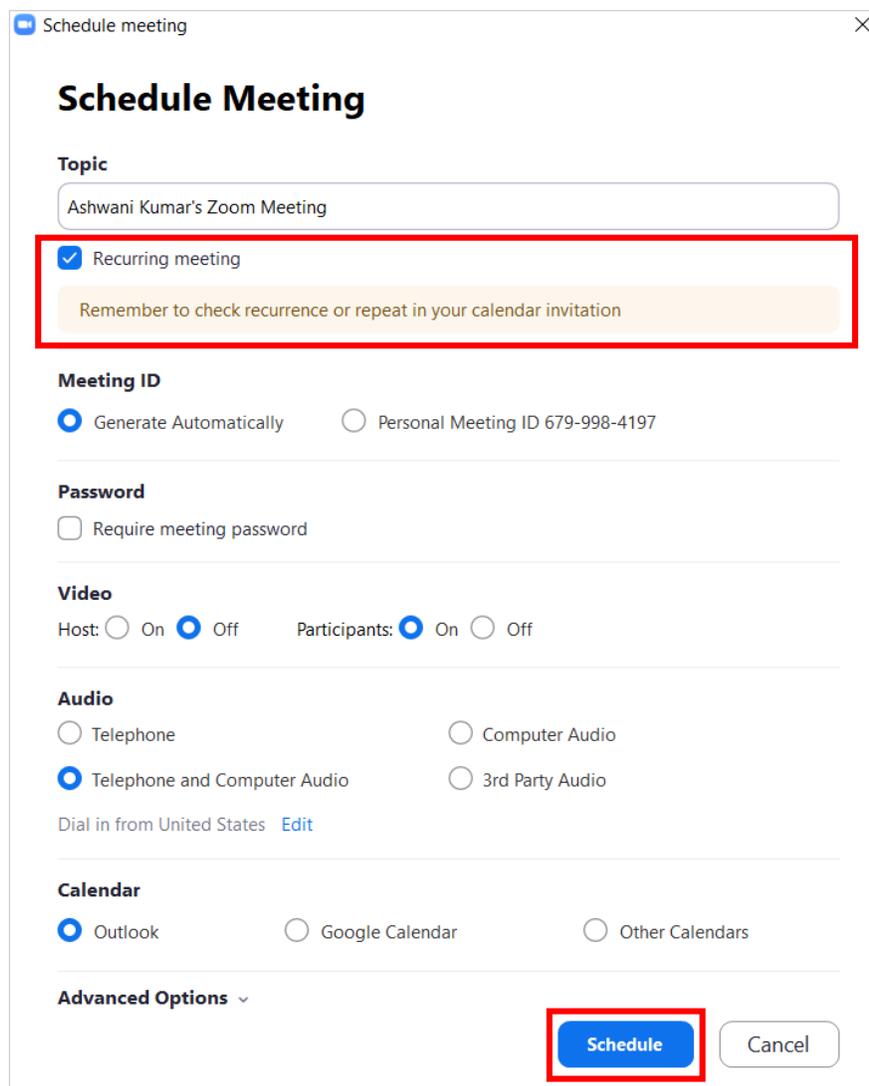


Setup a Recurring Zoom Meeting

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**.



The screenshot shows the 'Schedule Meeting' dialog box in Zoom. The 'Topic' field contains 'Ashwani Kumar's Zoom Meeting'. The 'Recurring meeting' checkbox is checked and highlighted with a red box. Below it, a yellow warning box says 'Remember to check recurrence or repeat in your calendar invitation'. The 'Meeting ID' section has 'Generate Automatically' selected. The 'Password' section has 'Require meeting password' unchecked. The 'Video' section has 'Host: Off' and 'Participants: On' selected. The 'Audio' section has 'Telephone and Computer Audio' selected. The 'Calendar' section has 'Outlook' selected. At the bottom, the 'Schedule' button is highlighted with a red box, and the 'Cancel' button is visible to its right.

