Arrive Ready to Study

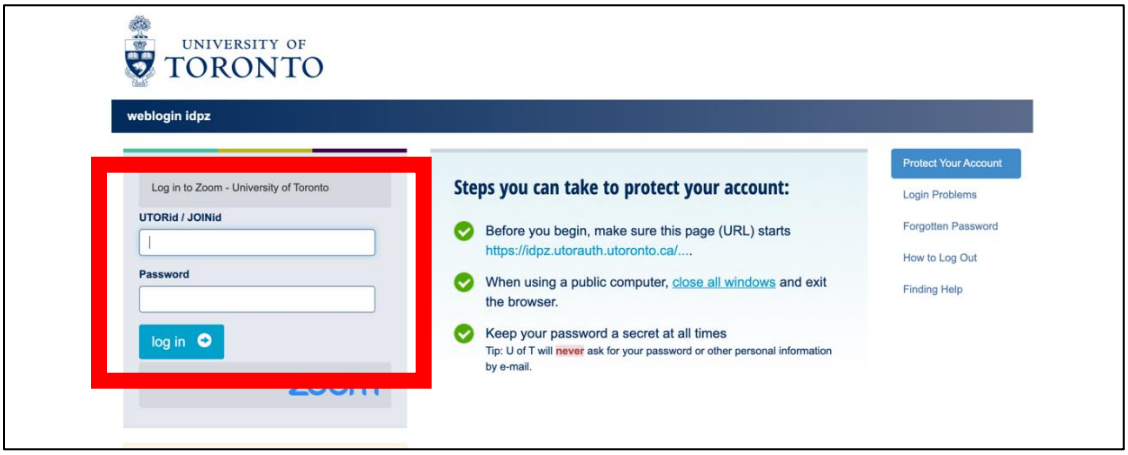
Setting up a Study Group Meeting in Zoom

** **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.

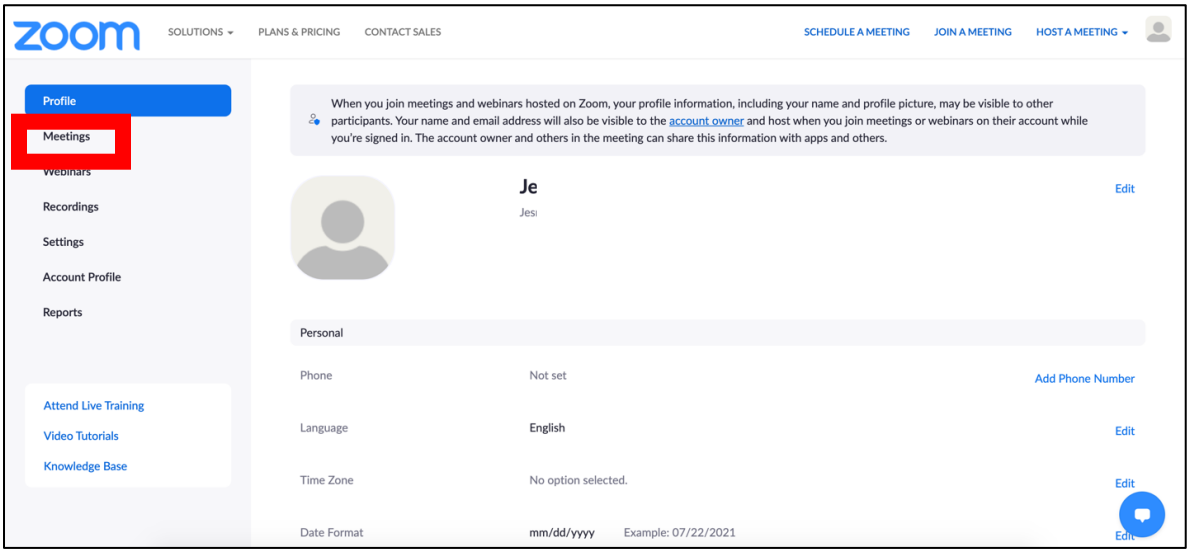
2. Click "**Log In to Zoom**" in the lower right-hand corner.

