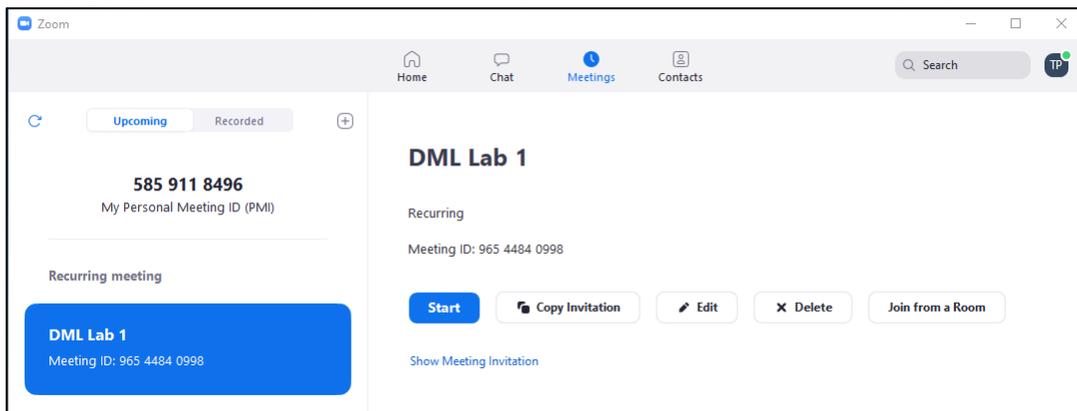
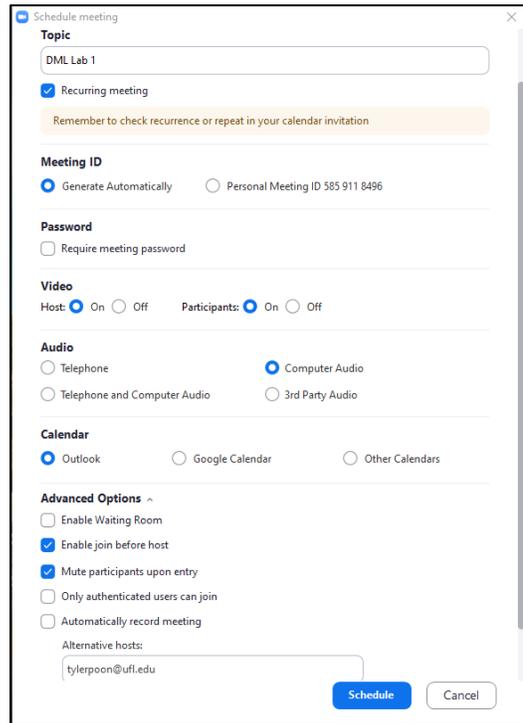


# EML2322L – MAE Design and Manufacturing Laboratory

## Semester Zoom Lab Setup Instructions for Host

### Zoom Session Setup:

1. Open the Zoom application on your computer.
2. Select the Schedule button under the Home Tab.
3. Fill in the information according to the image on the right.
4. Note: The image is an example for Lab 1, change the lab number accordingly.
5. For the alternative hosts, enter in the emails of the other TAs in that lab. This is a redundancy measure in case the host is having issues later in the semester.
6. Select Schedule.
7. Outlook should have popped up once everything is set up (assuming you have outlook installed on your computer). If you do not have Outlook select any other calendar option, you would like to use for *step 3*.
8. You can exit the popup and discard the message.
9. Go to the Meetings Tab in Zoom and locate the session that you just created and select it (It may already be selected). Once selected, the session should be highlighted in blue. See example shown below.



10. Select Copy Invitation.
11. You may now paste (CTRL+V) the invitation URL into an email that you will promptly send to the lab instructor and senior administrative assistant.