How to Schedule a Zoom Meeting with Starfish

Instructions to create a Zoom room, add the location to Starfish, update a previously scheduled meeting to the Zoom location, host the Zoom meeting, and log meeting notes in Starfish

Find and configure your Zoom room

1. Go to https://psu.zoom.us/
2. Click “Sign In”
3. Log in using your PSU Access account and authenticate with 2FA
4. Click “Meetings” in the menu
5. Click “Personal Meeting Room”
This is information about your personal Zoom room. If using this room as a back-up to in-person appointments, further edits are suggested.

1. Scroll to the bottom of the page
2. Click the “Edit this Meeting” button

3. Under Meeting Password, make sure the box is unchecked for “Require meeting password”
4. Under Video, select “on” if you would like video to start automatically for you (the host) and/or the participants
5. Under Audio, make sure “Telephone and Computer Audio” is selected
6. Under Meeting Options,
   a. Make sure “Enable join before host” is unchecked
   b. 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
7. Scroll to the bottom of the page
8. Click “Save”
9. This will return you to your “Personal Meeting Room” section

Gather the pertinent connection information from your personal Zoom room

1. In the “Personal Meeting Room” section, locate the line labeled “Join URL”
2. Click the “Copy the invitation” link
3. Gather the following information from the dialog box that opens, highlighted in the image below:
   a. Meeting URL
   b. Meeting phone number
   c. Meeting ID

Add this Zoom room as a location in Starfish
1. Log in to Starfish at https://starfish.psu.edu
2. Click on the triple-bar navigation menu
3. Click on your name
4. Click on “Appointment Preferences”
5. Under “My Locations,” click the add symbol to “Add Location”
6. Under “Type,” select “Online”
7. Enter a name, like “Zoom Room”
8. In the Instructions box, enter the Zoom URL, phone number, and meeting ID
   - Note: There is a 100-character limit for this text box
9. Click “Save”

Update meeting locations
If you need to change scheduled meetings from a physical location to this Zoom room:

1. Log in to Starfish at [https://starfish.psu.edu](https://starfish.psu.edu)
2. Click on the triple-bar navigation menu
3. Click on “Appointments”
4. Locate the relevant meeting
5. Hover over the calendar icon to bring up a dialog box
6. Click “Edit”
7. This opens the Edit Appointment dialog box
8. Under “Where,” select your Zoom room from the dropdown menu
9. Click “Submit”

Starfish will send both you and the student an updated .ical invitation containing the new location information.

Host the meeting via Zoom
1. When it’s time to host your appointment, locate your meeting on your external calendar
2. Double click to open the meeting details
3. Click the URL for your Zoom room
4. If you have never used Zoom from your device before, you may need to allow a browser extension to install
5. Select how you would like to connect your own audio for this meeting
• If using your computer audio, select “Computer Audio” and “Join with Computer Audio”
• If you are not certain your computer speakers and microphone work, select “Phone Call” and use a phone to dial into your own meeting. Enter your “Participant ID” when prompted to connect your audio to yourself in Zoom.

6. When a student joins your meeting, they will be put in a waiting room and on hold. You will receive a notification in Zoom that the student is waiting.
7. Click the “Admit” button to allow the student into your meeting.
8. When you are ready to end the meeting with a student, click on Manage Participants in the bottom menu (move your mouse over this area if it has disappeared). This opens a side panel with all participant names.
9. Select “More” next to the relevant participant.
10. Select “Remove” from the dialog box

11. You can use this same “More” menu to put a participant into the waiting room and to admit a participant into the meeting from the waiting room

Log your meeting notes in Starfish
Don’t forget to return to Starfish to add relevant meeting notes

1. Navigate to the relevant appointment in Starfish
2. Hover over the Edit Appointment icon and select “Outcomes”
3. Enter your appointment notes in the comments box
4. Click “Submit”