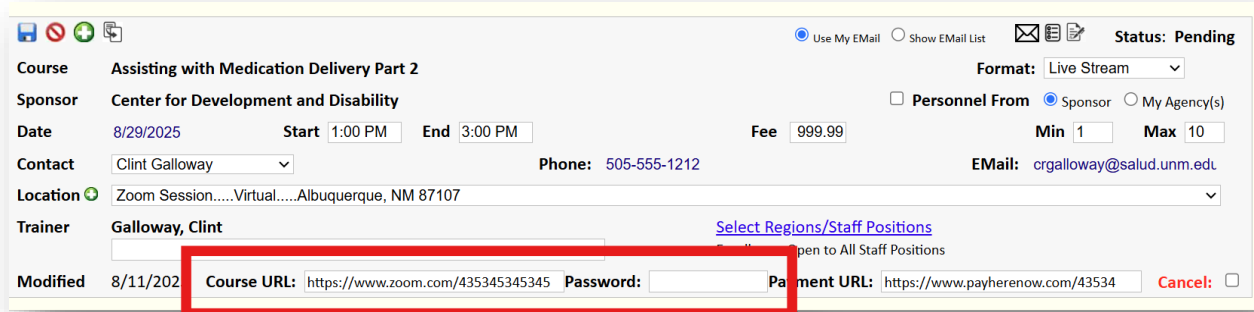


## Scheduling a livestream meeting for a future date

DDSD requires that you provide the 'Course URL' on all Live Stream courses. You'll need this URL when you go to create a roster. Example below:



The screenshot shows a web form for scheduling a course. The 'Course' field is 'Assisting with Medication Delivery Part 2'. The 'Sponsor' is 'Center for Development and Disability'. The 'Date' is '8/29/2025', 'Start' is '1:00 PM', and 'End' is '3:00 PM'. The 'Fee' is '999.99'. The 'Contact' is 'Clint Galloway' with 'Phone: 505-555-1212' and 'Email: crgalloway@salud.unm.edu'. The 'Location' is 'Zoom Session.....Virtual.....Albuquerque, NM 87107'. The 'Trainer' is 'Galloway, Clint'. The 'Modified' date is '8/11/2025'. The 'Course URL' field is highlighted with a red box and contains the text 'https://www.zoom.com/435345345345'. The 'Password' field is empty. The 'Payment URL' is 'https://www.payherenow.com/43534'. The 'Status' is 'Pending'.

This course URL is the link that people use to join a live stream web meeting. It might be called an Invite or Join Link.

This guide will help you schedule your meetings ahead of time within your livestream program and then get the Course URL. This is also useful because you can send students the meeting information a day or two early if you desire.

Select the virtual meeting software that you use from the table below.

### Table of Contents

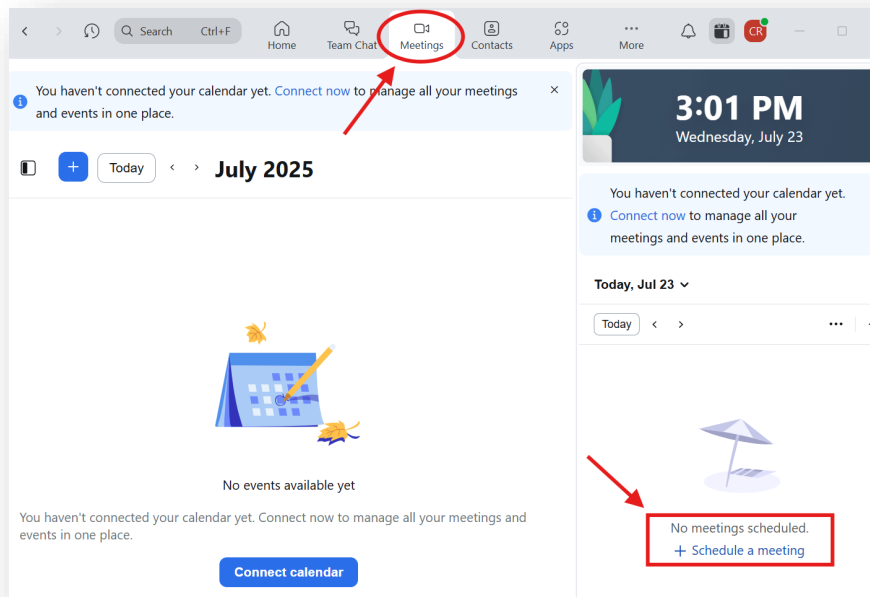
[Zoom](#)

