How to Use Zoom with Spartan Success Network Appointments

Configure Your Zoom and SSN Settings

1. Log in to MyYCP and click on the Zoom icon or go to ycp.zoom.us. If accessing Zoom via the latter option, use the “Sign In” button and enter your YCP username and password.

2. Ensure that **Meetings** is selected in the menu on the left, and click on the **Personal Meeting Room** tab at the top of the page.

3. When using Zoom as an alternative to in-person meetings, the following is recommended:
   a. Scroll to the bottom of the page and click on the **Edit this Meeting** button.
b. **Meeting Password:** Ensure that “Require meeting password” is **not** checked.

c. **Video:** Select “on” if you would like video to begin automatically for you (the host) and/or the participants.

d. **Audio:** Ensure that “Both” is selected.

e. **Meeting Options:**
   
i. Ensure that “Enable join before host” is **not** checked.
   
ii. Check “Enable waiting room” if you might host back-to-back appointments and don’t want the next participant to join before the previous appointment has ended.

f. Scroll to the bottom of the page and click the **Save** button.

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**IMPORTANT NOTE**

The recommended settings under “Meeting Options” provide a **basic** level of security for your Zoom meetings. For instructions on how to further increase security, please refer to LTS’s [Zoombombing prevention tips](#).

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4. In the Personal Meeting Room tab, look for **Join URL** and click on **Copy the invitation**.
5. Gather the following information from the new window that appears:
   a. Meeting URL
   b. Meeting ID
   c. Meeting phone number

6. Open another tab and log in to SSN via MyYCP.

7. Click on the three horizontal bars in the upper left corner. Select the arrow next to your name.

8. Click on Appointment Preferences.

9. In the My Locations section, click on Add Location.

10. Do the following in the new window that appears and then click on the Save button.
    a. Type: Select “Online”
    b. Name: Enter “Zoom” or “Zoom Appointment”
    c. Instructions: Enter the meeting URL, ID, and phone number from step #5.
Creating Your SSN Appointment Availability

If you have not already been using SSN appointments, please visit the SSN resource web page, scroll down to the Appointments section, and follow the instructions provided via the training videos and quick reference guides. Please note that the following appointment options are available:

- **Office Hours** – recurring pattern of one-on-one meetings
- **Scheduling Wizard** – less structured and/or more varied one-on-one meetings (establishes availability one week at a time; recommended for short-term and/or high-traffic needs)
- **Group Session** – group meetings limited to certain participants (i.e., a maximum number or course context)

If you have already been using SSN appointments and are adding Zoom as an appointment location, be sure to update/edit your current office hours by adding this new option.

1. Click on the three horizontal bars in the upper left corner and select the arrow next to Appointments.
2. Click on Agenda.
3. In the Availability column on the right side of your screen, hover over the clock icon and click on the Edit button.
4. Check the box next to your newly added Zoom location and click the Submit button.

Changing the Location of Existing SSN Appointments

1. Click on the three horizontal bars in the upper left corner. Select the arrow next to Appointments.
2. Click on View Day, View Week, or View Schedule—whichever you prefer.
3. Find the meeting that needs to be modified and hover over the calendar icon. Click the Edit button.
4. Use the **Where drop-down** menu to change the meeting location.

5. Click the **Submit** button to save the change.

**Hosting a SSN Meeting via Zoom**

1. If you have synced SSN with your Google Calendar, open on the meeting on your calendar and click on the Meeting URL. Alternatively, log in to MyYCP and click on the Zoom icon. If using the latter option, click on the Start Meeting button in the Personal Meeting Room tab.

   **NOTE:** If you have never used Zoom from your device previously, you may be prompted to install a browser extension.

2. Select your preferred audio option:
   a. **Computer Audio** – to use the speakers and microphone connected to your computer
   b. **Phone Call** – to use a phone; enter “Participant ID” when prompted

3. Monitor the **Manage Participants** portion of the toolbar for notifications that a student has joined the meeting. Click the **Admit** button to move the student(s) out of the waiting room and into the meeting.
4. Click on Manage Participants to view all students who are in the meeting or in the waiting room. Click on the More button next to the student(s) who are in the meeting to either:
   a. End their meeting – select Remove from the menu
   b. Return them to the waiting room – select Put in Waiting Room from the menu

**NOTE:** Visit LTS Help (accessible via MyYCP) for more details about how to use Zoom.

**Documenting Your Meeting**

Please visit the SSN resource web page, scroll down to the Advising Notes and Beyond section, and follow the instructions provided via the training videos and slides. The following resources are recommended for documenting a Zoom meeting in SSN:

- Appointment Based Notes
- Writing Good Notes