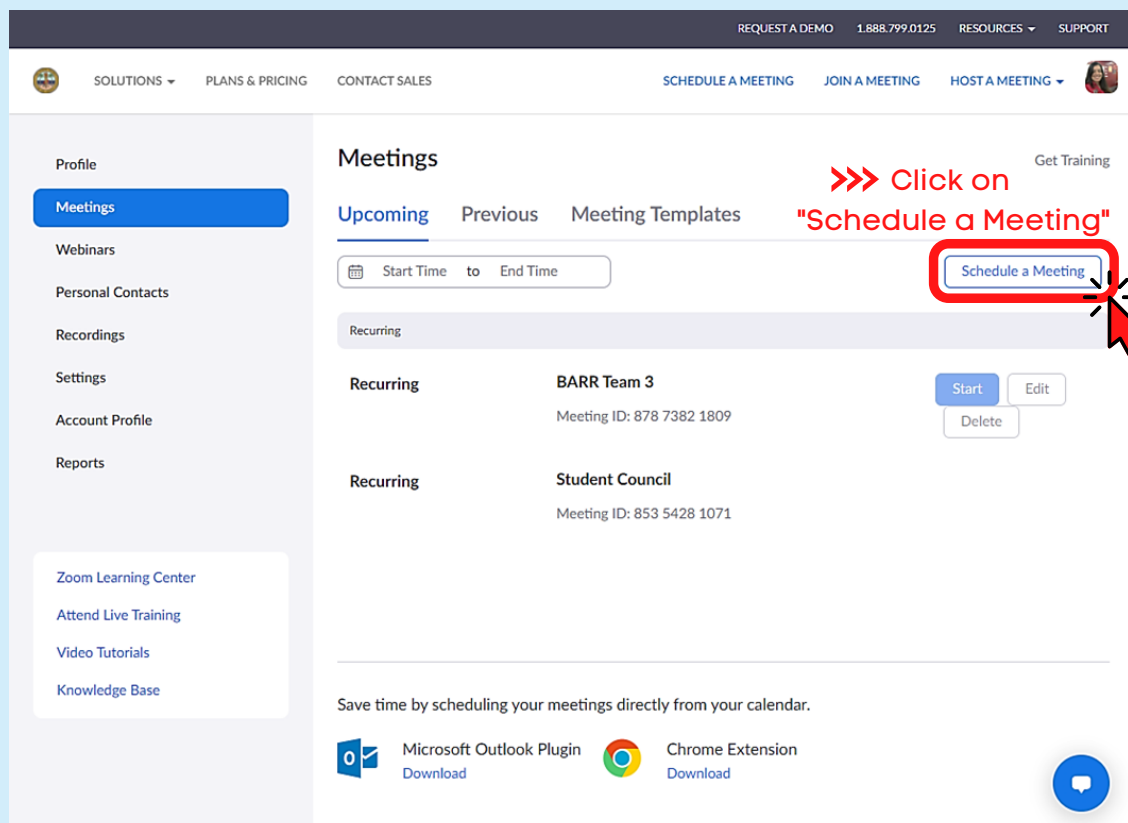
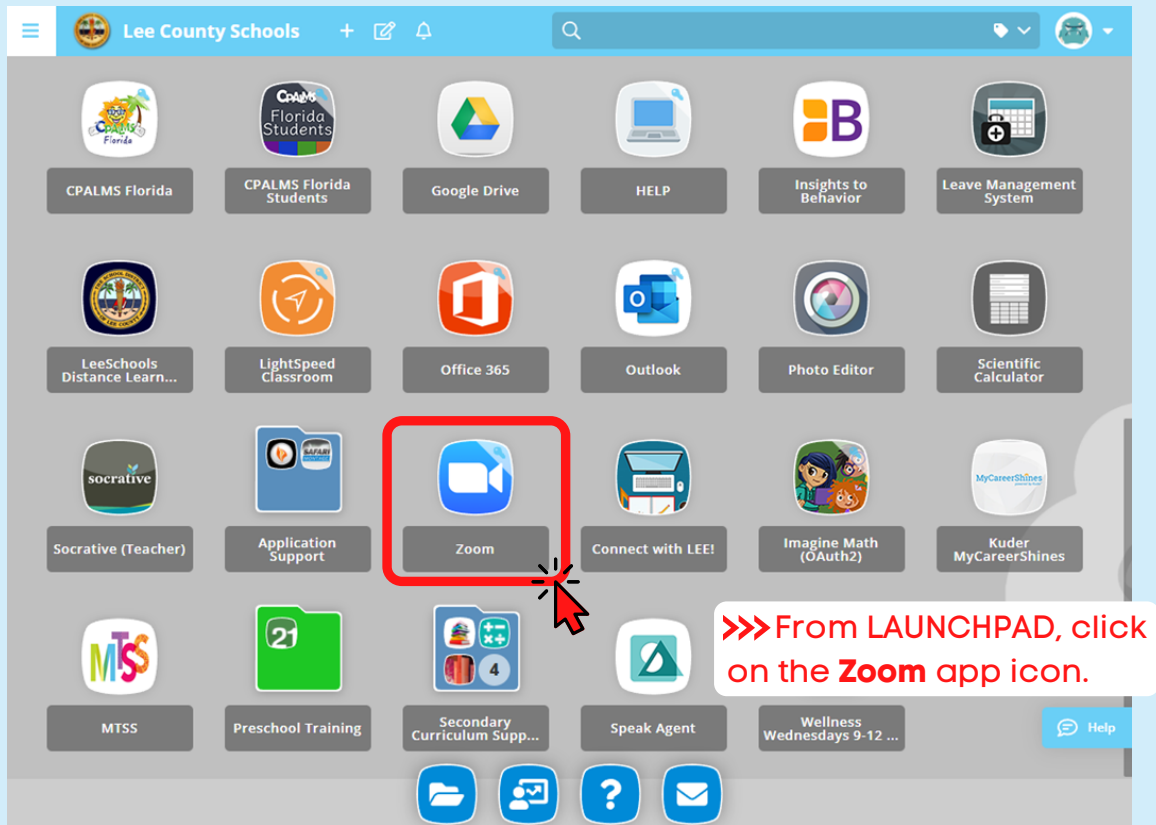