[Teams](#)

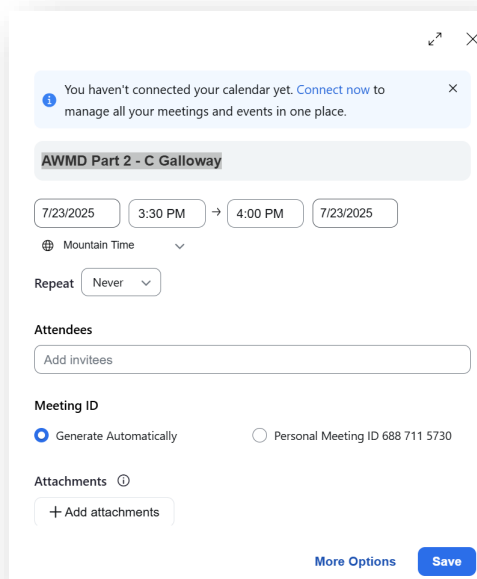
### Zoom

To schedule a meeting in zoom for a future date, first open zoom desktop by typing zoom into the search box on your computer and then clicking 'Zoom'. (If you don't have Zoom on your computer, you might need to download it from [Zoom.com](https://zoom.us).)

Once it's open, at the top of the window, click 'Meetings'. From there, click 'Schedule a meeting' in the lower right.



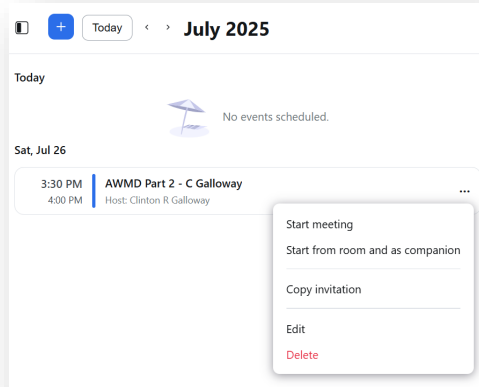
A window will open where you can fill in the meeting details.



- You can add attendees, but frequently you won't know who the attendees are until after you schedule the meeting, so it's okay to leave it blank.
- Leave the Meeting ID set to Generate Automatically.

- If you choose 'More Options' at the bottom you can choose to set a meeting password which is recommended.

Back on the main zoom window, you'll be able to see a list of all scheduled meetings.

