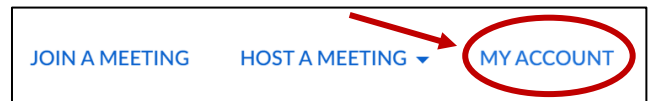
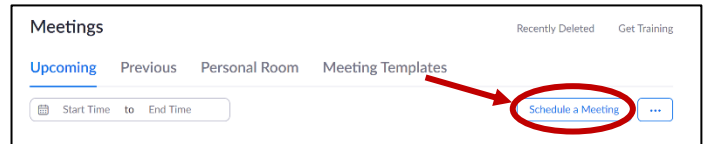


# Recurring Meetings in Zoom

1. Open Zoom ([www.zoom.us](http://www.zoom.us)) and sign in.



2. Click on **MY ACCOUNT** in the top right corner.



3. Click on the **MEETINGS** tab on the left panel and choose **SCHEDULE A MEETING** on the right.

4. Add a **TITLE** at the top.

**\*NOTE: Create a generic name.**

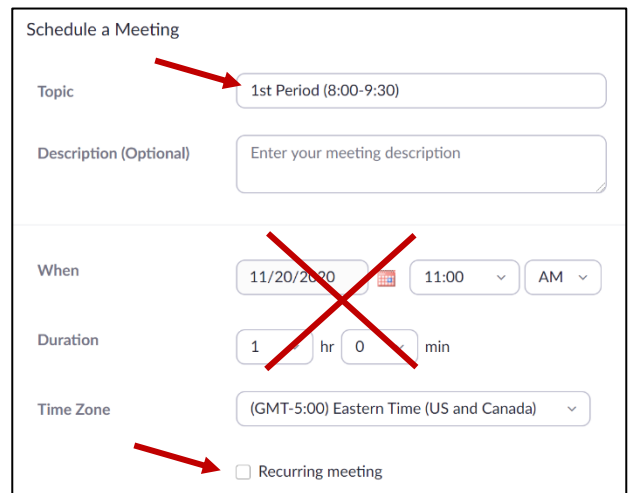
Ex. for secondary: "Period 1 (8:00-9:30)"

Ex. for elementary: "Math Interventions – Group 1"

The description is optional.

Do not worry about selecting a date or time. This meeting will be open every day at any hour.

**\*NOTE: Although the meeting will always be accessible, participants will NOT be able to enter the meeting until the HOST begins the meeting.**

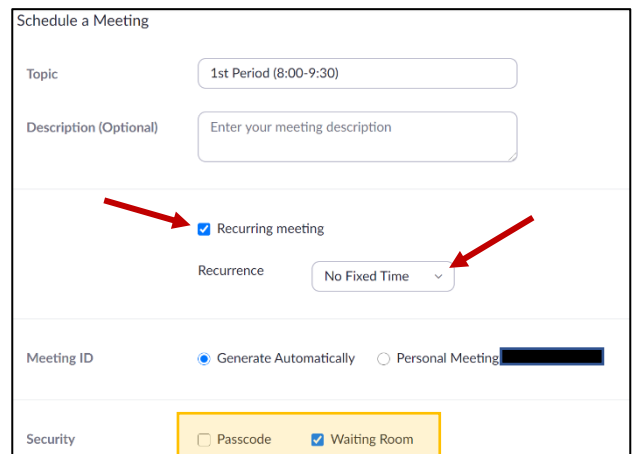
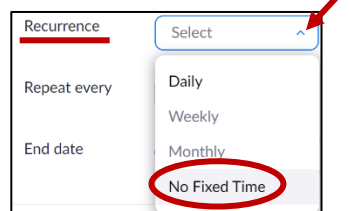


5. Place a checkmark next to **RECURRING MEETING**.

On the Recurrence drop down menu, choose **NO FIXED TIME**.

Since your meeting link will be the same for every class meeting, the level of security has decreased.