HOW TO CREATE A RECURRING MEETING IN ZOOM

EMPLOYEE USER GUIDE



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Schedule Meeting

Topic

My Meeting

+ Add Description

When

02/09/2022

7:00

PM

Duration

1

hr

0

min

Time Zone

(GMT-5:00) Eastern Time (US and Canada)

☒ Recurring meeting

Every day, until Feb 15, 2022, 7 occurrence(s)

Recurrence

Daily

Repeat every

1

day

End date

☒ By 02/15/2022

☐ After 7 occurrences

Save

Cancel

>>> Edit meeting Topic (name your meeting)

>>> Click this box to create a recurring meeting

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Schedule Meeting

Topic

My Meeting

+ Add Description

When

02/09/2022

7:00

PM

Duration

1

hr

0

min

Time Zone

(GMT-5:00) Eastern Time (US and Canada)

☒ Recurring meeting

Every day, until Feb 15, 2022, 7 occurrence(s)

Recurrence

Daily

Daily

Weekly

Monthly

No Fixed Time

Repeat everyday

End date

☒ By

☐ After

Save

Cancel

>>> Then select frequency of meeting from the drop down.

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Schedule Meeting

Topic

+ Add Description

☒ Recurring meeting **Meet anytime**

Recurrence **No Fixed Time**

Template

Security

☒ Passcode
Only users who have the invite link or passcode can join the meeting

☒ Waiting Room
Only users admitted by the host can join the meeting

☐ Require authentication to join

Video

Host ☒ on ☐ off

Participant ☒ on ☐ off

Audio

☐ Telephone ☒ Computer Audio ☐ Both

Options **Show**

Save Cancel

>>> If you select "No Fixed Time" then the meeting can occur on any day and at anytime you want.

>>> Check the preferences you want for Waiting room and Video, then click **SAVE.**

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My Meetings > Manage "My Meeting"

Start this Meeting

Topic **My Meeting**

Time **Recurring meeting**

Add to **Google Calendar** **Outlook Calendar (.ics)** **Yahoo Calendar**

Meeting ID **834 1509 7397**

Security **Passcode** ***** **Show** **Waiting Room**

Invite Link **https://leeschools.zoom.us/j/83415097397?pwd=TKJxR3BmQTUvcFU2TUMzVH**

Copy Invitation

Video

Host **On**

Participant **On**

Audio **Computer Audio**

Meeting Options

- ☒ Allow participants to join anytime
- ☒ Mute participants upon entry
- ☒ Request permission to unmute participants
- ☒ Automatically record meeting
- ☒ Enable additional data center regions for this meeting
- ☒ Approve or block entry for users from specific countries/regions

Start **Edit** **Delete** **Save as Template** **Want a webinar instead of a meeting? Convert this Meeting to a Webinar**

>>> You can add the meeting to your calendar using a Calendar Service

>>> Click on "Copy Invitation"

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Copy Meeting Invitation

Meeting Invitation

Rondon, Nereida is inviting you to a scheduled Zoom meeting.

Topic: My Meeting
Time: This is a recurring meeting Meet anytime

Join Zoom Meeting
<https://leeschools.zoom.us/j/83415097397?pwd=TKJxR3BmQTUvcFU2TUMzVHpyU01uZz09>

Meeting ID: 834 1509 7397
Passcode: 360420

Copy Meeting Invitation Cancel

>>> After clicking on "Copy Meeting Invitation", share the meeting link and information with others via email.

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Topic	My Meeting		
Time	Recurring meeting		
Add to	Google Calendar Outlook Calendar (.ics) Yahoo Calendar		
Meeting ID	834 1509 7397		
Security	✓ Passcode ***** Show ✓ Waiting Room		
Invite Link	https://leeschools.zoom.us/j/83415097397?pwd=TKJxR3BmQTUvcFU2TUMzVHpyU01uZz09 Copy Invitation		
Video	Host	On	>>> You are now ready to start your meeting. Keep in mind that this same link can be used for future meetings and has no restriction on the date and time.
	Participant	On	
Audio	Computer Audio		
Meeting Options	<ul style="list-style-type: none">✗ Allow participants to join anytime✓ Mute participants upon entry✗ Request permission to unmute participants✗ Automatically record meeting✗ Enable additional data center regions for this meeting✗ Approve or block entry for users from specific countries/regions		

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