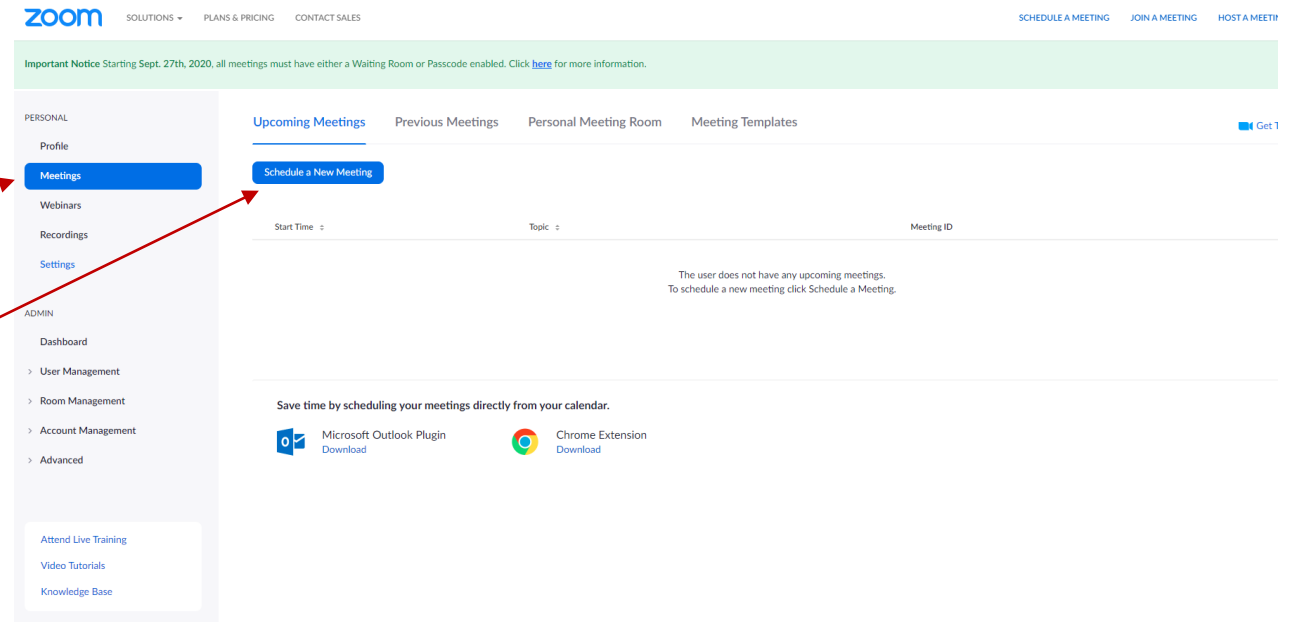# SETTING A RECURRING ZOOM MEETING

Log into Zoom as always.

Click on MEETINGS on the left

Click SCHEDULE A NEW MEETING

Name your meeting/Topic (example: Huggins US History – 1st Period)

WHEN – set the daily time you want your Zoom to start.
Fill in other info.

Place a CHECK MARK by RECURRING MEETING and more options will appear.

END DATE – I could only make it go through 2 months, but we can change this on another screen.

SECURITY – you have set the password if you like.

VIDEO – they should have this on!

| Topic | Test Meeting for Recurring Meeting |
| Description (Optional) | Please help me test this meeting invite! |

When	08/17/2020 11:00 AM
Duration	0 hr 30 min
Time Zone	(GMT-5:00) Central Time (US and Canada)

☑ Recurring meeting   Every day, until Oct 6, 2020, 50 occurrence(s)

Recurrence	Daily
Repeat every	1 day
End date	◉ By 10/06/2020 ○ After 7 occurrences

| Registration | ☐ Required |

| Security | ☑ Passcode   Huggins   ☑ Waiting Room |

| Video | Host   ◉ on   ○ off |

MEETING OPTIONS – I let folks join the waiting room before I get there. This is your choice.

I MUTE everyone.

I am getting it set where users must authenticate, but right now leave it.

Want to post a recording of this into Google Classroom, check RECORD THE MEETING.

SAVE

Video

Host   ● on   ○ off

Participant   ● on   ○ off

Audio

○ Telephone   ○ Computer Audio   ● Both

Dial from United States of America   Edit

Meeting Options

☑ Enable join before host

☑ Mute participants upon entry

☐ Only authenticated users can join

☐ Breakout Room pre-assign

☑ Record the meeting automatically   ● On the local computer   ○ In the cloud

Alternative Hosts   Example: mary@company.com, peter@school.edu

Save   Cancel

On next screen click GOOGLE CALENDAR

Click DAILY UNTIL .....

Select CUSTOM

Select NEVER

Highlight and copy/paste the JOIN ZOOM MEETING info and the Meeting ID and Passcode.

Paste these things into your Google Classroom. These will automatically save in the students google calendar too.

Add your student emails

Click SAVE

You will be asked if you want to send email invites.

CLICK SEND!