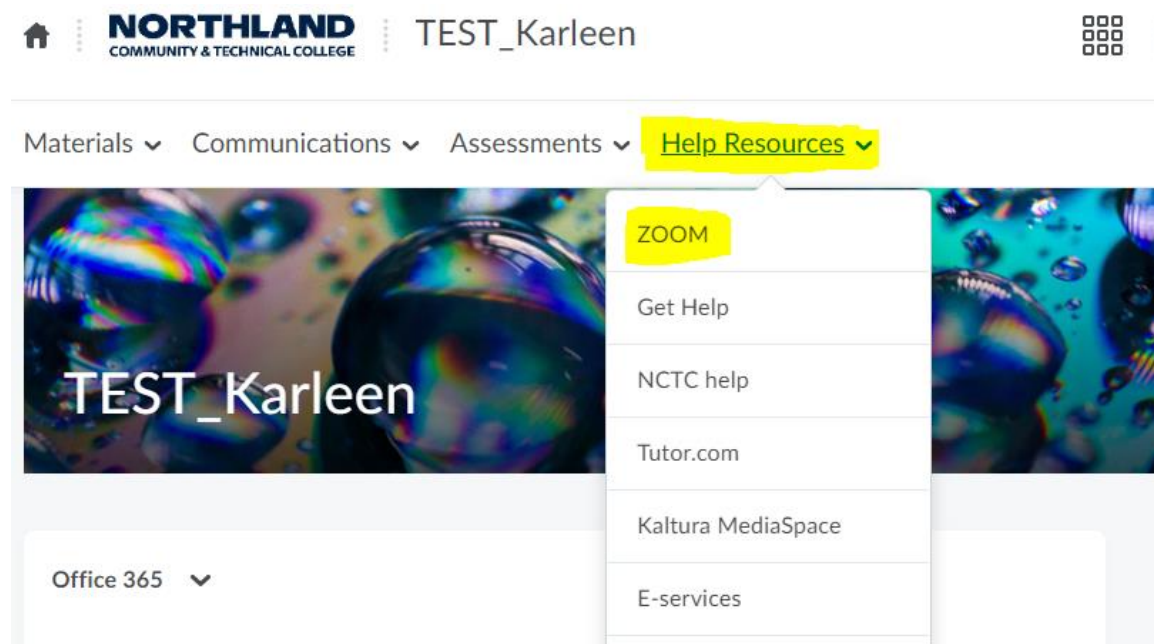


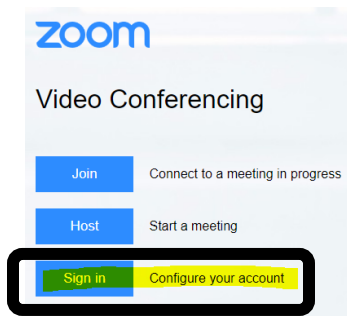
Create a Zoom meeting link and send via email message or post within D2L content.

1. From within the D2L course click on **Help Resources** and select **ZOOM**.

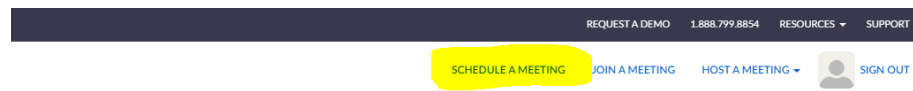


2. When the ZOOM Video Conferencing page appears, click the **Sign in – StarID & StarID password**

Configure your account.



3. In the upper right corner, click **SCHEDULE A MEETING**.



Karleen Delorme

Karleen Delorme
Department NCTC
Account No. 50486545

Edit

4. My Meetings – Schedule a Meeting – input **Topic**, select **date**, **time**, **duration**

My Meetings > Schedule a Meeting

Schedule a Meeting

Topic

Description (Optional)

When

Duration hr min

Time Zone

Recurring meeting

Registration Required

5. Scroll down the page to:

Meeting ID – **check** the box to **Generate Automatically**

Security – **check** Passcode - will auto populate with code **uncheck** Waiting Room

Meeting Options -- **uncheck** Mute participants upon entry

Meeting ID Generate Automatically Personal Meeting ID 502 960 6823

Security Passcode Waiting Room

Video

Host on off

Participant on off

Audio Telephone Computer Audio Both

Dial from United States of America [Edit](#)

Meeting Options Enable join before host

Mute participants upon entry

Only authenticated users can join


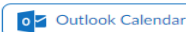
You should not have to set any other options – scroll to the bottom to click **SAVE** button

6. The Saved meeting will display the URL. **Highlight and copy the URL.**


My Meetings > Manage "Chapter 5 March 18 11 am"

Topic Chapter 5 March 18 11 am

Time Mar 18, 2020 11:00 AM Central Time (US and Canada)

Add to  Google Calendar  Outlook Calendar

Meeting ID 502-960-6823

Meeting Password  Require meeting password

Join URL: https://minnstate.zoom.us/j/5029606823

7. Faculty or Student can create an email to the entire class or individual(s) with ZOOM meeting link:

From the D2L course -- click on **Communications** – click on **Classlist**

1. Check the box below the email icon to select all students or select individual students(s)


2. Click the **email icon**




Materials ▾ Communications ▾ Assessments ▾







Classlist

Add Participants ▾ Enrollment Statistics

Students Teacher All

Search For...  [Show Search Options](#)

