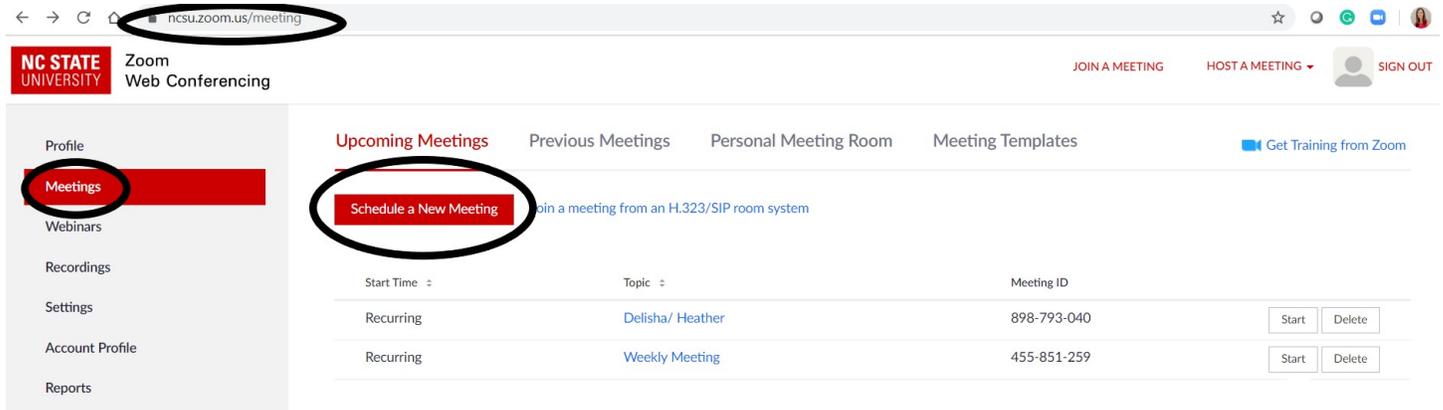


## Using 1 Zoom Meeting Link for Multiple Meetings

Go to [ncsu.zoom.us](https://ncsu.zoom.us), log in using Shibboleth, click on Meetings, click Schedule a New Meeting