3. Enter your UTORid or JOINid and password:

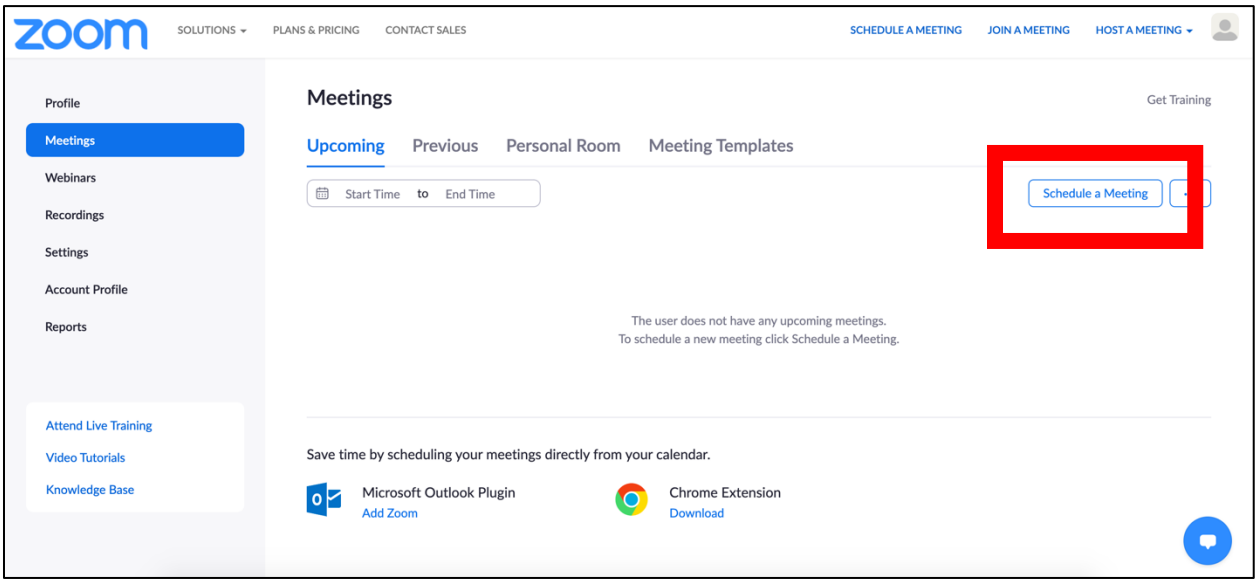


4. Once you log in, follow the instructions on screen to claim your personal U of T Zoom Education license. When you have finished claiming your account, you will be redirected back to Zoom. This will show you your Zoom profile which you can update to include a photo or other personal information.