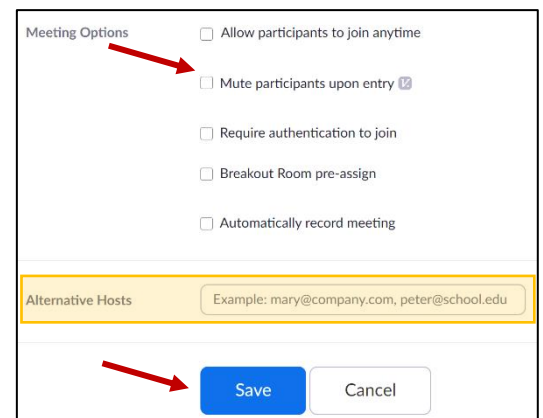
To increase the security, you may want to consider adding a **PASSCODE** and/or a **WAITING ROOM**. This will help to keep out unwanted guests.



You may also want to consider putting a checkmark next to **MUTE PARTICIPANTS UPON ENTRY**.

6. Press **SAVE** at the bottom. Be sure to copy the link or entire invitation to give to your students.

**\*NOTE: If you add an alternative host, this person will be able to start the meeting in your absence. This may work well for team-taught classes. Simply type the email address of the alternative host. The co-teacher will receive an email from Zoom. The email will have a link to start the meeting. The co-teacher will NOT see this meeting listed in their personal Zoom account. They will use the link in the email.**

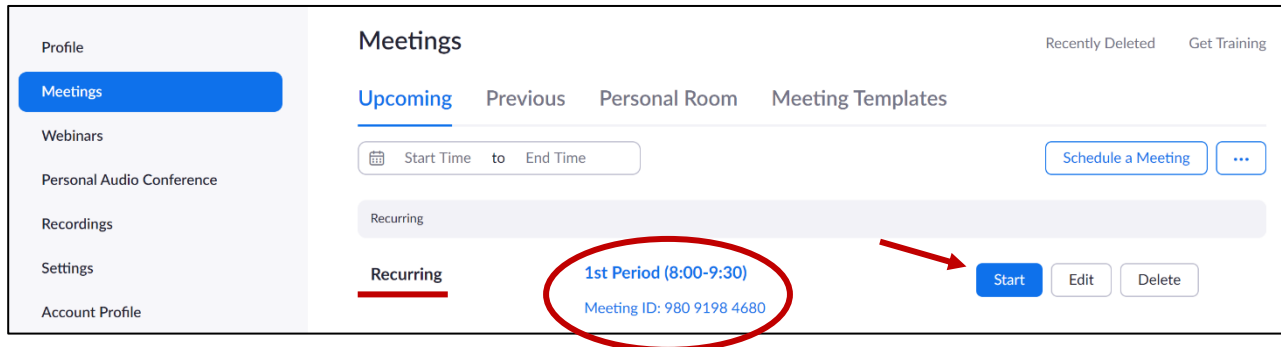


7. After pressing **SAVE**, you will see this meeting listed in your **MEETINGS** tab. The **RECURRING** category will be listed at the very bottom. When you hover over the title, you will see the **START** button to begin this meeting.

After you end the meeting, this meeting will still be displayed here. This link is available **any day at any time**. Participants will only be able to access the meeting AFTER the host starts the meeting.

The students will use the **SAME ZOOM LINK** to access your meeting each time. This will be less confusing for students when posting the links in your Google Classroom or on Class DoJo.

Repeat this process for all of your classes.



The screenshot displays the Zoom 'Meetings' page. On the left is a navigation sidebar with options: Profile, Meetings (highlighted in blue), Webinars, Personal Audio Conference, Recordings, Settings, and Account Profile. The main content area is titled 'Meetings' and includes sub-tabs for 'Upcoming', 'Previous', 'Personal Room', and 'Meeting Templates'. Below these tabs is a search bar with 'Start Time to End Time' and a 'Schedule a Meeting' button. A 'Recurring' section is visible, with a red underline under the 'Recurring' label. A meeting entry is shown with the title '1st Period (8:00-9:30)' circled in red, and the 'Meeting ID: 980 9198 4680' listed below it. To the right of the meeting title are three buttons: 'Start' (highlighted in blue), 'Edit', and 'Delete'. A red arrow points from the circled meeting title to the 'Start' button. In the top right corner of the main area, there are links for 'Recently Deleted' and 'Get Training'.