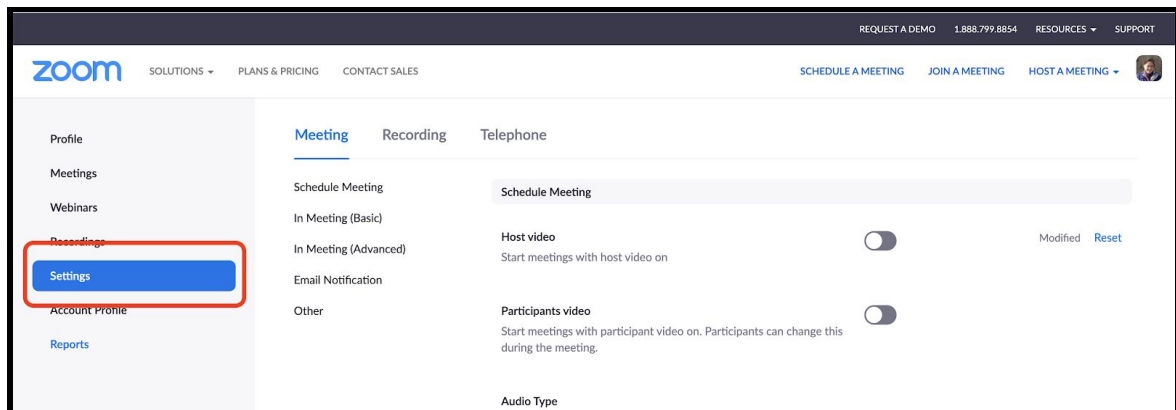


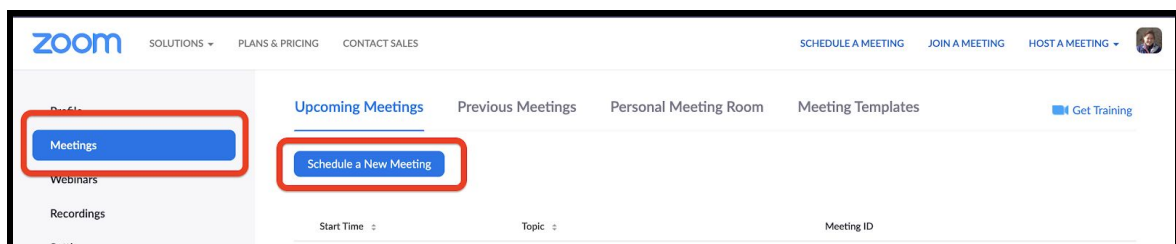
# How To Create an SBU Libraries Event in Zoom for the First Time

If you're already comfortable setting up Zoom events with registration forms, please skip to step 8. Contact [Claire](#) with any questions or concerns.

1. Visit [stonybrook.zoom.us](https://stonybrook.zoom.us). Select "Sign in" and login with your NetID and password.
2. First, navigate to the **Settings** panel. For security purposes, please ensure your settings are configured per DoIT guidelines (see [Prevent and Manage Disruptions](#) on this page).