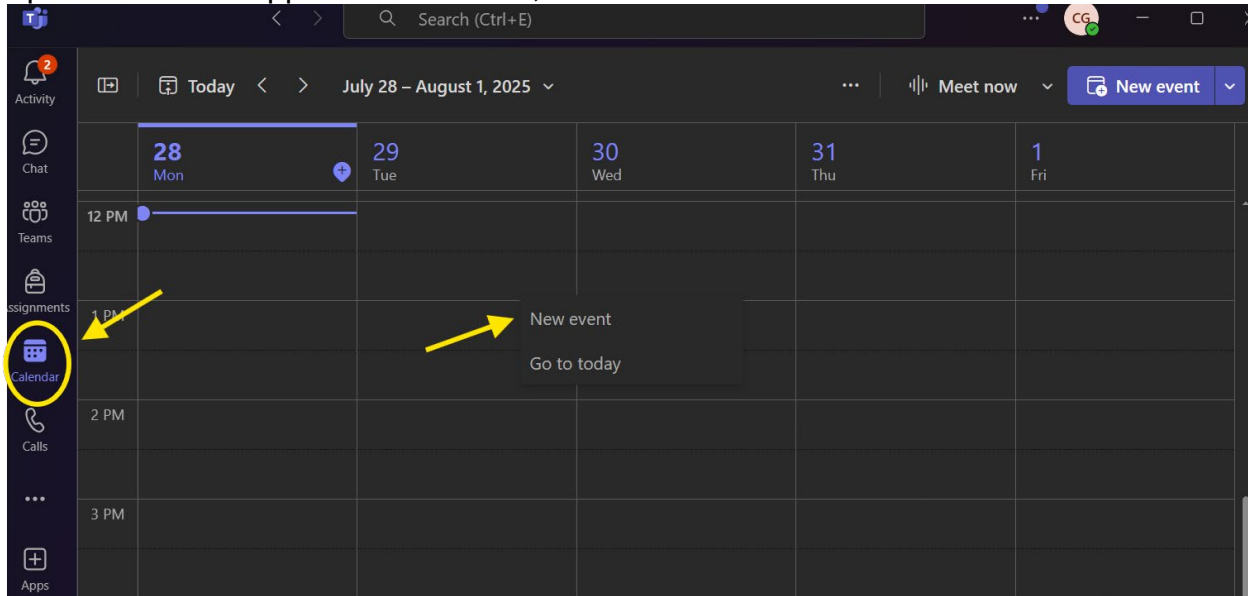


Click on the three dots to see this dropdown menu, it will let you start the meeting the day of, copy the invite info, edit the meeting details, and more.

Later, a day or two before the meeting, you can add the attendees to the meeting using 'Edit' which will send them an invite, or you can send an email containing the invitation from your account to the attendees.

## Teams

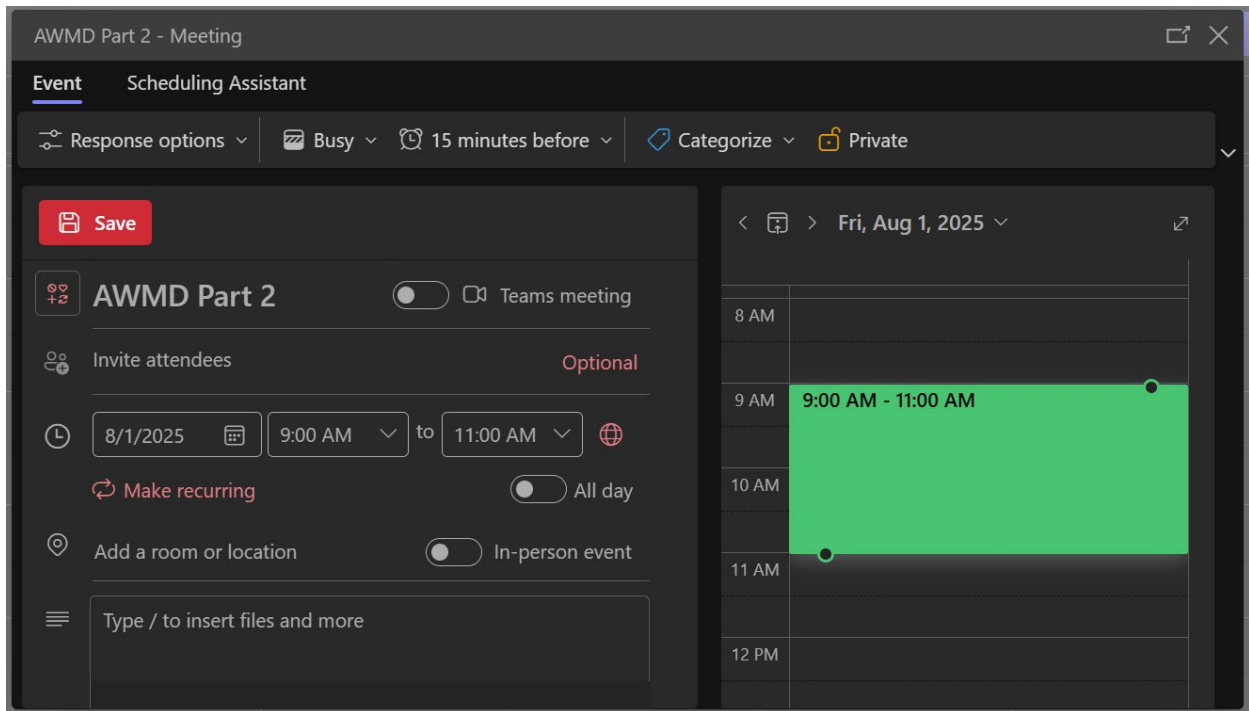
Open the Teams app. On the left bar, click the Calendar.