ncsu.zoom.us/meeting

NC STATE UNIVERSITY Zoom Web Conferencing

JOIN A MEETING HOST A MEETING SIGN OUT

Profile

**Meetings**

Webinars

Recordings

Settings

Account Profile

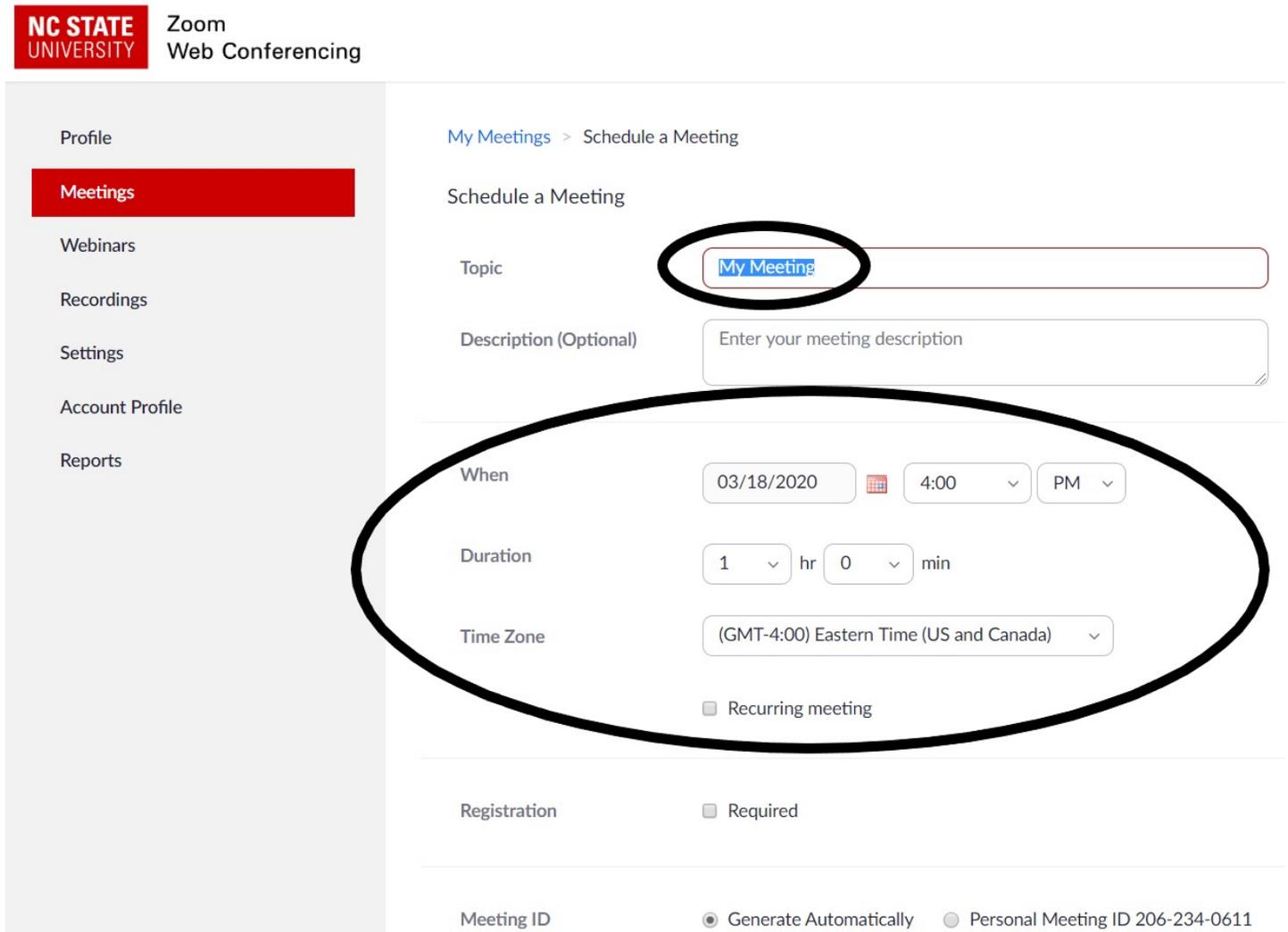
Reports

Upcoming Meetings Previous Meetings Personal Meeting Room Meeting Templates [Get Training from Zoom](#)

**Schedule a New Meeting** Join a meeting from an H.323/SIP room system

Start Time	Topic	Meeting ID	Start	Delete
Recurring	Delisha/ Heather	898-793-040	Start	Delete
Recurring	Weekly Meeting	455-851-259	Start	Delete

Here you can tailor the meeting to fit your needs. Add Topic (and Description, if you like). Add When and Duration. If you are using the same time block on multiple days (ex. Mon-Wed, 9am-12pm), you can select Recurring meeting.



NC STATE UNIVERSITY Zoom Web Conferencing

Profile

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Settings

Account Profile

Reports

My Meetings > Schedule a Meeting

Schedule a Meeting

Topic **My Meeting**

Description (Optional) Enter your meeting description

When 03/18/2020 4:00 PM

Duration 1 hr 0 min

Time Zone (GMT-4:00) Eastern Time (US and Canada)

Recurring meeting

Registration  Required

Meeting ID  Generate Automatically  Personal Meeting ID 206-234-0611

Select Personal Meeting ID if you want to use the same meeting link for multiple meetings blocks. It will generate the same link for each block you schedule. For example, if you are planning to conduct advising meetings on Monday from 2-4pm, Tuesday from 9-11am and Thursday from 1-3pm, you'll need to create 3 separate meetings using Personal Meeting ID. Choose whether you want video to be on or off and if you want attendees to be able to use Telephone, Computer Audio or Both.

\*My recommendation for advising meetings is to have Video on for both Host and Participant and use Computer Audio only.

Meeting ID  Generate Automatically  Personal Meeting ID 206-234-0611

Meeting Password  Require meeting password

Video

Host  on  off

Participant  on  off

Audio  Telephone  Computer Audio  Both

After scheduling this meeting, the settings you change here will apply to all scheduled meetings with the Personal Meeting ID. [Revert Settings](#)

Next, check the features you would like enabled.

\*Enable join before host and Enable waiting room are 2 that I recommend for advising meetings.

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Meeting Options

- Enable join before host
- Mute participants upon entry 
- Enable waiting room
- Only authenticated users can join
- Breakout Room pre-assign
- Record the meeting automatically

---

Alternative Hosts

Example: mary@company.com, peter@school.edu

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**Save** Cancel

Once you have started your meeting, you can admit someone from the “Waiting Room” by clicking on Manage Participants. You can select who you want to allow into your meeting of those who have logged in. This will prevent other students from interrupting a current meeting.

If you want the student to be able to see something on your screen, like their degree audit or enrollment wizard, use Share Screen.

