

To Schedule your Zoom meeting:

1. Go to [notredame.zoom.us](https://notredame.zoom.us)
2. Login via the login button from zoom (ND username and password)
3. Top left: "Meetings" > "Schedule a New Meeting" > fill in details
4. Save the meeting at the end of the page.
5. You should get an email with a link to the zoom meeting room.

Joining as host:

1. Go to [notredame.zoom.us](https://notredame.zoom.us)
2. Login via the login button from zoom (ND username and password)
3. Go to your zoom meeting, either via the link or from your scheduled meetings.
4. You should now be the host assuming that you scheduled the meeting using the same zoom login.

In most scenarios you schedule the meeting ahead of time for a later date. When you join the meeting you typically just use the same link as the other members. However, without the zoom login (step 1 & 2) there will be no hosts and there is no obvious way to claim the host. I did not know ahead of time that the login was required. You can just login to zoom and click on the link from your email as well.