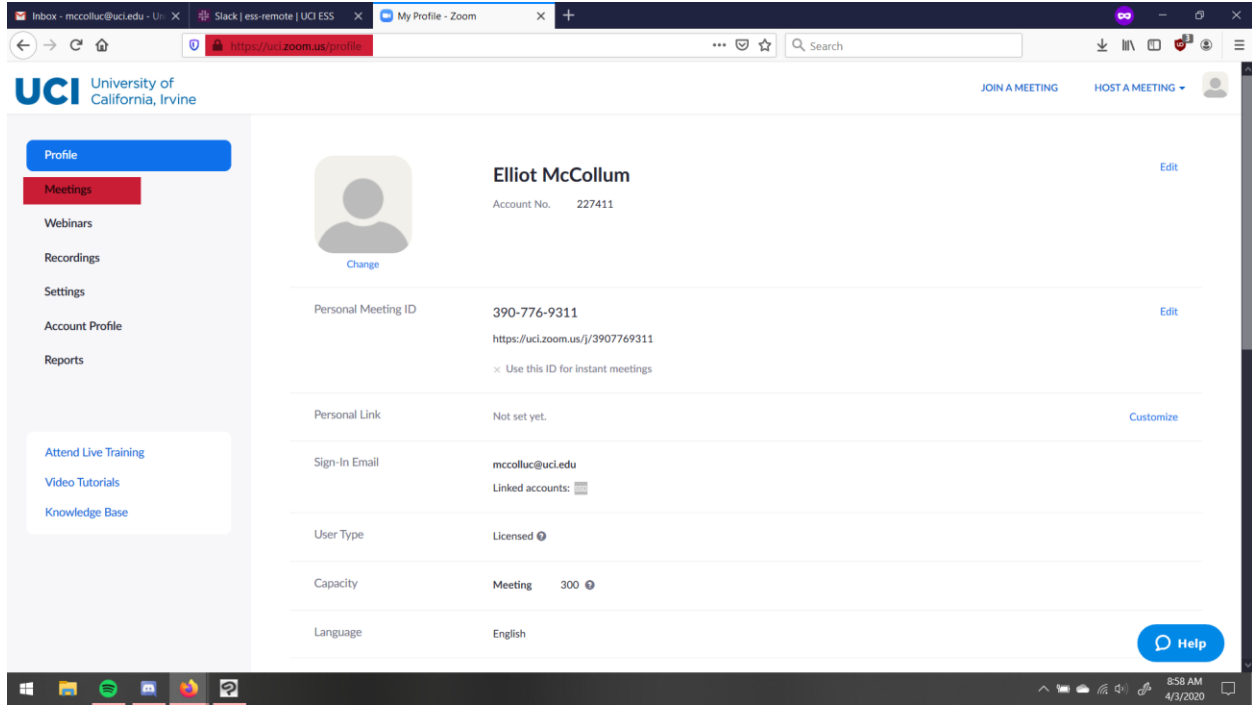
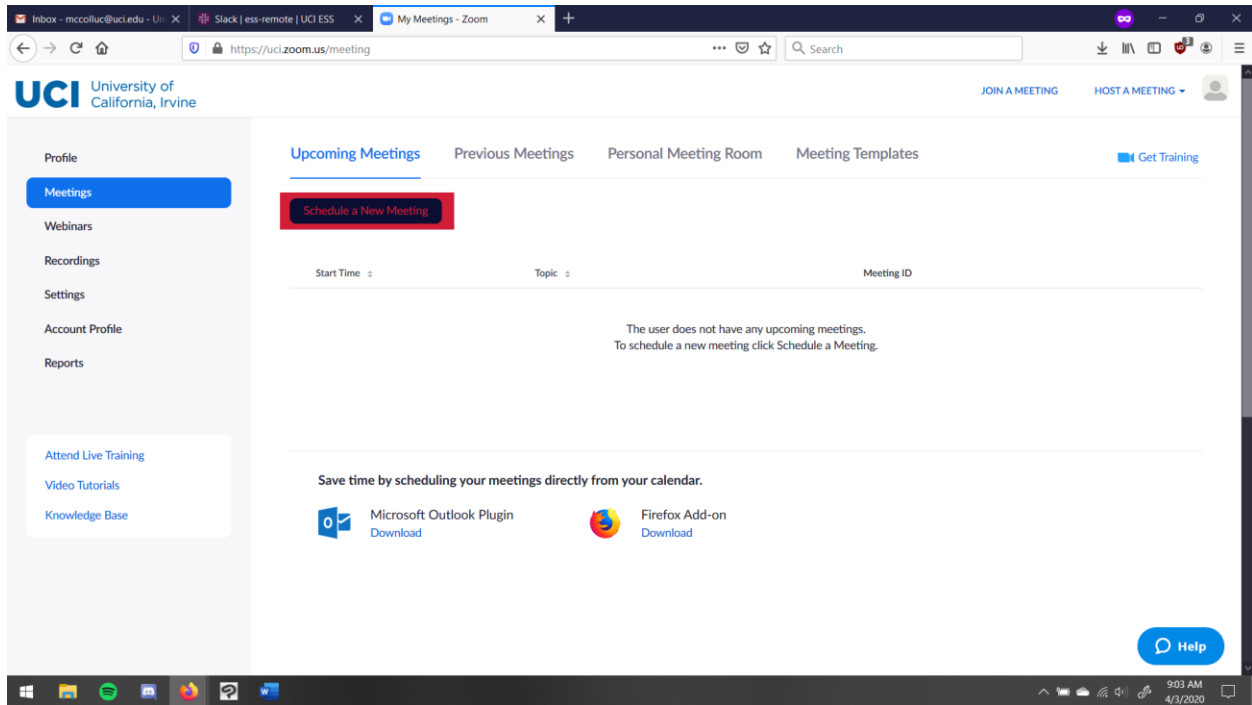