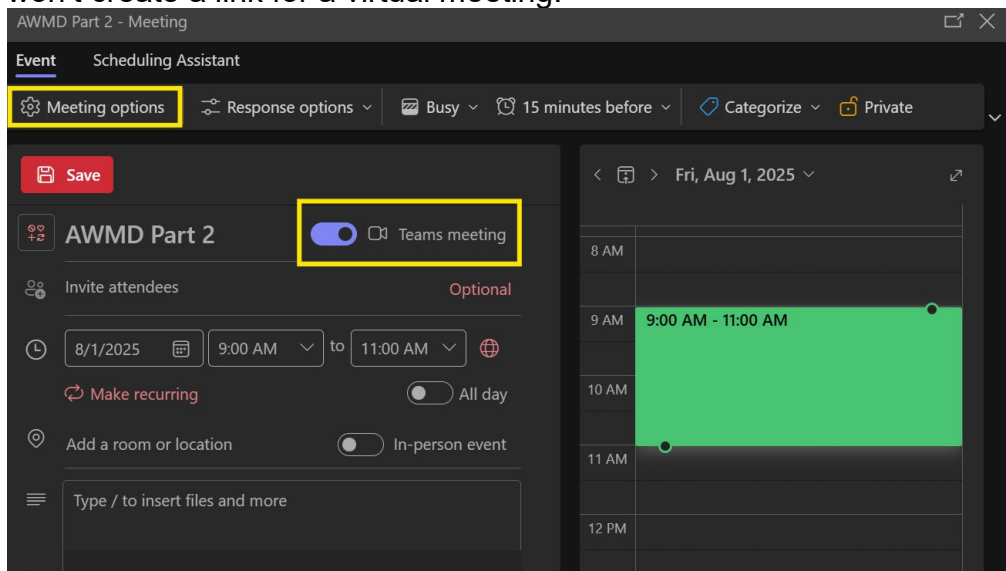
(We're using Night Mode which turns Teams grey. Your Teams window may be white or another color.)

Once on the Calendar, right click anywhere to open the drop down menu (shown in the example above.) Click 'New Event'. Alternately, you can use the blue 'New Event' button in the upper right hand corner.

Type in the meeting title on the left, and select the correct date and time.



