

Scheduling a Zoom Meeting in MavCONNECT

Instructions to create a Zoom room, add the location to MavCONNECT, update a previously scheduled meeting to the Zoom location, host the Zoom meeting, and log meeting notes in MavCONNECT

Find and configure your Zoom room

1. Go to <https://minnstate.zoom.us/>
2. Click "Sign In"
3. Log in using your StarID and password



Sign on with your StarID

Sign onto Zoom

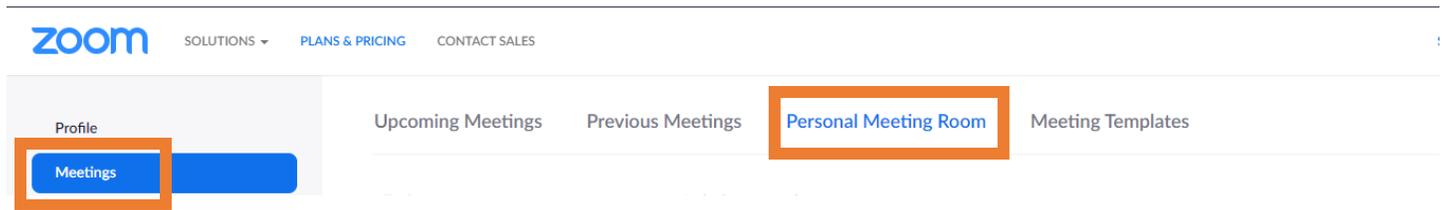
StarID

Password

Sign on

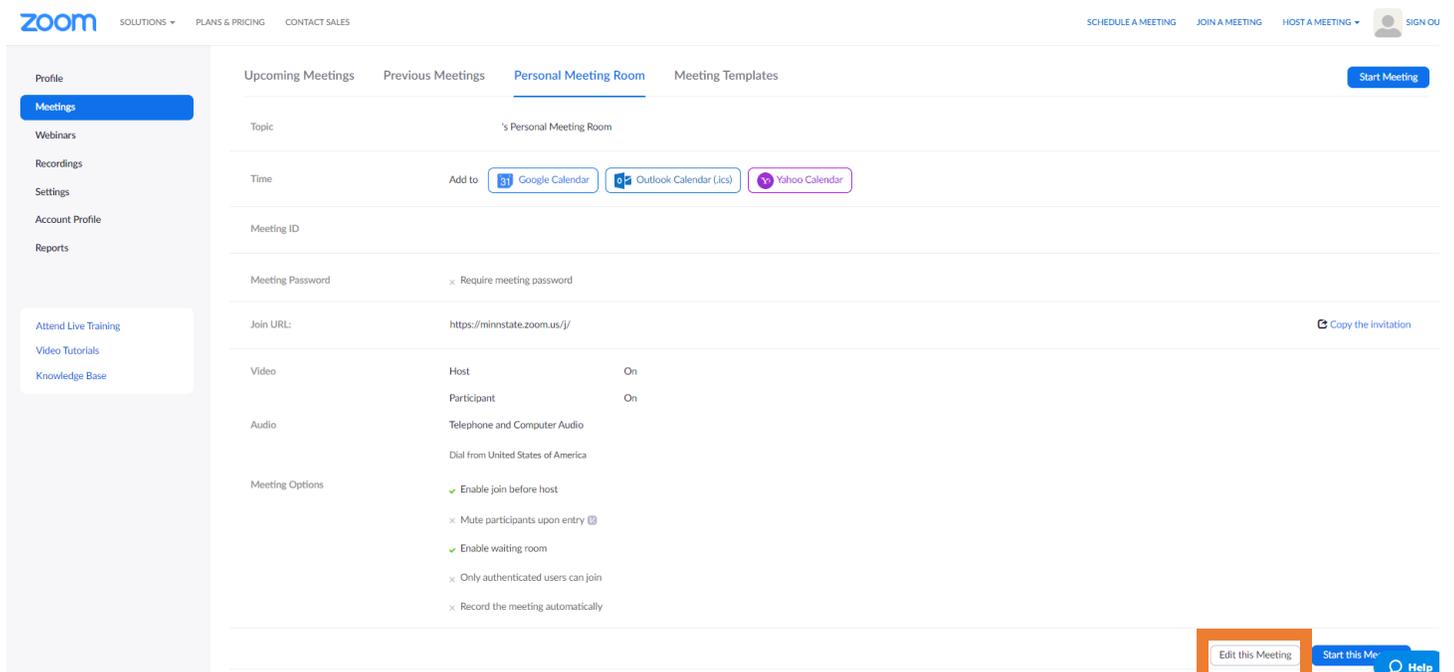
[Reset password](#)

