



Create a Zoom Meeting Link for Your Courses

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This document shows how to create a Zoom meeting link for students in your online courses. The meeting link can be added to a visible area of your D2L Brightspace course homepage, such as your Instructor Bio Widget. To create a Zoom meeting:

1. Go to <https://minnstate.zoom.us/> and select **Sign in**:



2. Enter your Star ID credentials, then select **Sign on**:

Sign on with your StarID

StarID

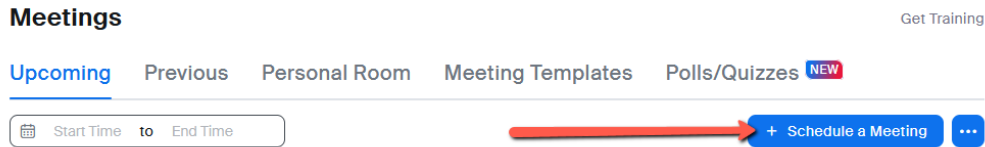
Password

Sign on

[Reset password](#)



3. Select **Schedule a Meeting**:



4. Add a title in the **Topic field**:

- a. Consider using the name of your course as the title.

Schedule Meeting

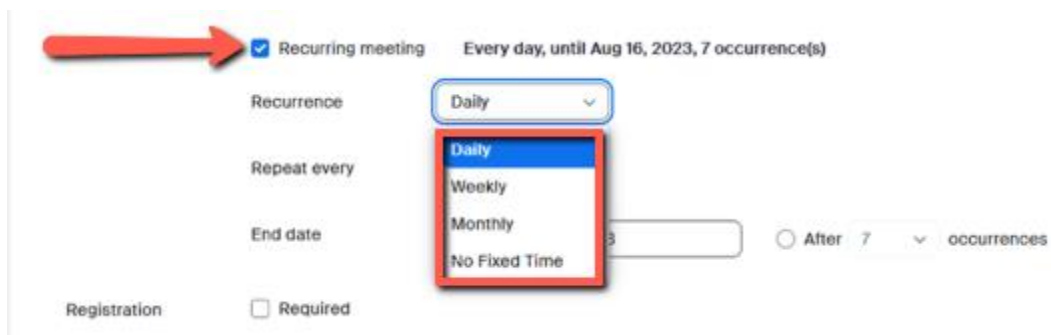


5. Use the date and time picker to select the first occurrence of the meeting:



6. Optional: Select the box beside **Recurring meeting** to view options for using this meeting link on multiple occasions:

- a. Use the dropdown menu beside *Recurrence* to select from daily, weekly, monthly, or No Fixed Time:





b. Use the dropdown menu beside **Repeat every** to select the days:

Repeat every day(s)

- 1
- 2
- 3
- 4
- 5
- 6
- 7

c. Select the box beside the days of the week you like your meetings scheduled:

Occurs on

Sun Mon Tue Wed Thu Fri Sat

d. Use the date picker beside End date to select the last meeting occurrence, OR use the dropdown menu beside occurrence to choose a number:

End date

By After occurrences

7. Recommended Security settings:

a. Select the box beside **Waiting Room**

b. Select the box beside **Require authentication to join** and select **StarID**:

Security

Passcode

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

Authentication Exception [Add](#) [Import from CSV](#)

8. Decide if you would like your video and participants video automatically on or off when they join the meeting:

Video

Host

on off

Participant

on off




9. Select **Show** beside *Options* for additional settings, such as: adding an Alternative Host, pre-assigning breakout rooms, and automatically recording the meeting:

Options  Show

- Allow participants to join anytime
- Q&A
- Mute participants upon entry
- Allow host to save video order
- Breakout Room pre-assign
- Automatically record meeting
- Approve or block entry to users from specific regions/countries

Alternative Hosts

Enter user name or email addresses

- Allow alternative hosts to add or edit polls 

10. Select **Save**:



11. An Invite Link will generate that you can copy and share with students