

Arrive Ready to Study

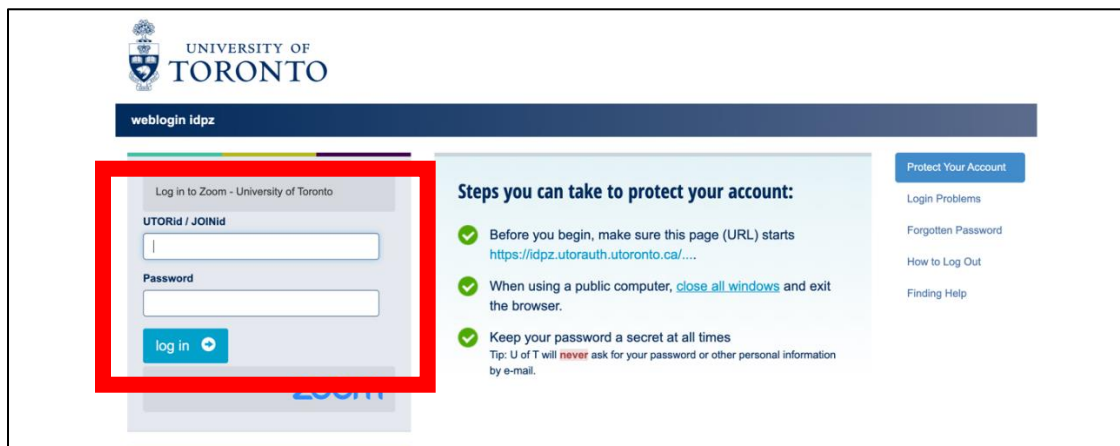
Setting up a Study Group Meeting in Zoom

*** Please note** in some cases, students who have not converted their JOINid to UTORIDid cannot create meeting rooms or be added as co-hosts. In this case, any leader with a UTORid should create the meeting room and can add a co-host after the room is created. If you will not get your UTORid prior to the first meeting, please use a personal account and [apply for your UTORid right away](#).

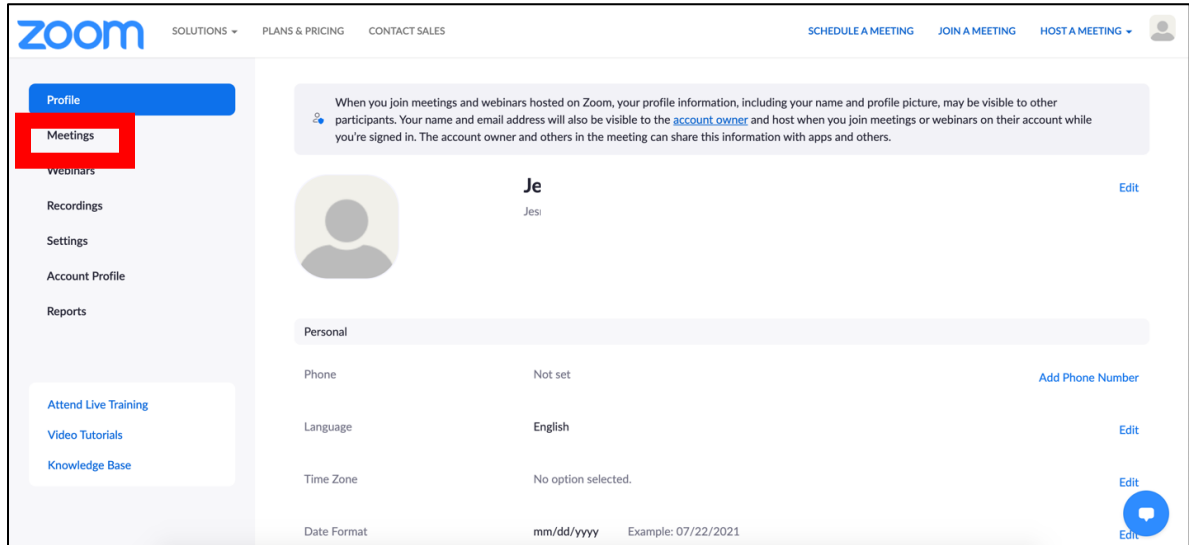
1. Go to utoronto.zoom.us.
2. Click “Log In to Zoom” in the lower right-hand corner.



