cloud, and even set a meeting password. Read more about your options here.

## Zoom Link



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 ℹ

Use Personal Meeting ID 3893611557

Enable waiting room

Only authenticated users can join

Record the meeting automatically  On the local computer  In the cloud

We recommend checking this setting →

If you want the meeting recorded, click here →

7. Click Save