5. Click **Meetings** on the left column.



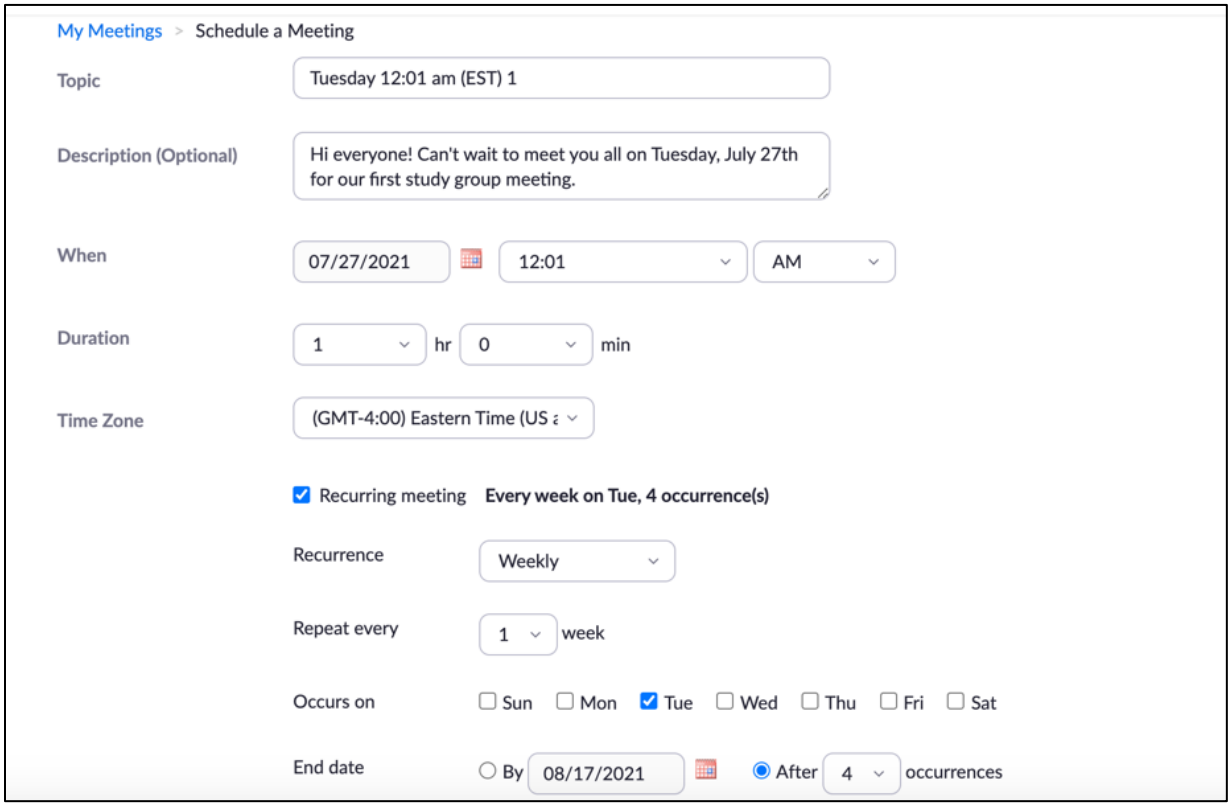
6. Click **Schedule a Meeting**. This will likely be on the right-hand side or towards the centre of your screen.



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

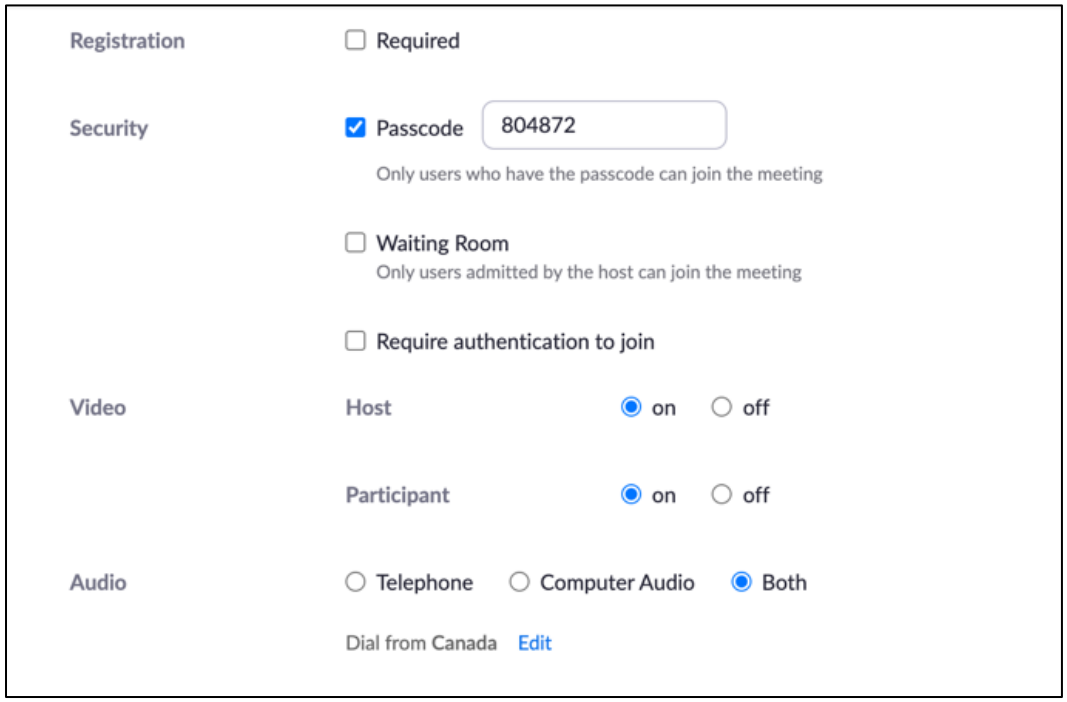
    - **Topic:** Study group name (Date, Time, Study Group Number)
    - **Description:** Optional, you can include some details if you would like.
    - **When:** The date and time of your first study group session. *This will either be July 27th, 28th or 29th, at your regularly scheduled time. Ensure you 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:



- **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:

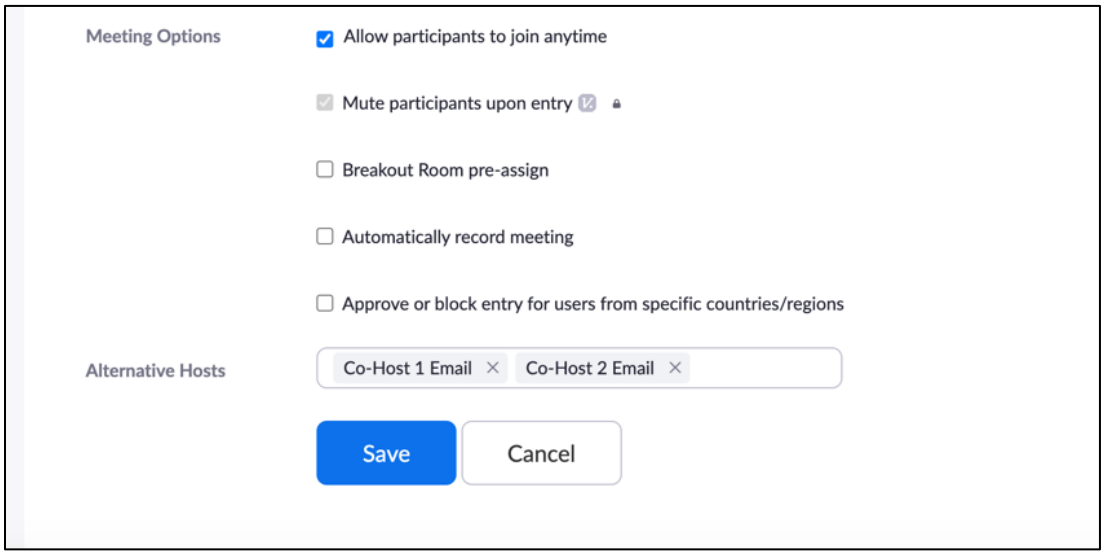


- **Meeting Options**:
  - **Allow participants to join anytime**: Check this, or if it is already checked, leave it.
  - **Automatically record meeting:** Leave unchecked, or if it is already unchecked, leave it. *Do not record meeting for members who do not attend; you can provide notes following the 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.