 Email  Instant Message  Print

<input checked="" type="checkbox"/>	Image	Last Name ▲ , First Name
<input checked="" type="checkbox"/>		Carda, Nancy ▾ 
<input checked="" type="checkbox"/>		Delorme, Sabrina ▾ 
<input checked="" type="checkbox"/>		Foss, Scott ▾
<input checked="" type="checkbox"/>		Henderson, Thomas ▾

8. Compose the New Message

Subject box – type meeting information

Body box – type information and paste the ZOOM meeting link – along with the Passcode

Scroll to the top of the page

Click the **SEND** button

Compose New Message

Cc

Bcc

"Scott Foss" <scott.foss@northlandcollege.edu> x

"Nancy Carda" <nancy.carda@northlandcollege.edu> x

"Thomas Henderson" <tom.henderson@northlandcollege.edu> x

"Sabrina Delorme" <sabrina.delorme@go.northlandcollege.edu> x


"Bubba Rockstad" <bubba.rockstad@northlandcollege.edu> x

"Karleen Parsley" <karleen.delorme@northlandcollege.edu> x

Subject

TEST_Karleen Chapter 5 March 18 11 am ZOOM meeting

Body



Please join the ZOOM meeting on March 18 at 11 am to cover Chapter 5.

<https://minnstate.zoom.us/j/5029606823>

Passcode: 666440

Faculty can create a content topic to paste the URL into.

9. From D2L Course, click **Materials -- Content** – select appropriate module – example: Week 9

Click **Upload / Create** dropdown arrow – select **Create a File**

The screenshot shows the D2L course interface for 'TEST_Karleen'. The left sidebar contains navigation options: Overview, Bookmarks, Course Schedule, Table of Contents (14 items), Syllabus (1 item), Week 1 (3 items), Week 2 (4 items), and Week 9 (highlighted). The main content area shows the 'Week 9' topic creation form. It includes a search bar, a title field with 'Week 9' selected, and buttons for 'Add dates and restrictions...', 'Add a description...', 'Upload / Create' (highlighted), and 'Existing Activities'. A dashed box indicates a file upload area with the text 'Drag and drop files here to'. Below this is a field for 'Add a sub-module...'.

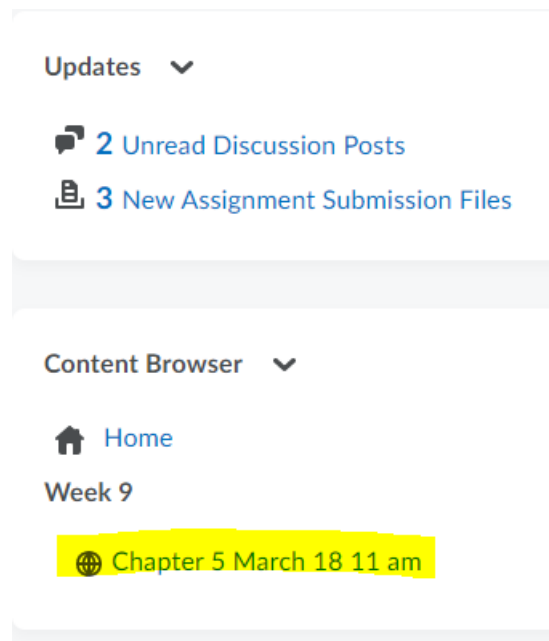
10. **Input the Title** the same as what you named the meeting.

Type in the description and past the ZOOM URL link .



Click **Save and Close** button

The screenshot shows the 'Create a File in "Week 9"' dialog box. It has a title field containing 'Chapter 5 March 18 11 am' and a 'Browse for file' button. There is a checkbox for 'Hide from Users'. Below is a rich text editor with a toolbar containing icons for video, image, link, paragraph, bold, italic, and underline. The text in the editor reads: 'Class will meet via Zoom on March 18 at 11 am to cover Chapter 5' followed by a blue underlined Zoom URL: <https://minnstate.zoom.us/j/5029606823>. At the bottom are three buttons: 'Save and Close' (highlighted), 'Save', and 'Cancel'.



11. From the course homepage, the following ZOOM meeting link will appear:



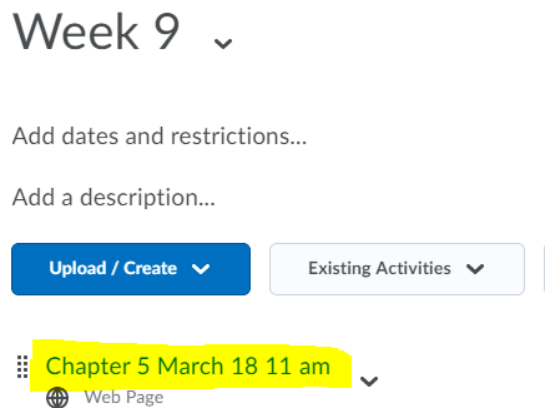
Updates ▾

-  2 Unread Discussion Posts
-  3 New Assignment Submission Files

Content Browser ▾

-  Home
- Week 9
 -  Chapter 5 March 18 11 am

From Materials -- Content, the following ZOOM meeting link will appear:





Week 9 ▾

Add dates and restrictions...

Add a description...

[Upload / Create ▾](#) [Existing Activities ▾](#)

-  [Chapter 5 March 18 11 am ▾](#)
 -  Web Page