

# Set up Recurring Zoom Meeting

1. Click on the gear for existing Zoom activity or add a new Zoom activity from “Add an activity or resource.”
2. Enter the Title
3. Select a date – it’s not going to be relevant, but it is shown. I’d go with the start date of the class.
4. Check the recurring meeting box.
5. In the Schedule section, from the Recurrence menu select “No Fixed Time.”
6. Save your settings or changes

The screenshot shows the 'Adding a new Zoom meeting' form. The 'General' section includes a 'Title' field with a red error icon and a 'Description' field with a rich text editor. The 'Schedule' section includes 'When' (18 January 2023 10), 'Duration (minutes)' (1 hours), 'Recurring meeting' (checkbox), 'Show Schedule section' (checkbox), and 'Require registration' (checkbox). A red box highlights the 'Recurring meeting' checkbox and the 'This is a recurring meeting' checkbox.

The screenshot shows the 'Schedule' section of the Zoom meeting form. The 'When' field is set to 18 January 2023 09:00. The 'Duration (minutes)' is 1 hours. The 'Recurring meeting' checkbox is checked. The 'Recurrence' dropdown menu is open, showing options: 'No Fixed Time', 'Daily', 'Weekly', 'Monthly', and 'No Fixed Time'. A red arrow points from the 'Recurrence' dropdown menu to the 'No Fixed Time' option. The 'Recurrence' dropdown menu is highlighted with a red box.