Setup a Recurring Zoom Meeting

Zoom allows you to schedule meetings with multiple occurrences, so that each occurrence uses the same meeting ID and settings. You can schedule these meetings in daily, weekly, and monthly increments. You can also set a recurring meeting to be used at any time. Meeting IDs for recurring meetings expire 365 days after the meeting was last started.

- 1. Follow the Schedule a Zoom meeting guide and tick the **Recurring meeting** checkbox as shown below.
- 2. Click on **Schedule**.

TOPIC			
Ashwani Kumar's Z	oom Meeting		
Recurring meet	ing		
Remember to ch	eck recurrence or repeat in yo	ur calendar invitation	
Meeting ID			-
Generate Autor	natically OPersonal I	Meeting ID 679-998-4197	
Password			
Require meetin	g password		
Video Host: On On	Off Participants: 🔾 Or	n 🔿 Off	
Audio			
Telephone	(Computer Audio	
Telephone and	Computer Audio (○ 3rd Party Audio	
Dial in from United	States Edit		
Calendar			

After clicking on Schedule, a new email will automatically open as shown below. Click on **Recurrence** and fill in the necessary details. Send the email to the desired participants

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File	Meeting	Insert Format Text Review Q Tell me what you want to do
Delete	EQ Calendar	Appointment Scheduling Assistant Show Skype Meeting Skype Meeting Skype Meeting Notes Skype Meeting Notes Skype Meeting Notes Show Scheduling Skype Meeting Notes Scheduling Skype Meeting Notes Scheduling Skype Meeting Notes Scheduling Skype Meeting Notes Scheduling Scheduling Scheduling Notes Scheduling Scheduling Scheduling Notes Scheduling Scheduling Scheduling Scheduling Scheduling Notes Scheduling Scheduling Scheduling Notes Scheduling Scheduling Scheduling Notes Scheduling Scheduling Scheduling Notes Scheduling Scheduling Scheduling Scheduling Scheduling Scheduling Notes Scheduling Scheduling S
1 Υοι	ı haven't sent thi	is meeting invitation yet.
	From	Ashwani.Kumar@fnu.ac.fj Appointment Recurrence X
1=	То	Appointment time
Send	Subject	Ashwani Kumar's Zoom Meeting Start: 11:00 AM
	Location	https://fijinationaluniversity.zoom.us/j/597128091 End: 12:00 PM 🗸
	Start time	Wed 18/03/2020
	End time	Wed 18/03/2020
Ash Join <u>http</u>	wani Kumar is Zoom Meetin s://fijinationa	s inviting you to a scheduled Zoom meeting.
Mee	ting ID: 597 1	Range of recurrence Start: Wed 18/03/2020 V ON end date
One +134 +164	tap mobile 462487799,,5 465588656,,5	97128091# US (Houston) 97128091# US (New York) OK Cancel Remove Recurrence
Dial	by your locati +1 346 248 7 +1 646 558 8	ion 799 US (Houston) 656 US (New York)

You can use the same recurrence meeting link whenever you need to have a meeting.

Click on **Meeting** and refer to **Recurring Meeting**. You can copy the invitation and send to the required participants whenever needed. Click on Start to start your meeting

Zoom				Home	Ç Chat	() Meetings	© Contacts		
C	Upcoming	Recorded	+			, j			
679-998-4197 My Personal Meeting ID (PMI)				Ashwani Kumar's Zoom Meeting					
Recurring meeting				Start	Copy Invitation	Edit	× Delete	Join from a Room	
Ashwani Kumar's Zoom Meeting Meeting ID: 810-967-199			Show Meeting In	vitation					