

Create Online Meeting or Event with Zoom

Create Zoom meeting

You can create a new Zoom meeting in advance either from Zoom web pages or directly in Zoom application.

Zoom web portal: go to URL **tuni.zoom.us**

select **Sign in**, sign in with your TUNI account

click Schedule a meeting in top right corner to create a new Zoom meeting. Set the following meeting information and options:

Topic and description.

From **Meeting options** you can set if only authenticated users can join

Send or share Zoom meeting link and Meeting ID to participants

From meeting summary page, **copy meeting information** to an email message, calendar invitation, Moodle, etc.

More detailed video service instructions: <https://www.tuni.fi/it-services/handbook/>

During the Zoom meeting

Start camera and audio from icons in applications bottom left corner.

In Zoom meeting window, you find the meeting controls from bottom of the window:

- Manage Participants: participant list
- Polls
- Chat
- Share: sharing your screen or specific application.
- Record: record your meeting.
- Breakout Rooms: you can split your Zoom meeting in up to 50 separate sessions.
- End Meeting: Leave the meeting or end it from all the participants.