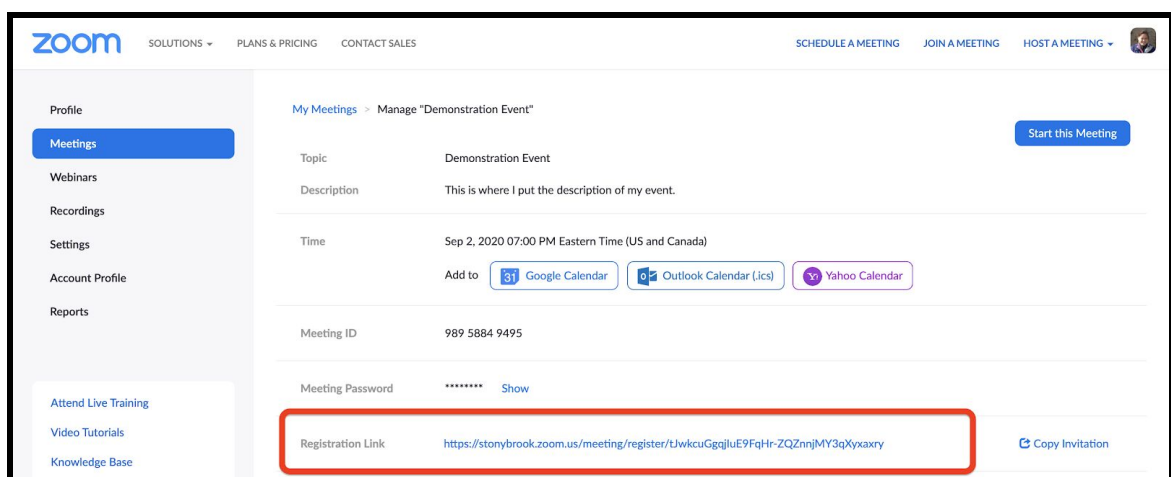


3. Then, navigate to the **Meetings** panel. Select **Schedule a New Meeting**.

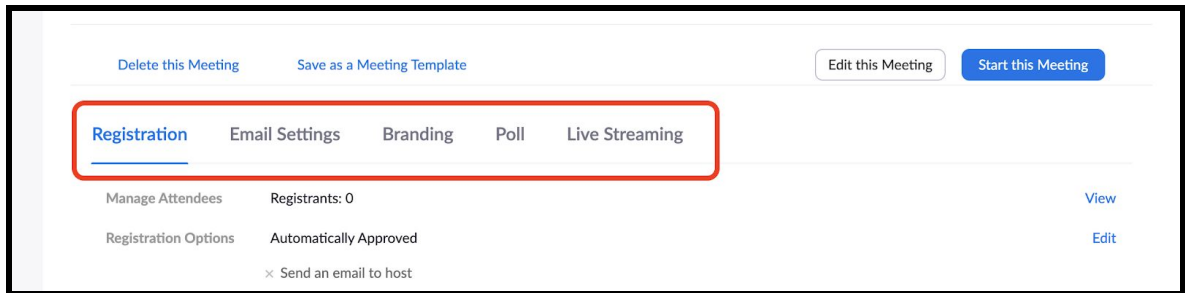


4. Fill out the form:
  - **Topic:** Event name
  - **Description:** Event description
  - **When:** Event day/time

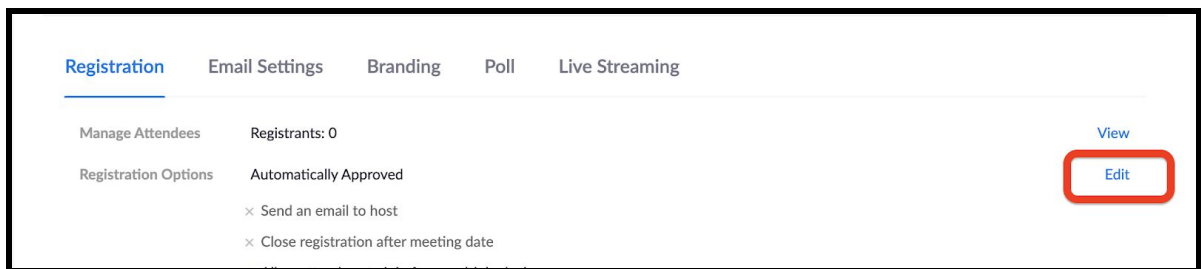
- **Duration:** Estimated event duration. Zoom will not cut you off if you exceed this time.
  - **Registration:** Select **Required**
  - **Meeting ID:** Select **Generate Automatically**
  - **Meeting Password:** Required by SBU
  - **Video:** This refers to whether or not video is automatically on when the meeting begins. Toggle this on/off for Host and Participant as you choose.
  - **Audio:** Select **Both** to allow patrons to join from a telephone.
  - **Meeting Options:** These options will be pre-selected based on your security settings. **Enable join before host** and **Enable waiting room** should be selected. The other options are up to you. Note that when you select **Only authenticated users can join**, the system will default to only allowing SBU email addresses, which may not be a good fit for your event.
  - **Alternative Hosts:** Here, you can pre-assign someone to co-host your event. This person will also have the ability to start the event in Zoom.
5. Select **Save**. You'll be directed to a screen to manage your event, where you need to do a few things.
  6. Copy the **Registration Link**. This information needs to be sent to Claire/Stacey at least three weeks before your event. Whenever possible, please send the link immediately after the event has been approved. This link will be included in the event information on the SBU Libraries website.



7. Scroll down to the bottom of the screen. Here, you'll see options to edit your registration settings, add branding, and more.



8. In the **Registration** tab, you can adjust settings related to your registration form and registration notifications. Using the small blue **Edit** button, review these options to ensure they meet the needs of your event.



We recommend using the **Automatically Approve** setting and turning the **host email** notification on.

The **Questions** and **Custom Questions** tabs are used to edit the questions on the registration form, which typically is not needed. First Name, Last Name, and Email Address are required by default.

Registration

Registration Questions Custom Questions

Approval

☒ Automatically Approve  
Registrants will automatically receive information on how to join the meeting.

☐ Manually Approve  
The organizer must approve registrants before they receive information on how to join the meeting.

Notification

☒ Send an email to host when someone registers

Other options

☐ Close registration after event date

☒ Allow attendees to join from multiple devices

☒ Show social share buttons on registration page


Save All Cancel

9. In the **Branding** panel, please upload the horizontal [SBU Libraries logo](#) as the **Banner** image. Do not also upload a Logo.
10. (Optional) Modify the **Email Settings**, **Poll**, and **Live Streaming** tabs as needed. Unless you have a specific need related to your confirmation email messaging or polling your audience, you don't need to worry about these settings.
11. Congratulations! You've set up your first event. Now, you can save this event as a template so that Zoom will remember your preferences—next time, you'll only have to modify the basic event information. Choose **Save as a Meeting Template** and give your template a name.

Delete this Meeting Save as a Meeting Template Edit this Meeting Start this Meeting

Registration Email Settings Branding Poll Live Streaming

Banner Your banner is displayed at the top of your invitation page.

 Stony Brook University | Libraries

Change Delete Add Description

12. You can always access your events and templates from the main **Meetings** panel (see step 3). Click on an event or template to modify it. Select **Schedule Meeting with this Template** to reuse a template.