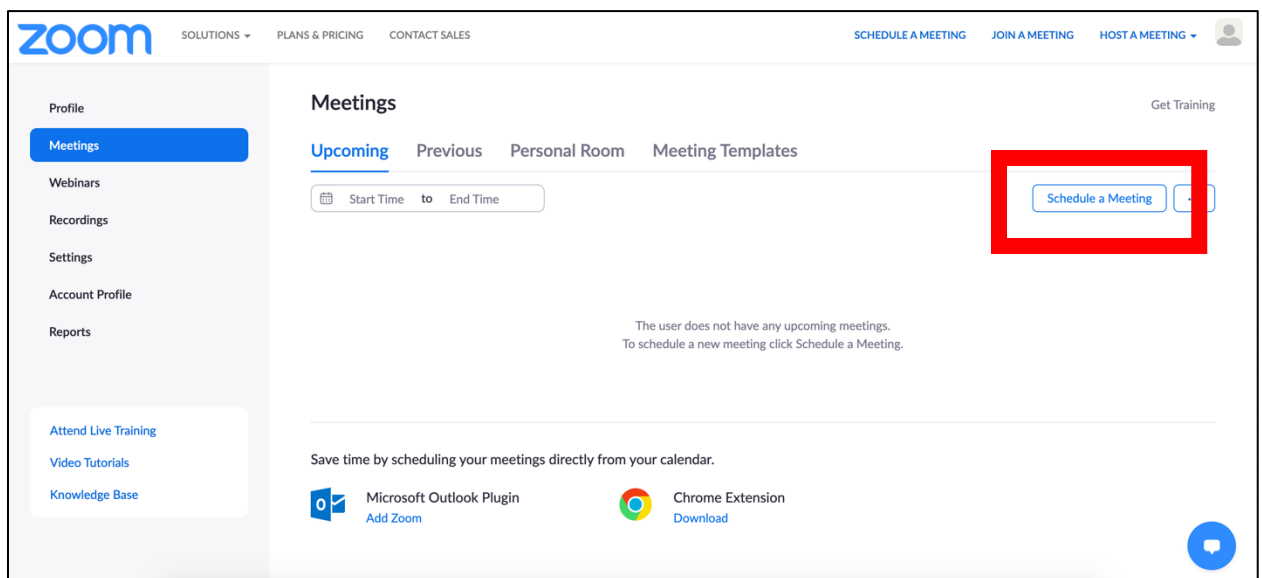
3. Enter your UTORid or JOINid and password:



- Once you log in, follow the instructions on screen to claim your personal U of T Zoom Education license. When you have finished claiming your account, you will be redirected back to Zoom. This will show you your Zoom profile which you can update to include a photo or other personal information.
- Click **Meetings** on the left column.



- Click **Schedule a Meeting**. This will likely be on the right-hand side or towards the centre of your screen.



7. Set up a weekly, recurring meeting for your Study Group. Use the following requirements to ensure it will be accessible to all members:

- **Topic:** Study group name (Date, Time, Study Group Number)
- **Description:** Optional, you can include some details if you would like.
- **When:** The date and time of your first study group session. *This will either be July 27th, 28th or 29th, at your regularly scheduled time. Ensure you schedule this using the time provided in Eastern Time, not your own time zone. Please also be aware of AM vs PM distinction.*
- **Duration:** 1 hr, 0 min.
- **Time Zone:** Make this **(GMT-4:00) Eastern Time (US and Canada).**
- **Recurring Meeting:** Check this box.
- **Recurrence:** Select weekly.
- **Repeat every:** Select 1 week
- **Occurs on:** Select day of your study group (Tuesday, Wednesday or Thursday). *When you do this, please ensure that the “When” does not change.*
- **End date:** Select “after” and “4” occurrences.