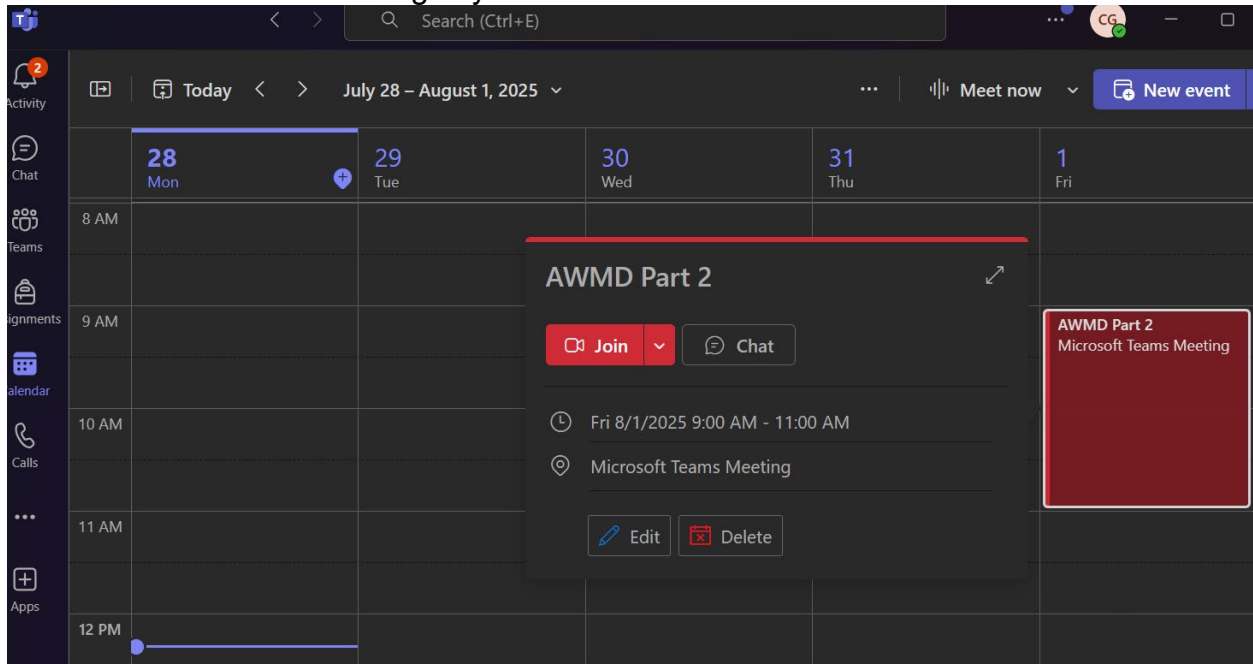
- You can add attendees, but frequently you won't know who the attendees are until after you schedule the meeting, so it's okay to leave it blank. Turn on the toggle for 'Teams Meeting' at the top of the window. If you don't click the 'Teams Meeting' toggle, Teams will schedule you a meeting in the calendar but won't create a link for a virtual meeting.



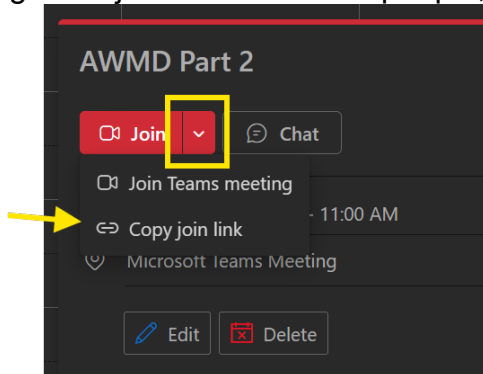
The toggle also reveals a new button at the top called 'Meeting Options', where you can adjust various meeting settings.

When you're done, click the red 'Save' button.

You can now see the meeting in your teams calendar.



Clicking on the meeting will show a window with the meeting details, from here you can click Join to start the meeting the day of, or you can edit or view the meeting details. To get the join link to send to people, click the down arrow next to the red 'Join' button.



This will open a dropdown menu with a 'Copy join link' option, which you will need to send out invites via email.

A day or two before the meeting, you can add the attendees by editing the meeting which will send them an invite, or you can send an email containing the join link from your email account to the attendees.

## **Additional Info**

If your meeting software is not listed here, or if the content of this guide is out of date, please contact the New Mexico Waiver Training Hub at:

[CDD-NMWaiverTrainingHub@salud.unm.edu](mailto:CDD-NMWaiverTrainingHub@salud.unm.edu)