MAKING RECURRING MEETINGS IN ZOOM:

To make a recurring meeting in Zoom, please first log into your UCI Zoom account at <u>uci.zoom.us</u>. 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

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

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

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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.

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