For example, if I was hosting a study group on Tuesdays at 12:01 am, and my study group name is “Tuesday 12:01 am (EST) 1” I would fill it out like this:

The screenshot shows a 'Schedule a Meeting' form with the following fields and values:

- Topic:** Tuesday 12:01 am (EST) 1
- Description (Optional):** Hi everyone! Can't wait to meet you all on Tuesday, July 27th for our first study group meeting.
- When:** 07/27/2021, 12:01, AM
- Duration:** 1 hr, 0 min
- Time Zone:** (GMT-4:00) Eastern Time (US & Canada)
- Recurring meeting:** Recurring meeting Every week on Tue, 4 occurrence(s)
- Recurrence:** Weekly
- Repeat every:** 1 week
- Occurs on:** Sun Mon Tue Wed Thu Fri Sat
- End date:** By 08/17/2021 After 4 occurrences

- **Registration:** *Do not* check this.
- **Passcode:** Check this. Leave the passcode or choose your own.
- **Waiting Room:** *Do not* check this; if it is automatically checked, uncheck it.
- **Require Authentication to join:** *Do not* check this; if it is automatically checked, uncheck it.
- **Video:** For both host and participant you can check “on”.
- **Audio:** For both host and participant you can check “both”.

For example, my meeting room would look like this:

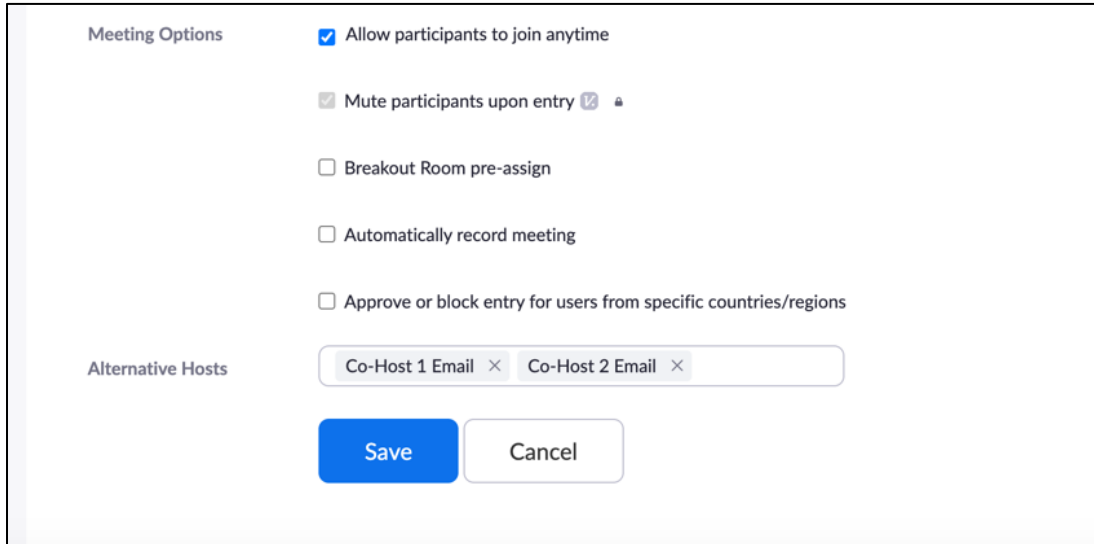
The screenshot shows a meeting room configuration interface with the following settings:

- Registration:** Required
- Security:**
 - Passcode: 804872 (text input field)
 - Only users who have the passcode can join the meeting
 - Waiting Room: Only users admitted by the host can join the meeting
 - Require authentication to join
- Video:**
 - Host: on off
 - Participant: on off
- Audio:**
 - Telephone Computer Audio Both
 - Dial from Canada [Edit](#)