Schedule meeting

Schedule Meeting

Topic

Ashwani Kumar's Zoom Meeting

Recurring meeting

Remember to check recurrence or repeat in your calendar invitation

Meeting ID

Generate Automatically Personal Meeting ID 679-998-4197

Password

Require meeting password

Video

Host: On Off Participants: On Off

Audio

Telephone Computer Audio

Telephone and Computer Audio 3rd Party Audio

Dial in from United States [Edit](#)

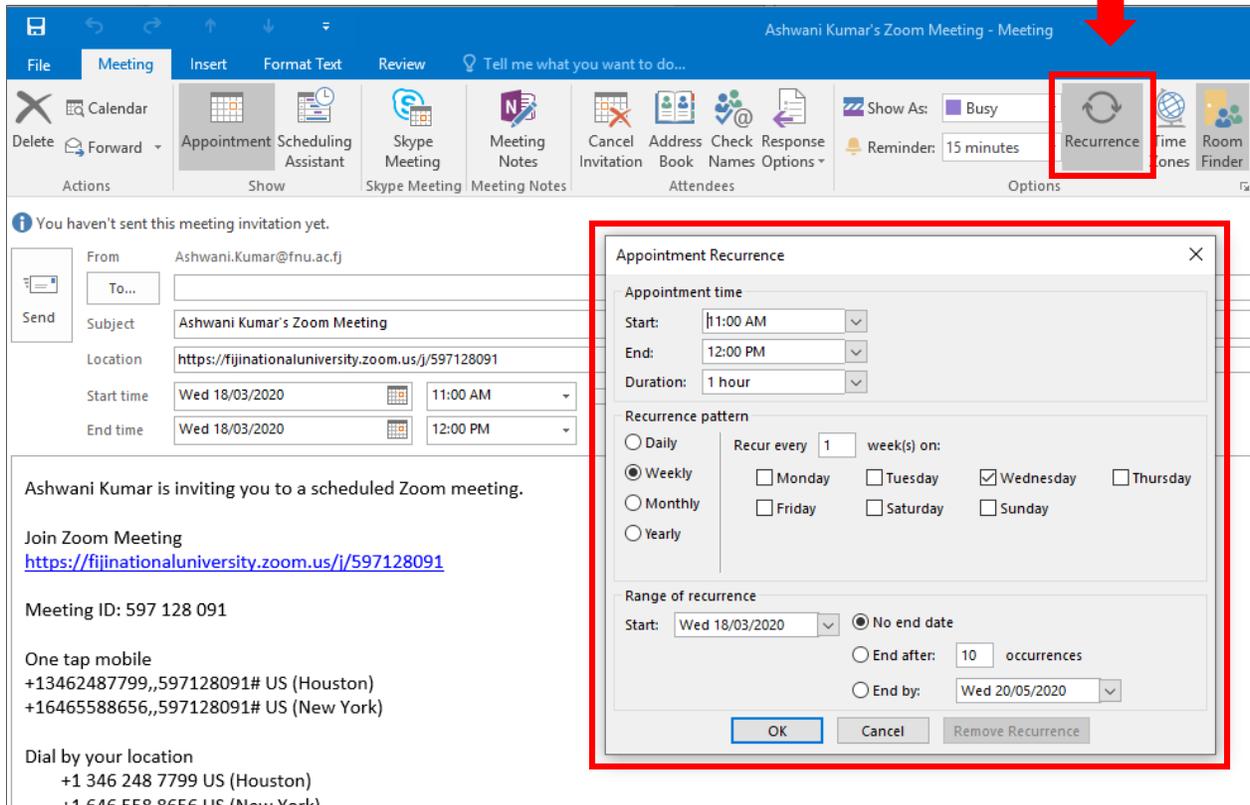
Calendar

Outlook Google Calendar Other Calendars

Advanced Options ▾

Schedule Cancel

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



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

