

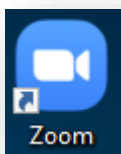
Instructions for Starting an Individual Meeting and Sending the Link to a Student (Advising)

This document provides basic instructions on (1) how start an individual meeting in Zoom and (2) how to send a link to the student (advising).

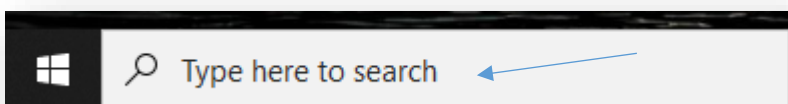
Start and individual meeting

Faculty and staff can start an individual meeting by following the instructions below:

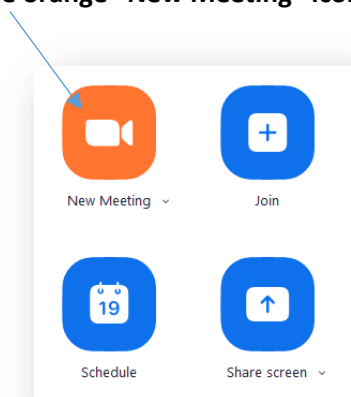
1. **Start the zoom client by double clicking the zoom shortcut on the desktop or choosing from your list of applications.**



You can also search for the zoom client from the left of the taskbar by typing "zoom" into the search box.



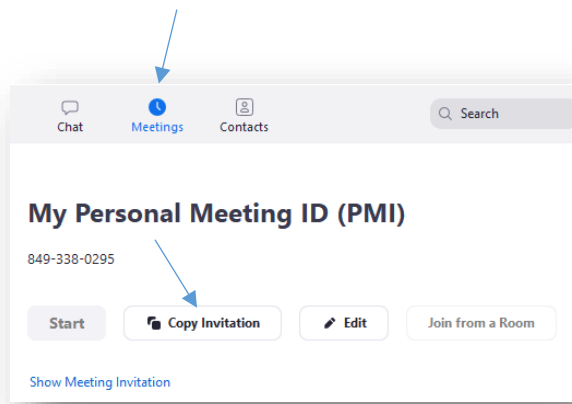
2. **Click the orange "New Meeting" icon to start a new meeting.**



Sending a link to the student (advising)

Copy and send a link to the individual student so they can join your zoom session. Instructions from your personal computer are as follows:

1. **Once the zoom meeting has started return to the zoom screen (where you first started the new meeting) and choose "Meetings" at the top. Click on the "Copy Invitation" button to copy the invitation text that will be pasted in an email in the next step.**



2. Paste the copied message into the body of your email to the student to invite them to the zoom session.