MAKING RECURRING MEETINGS IN ZOOM:

To make a recurring meeting in Zoom, please first log into your UCI Zoom account at uci.zoom.us. Once you log in, it will take you to your Zoom profile. Select the MEETINGS tab in the toolbar on the left-hand side of the screen.



On the Meetings page, select SCHEDULE A NEW MEETING.



On this next page, you can fill out the details of your meeting: start time and date; duration; time zone; etc. Make sure to check the RECURRING MEETING option to make the meeting repeat

University of California, Irvine

My Meetings > Schedule a Meeting

Schedule a Meeting

Topic: My Meeting

Description (Optional): Enter your meeting description

When: 04/03/2020 10:00 AM

Duration: 1 hr 0 min

Time Zone: (GMT-7:00) Pacific Time (US and Canada)

Recurring meeting

Registration: Required

Meeting ID: Generate Automatically Personal Meeting ID 390-776-9311

Help

This will enable you to set the frequency of recurrence for the meeting, as well as the dates when the meeting will open.

University of California, Irvine

Account Profile

Reports

Attend Live Training

Video Tutorials

Knowledge Base

When: 04/03/2020 10:00 AM

Duration: 1 hr 0 min

Time Zone: (GMT-7:00) Pacific Time (US and Canada)

Recurring meeting Every day, until Apr 9, 2020, 7 occurrence(s)

Recurrence: Daily

Repeat every: 1 day

End date: By 04/09/2020 After 7 occurrences

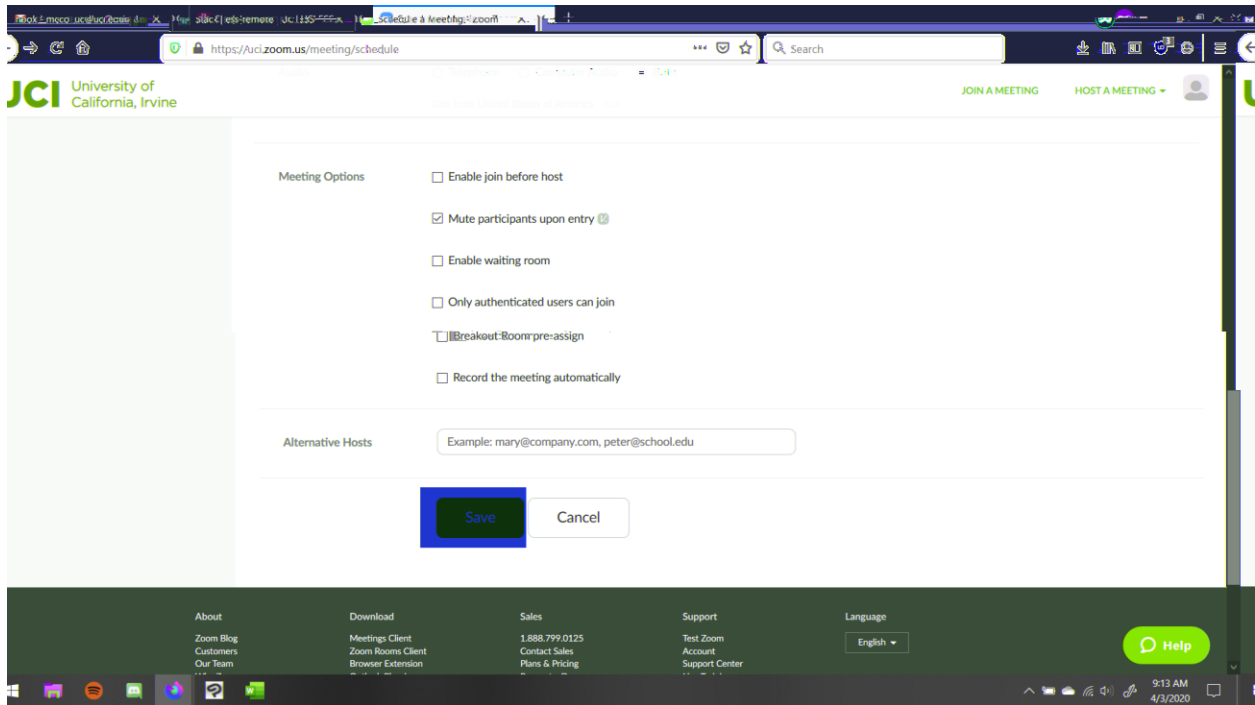
Registration: Required

Meeting Password: Require meeting password

Video: Host on off

Help

Once you've gotten all of the meeting details down, scroll down to the bottom and SAVE the meeting.



After that, Zoom will give you the meeting information. If your meeting is recurring, then you can use the same meeting ID and URL every time you and your group meets.

