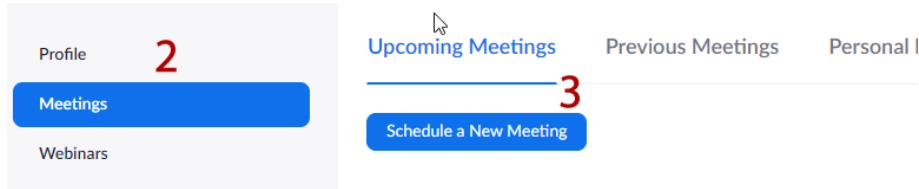
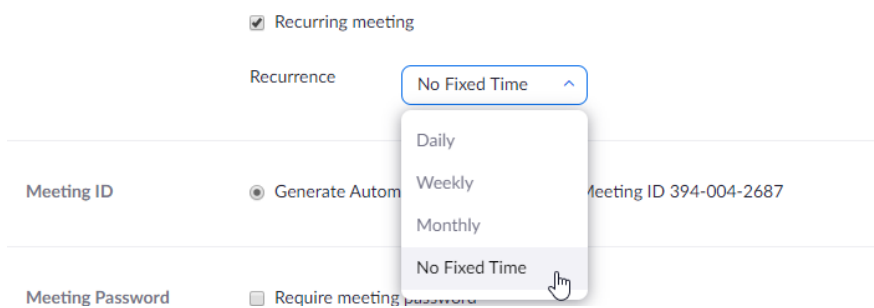


How to create a Zoom meeting for a study group session

1. Point your browser to <https://xula.zoom.us/signin> and log in using your usual campus network username and password.
2. Click on the “Meetings” link on the left side.
3. Then click on the “Schedule a New Meeting” button.

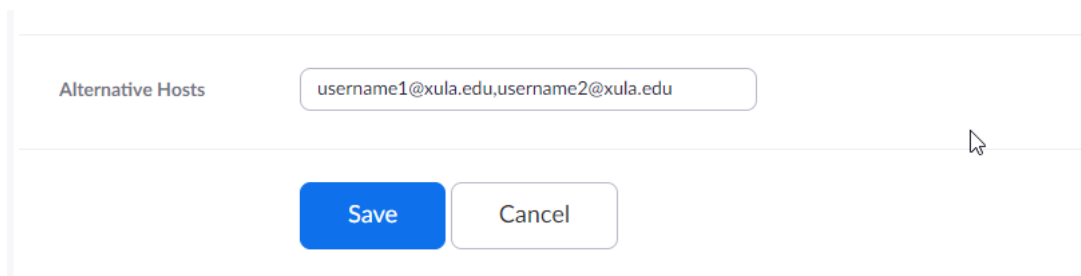


4. Enter a name for the session. Make sure the “Recurring meeting” option is selected and choose “No Fixed Time” from the list.



This will allow you to start this session at any time it is needed instead scheduling it for a specific time and date.

5. Scroll all the way down to the bottom of the page and enter the email addresses of the members of your study group as “Alternative Hosts”. By default, only the host (the person that originally created the Zoom session) can start the meeting. Adding “Alternative Hosts” allows any one of the members of the study group to start the meeting. Please separate multiple email addresses by commas as shown below if you are adding more than one. The persons assigned to be alternative hosts need to have their Zoom accounts activated before they can be designated as such. All XULA students can activate their accounts by logging into their Zoom account here: <https://xula.zoom.us/signin>



Click on the **Save** button to save the session. Those designated as alternative hosts will automatically get an email notification that contains details of the Zoom session. For others in the study group, you can email them the Zoom meeting link. Either the original host or any of those designated as “alternative hosts” can start the session at any time it is needed. The Zoom information will stay the same and will not change from meeting to meeting.

Warning about sharing the Zoom meeting information publicly:

Do not share the Zoom meeting information on any public forum or social media site. Any one who knows the Zoom link can join your meeting and could attempt to disrupt it. Keep the Zoom meeting information private.