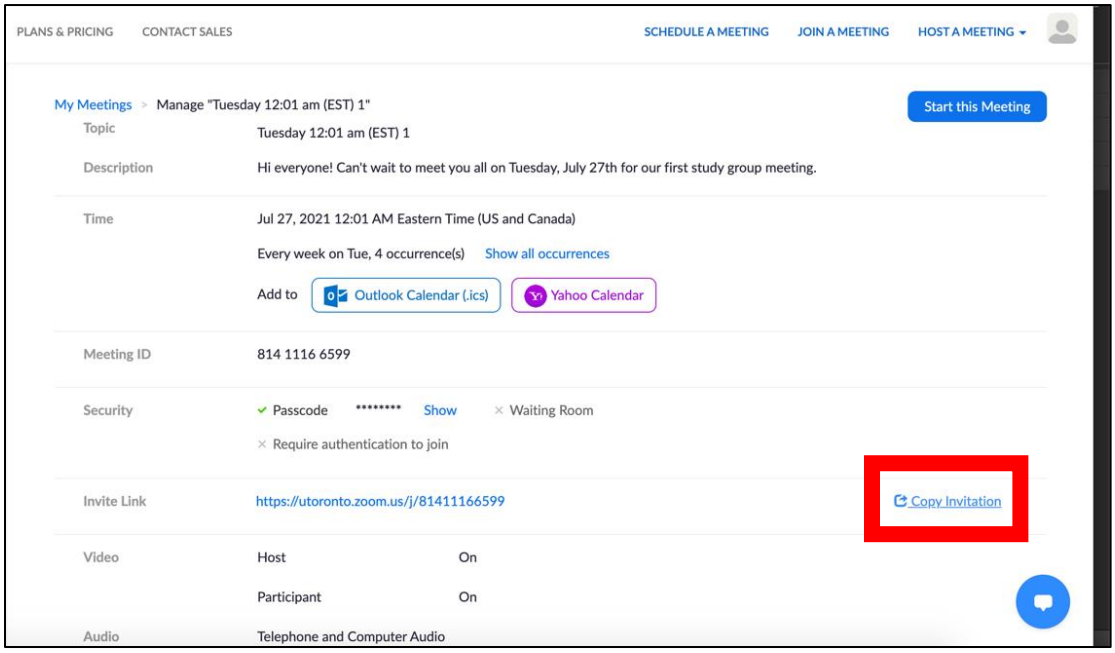
For example, my meeting room would look like this:



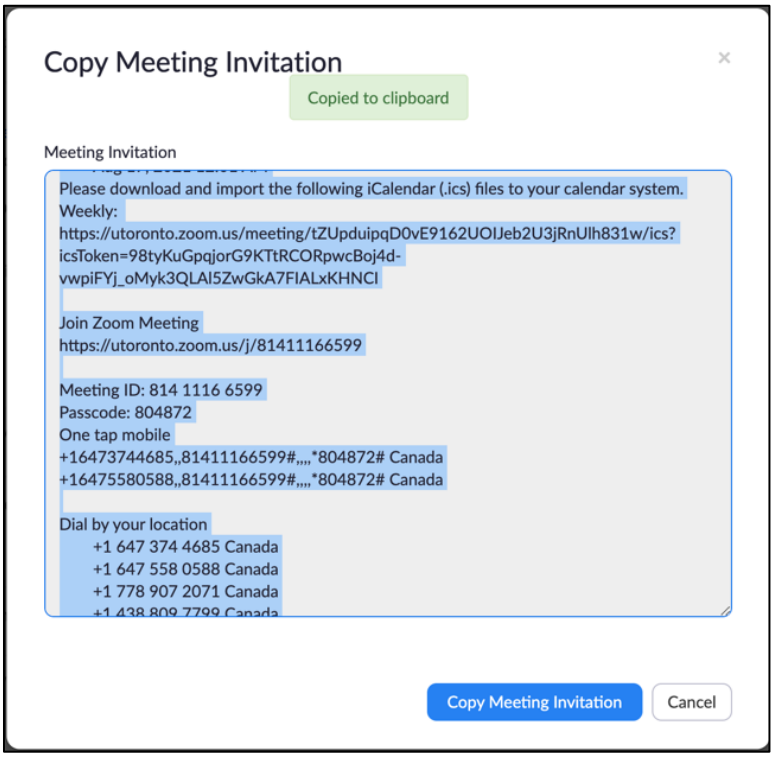
8. Click **Save**!

9. <u>Congratulations!</u> You created your Study Group Zoom meeting!

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



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). <u>If you have co-leaders</u>, 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.