4. Click "Meetings" in the menu
5. Click "Personal Meeting Room"



Setting up your personal Zoom room

1. Scroll to the bottom of the Personal Meeting Room page and click the "Edit this Meeting" button



2. Under Meeting Password, make sure the box is unchecked for “Require meeting password”
3. Under Video, select “on” if you would like video to start automatically for you (the host) and/or the participants
4. Under Audio, make sure “Both” is selected
5. Under Meeting Options,
 - a. Make sure “Enable join before host” is unchecked
 - b. Check “Enable waiting room” if you might host back-to-back appointments and don’t want the next participant to join before the previous appointment has ended

The screenshot shows the Zoom 'Personal Meeting ID' settings page. The left sidebar contains navigation options: Webinars, Recordings, Settings (highlighted with a black box and the number 2), Account Profile, Reports (highlighted with a black box and the number 3), Attend Live Training, Video Tutorials, and Knowledge Base. The main content area is titled 'Personal Meeting ID' and includes a 'Change' link. It is divided into several sections:

- Meeting Password:** A text input field (highlighted with a black box and the number 2) and an unchecked checkbox for 'Require meeting password'.
- Video:** A text input field (highlighted with a black box and the number 3) and radio buttons for 'Host' and 'Participant', each with 'on' and 'off' options (highlighted with a black box and the number 3).
- Audio:** A text input field (highlighted with a black box and the number 4) and radio buttons for 'Telephone', 'Computer Audio', and 'Both' (highlighted with a black box and the number 4).
- Meeting Options:** A list of checkboxes (highlighted with a black box and the number 5):
 - Enable join before host (unchecked)
 - Mute participants upon entry (unchecked)
 - Enable waiting room (checked)
 - Only authenticated users can join (unchecked)
 - Breakout Room pre-assign (unchecked)
 - Record the meeting automatically (unchecked)

 At the bottom, there is an 'Alternative Hosts' text input field with the example 'Example: mary@company.com, peter@school.edu' and two buttons: 'Save' and 'Cancel'.

6. Scroll to the bottom of the page and Click “Save”
7. This will return you to your “Personal Meeting Room” section

Gather the pertinent connection information from your personal Zoom room

1. In the “Personal Meeting Room” section, locate the line labeled “Join URL”
2. Click the “Copy the invitation” link

3. Gather the following information from the dialog box that opens, highlighted in the image below:

NOTE: This information is unique to you. Copy what pops up in your dialog box, not what is seen in this example.

- a. Meeting URL
- b. Meeting phone number
- c. Meeting ID

Add this Zoom room as a location in MavCONNECT

1. Log in to MavCONNECT at <https://link.mnsu.edu/mavconnectlogin>
2. Click on the triple-bar navigation menu
3. Click on your name
4. Click on "Appointment Preferences"
5. Under "My Locations," click the add symbol to "Add Location"

Type	Name	Instructions
Office	WA 325	Student Success
Online	Zoom Meeting	Please use https://minnstate.zoom.us/j/3274298031 to access Zoom for our meeting.