- **Meeting Options:**
 - **Allow participants to join anytime:** Check this, or if it is already checked, leave it.
 - **Automatically record meeting:** Leave unchecked, or if it is already unchecked, leave it. *Do not record meeting for members who do not attend; you can provide notes following the meeting if any are taken. Study groups are intended to be informal and unrecorded.*
 - **Approve or block entry for users from specific countries/regions:** Leave unchecked, or if it is already checked, uncheck it.
- **Alternative Hosts:** Enter your co-Study Group Leader’s email, as included in your welcome email (only applicable for groups with more than one Study Group Leader) . Please note you may only be able to include U of T email addresses here at

this time. If that is the case, please create the room and add your co-hosts after you create the room.

For example, my meeting room would look like this:

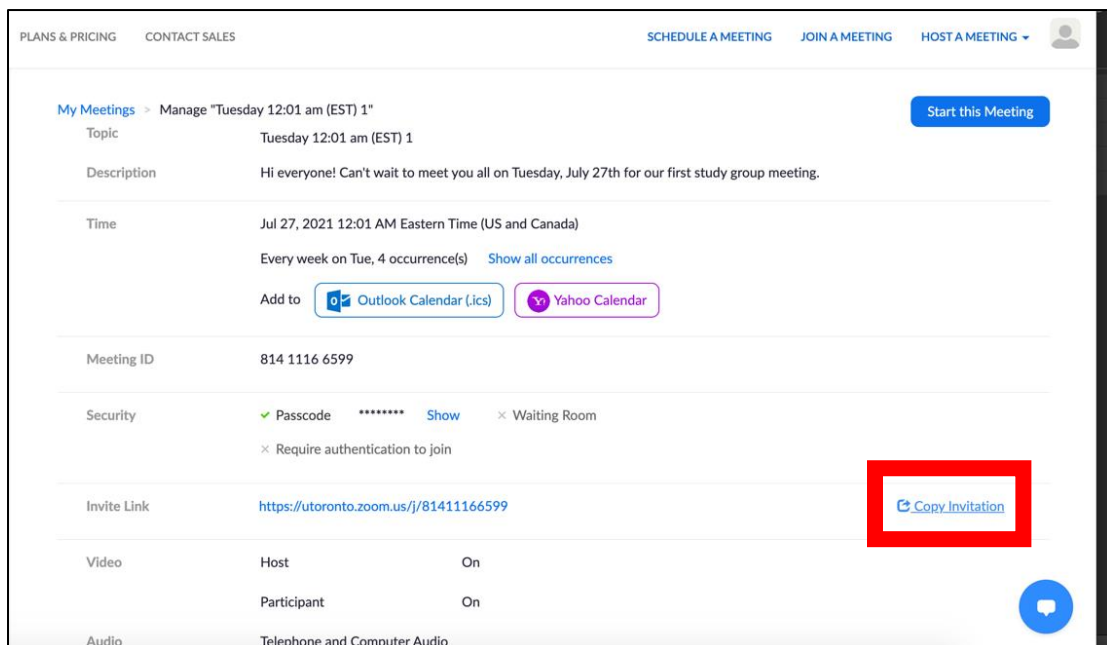


The screenshot shows the Zoom meeting configuration interface. Under "Meeting Options", there are five checkboxes: "Allow participants to join anytime" (checked), "Mute participants upon entry" (checked), "Breakout Room pre-assign" (unchecked), "Automatically record meeting" (unchecked), and "Approve or block entry for users from specific countries/regions" (unchecked). Under "Alternative Hosts", there are two input fields labeled "Co-Host 1 Email" and "Co-Host 2 Email", both with an 'x' icon to remove the entry. At the bottom, there are two buttons: a blue "Save" button and a white "Cancel" button.

