

4. In Zoom, on the left navigation bar, click on **Meetings**.

Quickly Start a Meeting in Zoom

Zoom provides you with a **Personal Meeting Room** to quickly start a meeting.

5. On the top menu, click on **Personal Meeting Room**.

6. Under **Join URL**, you'll find the link ([https://stockton.zoom.us/j/Meeting ID](https://stockton.zoom.us/j/MeetingID)). Highlight and copy the link or click on **Copy the invitation**. This is the information you'll share with your students to connect to this room.
7. **Paste** the link or the invitation to an e-mail and send it to your students using your class distribution list (e.g. spring2020-lang1234001@stockton.edu).
8. Click on **Start Meeting** (or **Join Now**) to join the meeting now or at the scheduled class date and time.

After you click on **Start Meeting**, use the options below to manage your meeting room.

Click on the mic icon to mute and unmute your microphone. Click on the up arrow to customize your audio or **Test Speaker & Microphone**

	Click on the video icon to enable or disable your webcam
	Click on this button to display your current participants

Click on **Share** to share your computer screen with your participants