6. Under “Type,” select “Online”
7. Enter a name, like “Zoom Room”
8. In the Instructions box, enter the Zoom URL, phone number, and meeting ID
 - Note: There is a 100-character limit for this text box
9. Click “Save”

Update meeting locations in previously scheduled appointments/office hour blocks

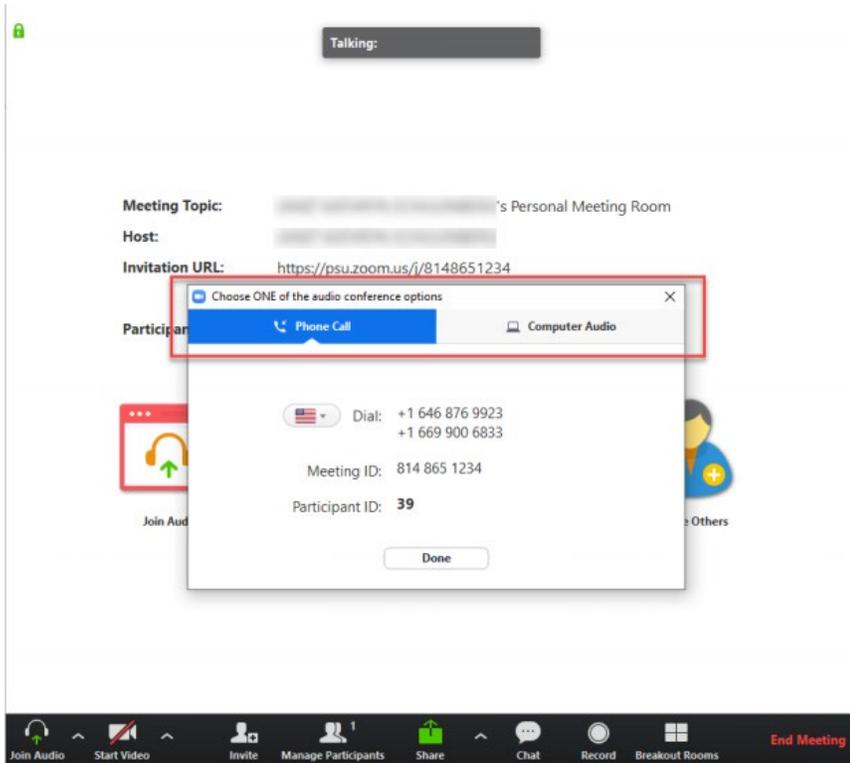
If you need to change scheduled meetings from a physical location to this Zoom room:

1. Log in to MavCONNECT at <https://link.mnsu.edu/mavconnectlogin>
2. Click on the triple-bar navigation menu
3. Click on “Appointments”
4. Locate the relevant meeting
5. Hover over the calendar icon to bring up a dialog box
6. Click “Edit”
7. This opens the Edit Appointment dialog box
8. Under “Where,” select your Zoom room from the dropdown menu
9. Click “Submit”

MavCONNECT will send both you and the student an updated .ics invitation containing the new location information.

Host the meeting via Zoom

1. When it’s time to host your appointment, locate your meeting on your Outlook calendar
2. Double click to open the meeting details
3. Click the URL for your Zoom room
4. If you have never used Zoom from your device before, you may need to allow a browser extension to install
5. Select how you would like to connect your own audio for this meeting
 - If using your computer audio, select “Computer Audio” and “Join with Computer Audio”
 - If you are not certain your computer speakers and microphone work, select “Phone Call” and use a phone to dial into your own meeting. Enter your “Participant ID” when prompted to connect your audio to yourself in Zoom.



6. When a student joins your meeting, they will be put in a waiting room and on hold. You will receive a notification in Zoom that the student is waiting.

7. Click the “Admit” button to allow the student into your meeting

Learn more about managing your appointments using Zoom’s waiting room feature [here](#).

An Important General Reminder about Documenting Appointment Outcomes

To help us effectively support students, always log your meeting notes in MavCONNECT.

To do this,

1. Navigate to the relevant appointment in MavCONNECT
2. Hover over the Edit Appointment icon and select “Outcomes”
3. Enter your appointment notes in the comments box
4. Click “Submit”