8. Click **Save!**

9. Congratulations! You created your Study Group Zoom meeting!

10. Once you press save, you will be taken to your meeting page. Click **Copy Invitation**.

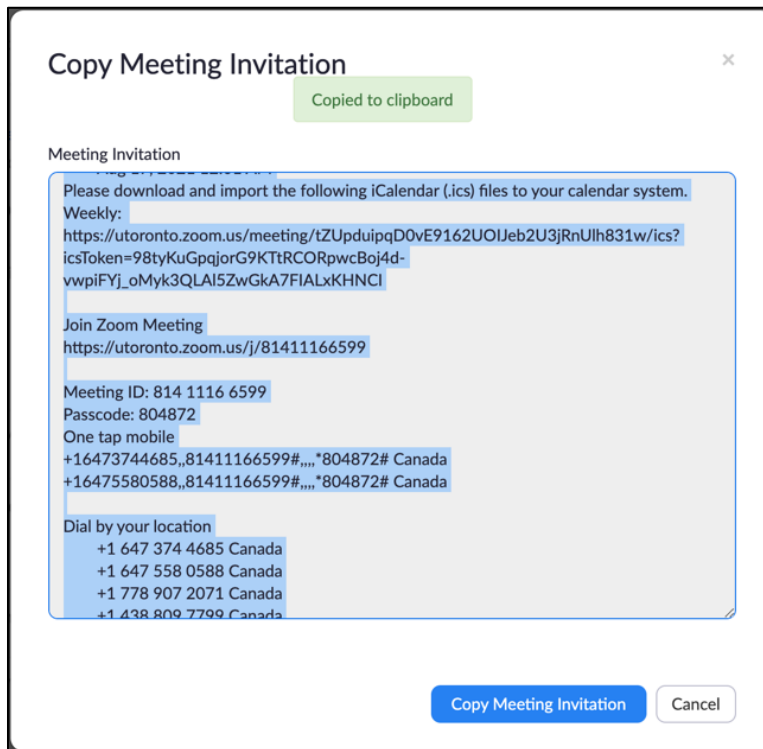


The screenshot shows the Zoom meeting management page. At the top, there are navigation links: "PLANS & PRICING", "CONTACT SALES", "SCHEDULE A MEETING", "JOIN A MEETING", and "HOST A MEETING". The main heading is "My Meetings > Manage 'Tuesday 12:01 am (EST) 1'". There is a "Start this Meeting" button. The meeting details are as follows:

- Topic: Tuesday 12:01 am (EST) 1
- Description: Hi everyone! Can't wait to meet you all on Tuesday, July 27th for our first study group meeting.
- Time: Jul 27, 2021 12:01 AM Eastern Time (US and Canada)
Every week on Tue, 4 occurrence(s) [Show all occurrences](#)
- Add to: [Outlook Calendar \(.ics\)](#) [Yahoo Calendar](#)
- Meeting ID: 814 1116 6599
- Security: [Passcode ***** Show](#) [Waiting Room](#)
[Require authentication to join](#)
- Invite Link: <https://utoronto.zoom.us/j/81411166599>
- Video: Host On, Participant On
- Audio: Telephone and Computer Audio

A red box highlights the "Copy Invitation" button next to the Invite Link. A blue chat icon is visible in the bottom right corner.

11. This will open a pop-up. Copy the invitation to your clipboard. When you do this, it should look something like this:



12. Once you have copied the invitation, respond to the email we just sent you by pasting the copied invitation into the body of the email (this is to ensure we have a copy of your meeting). If you have co-leaders, please “Reply All” to the email so that all of your co-leaders are aware that a group has been made. Only one meeting room is required per group.

This information will help us in case one of your members reaches out with a question, or in the event that you may not be able to attend a session.

Thank you for being an Arrive Ready Study Group Leader! If you have any questions or concerns, please email us at arriveready@utoronto.ca.