

UNT BRIDGE

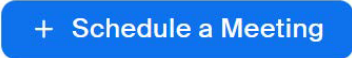
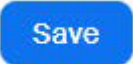
How to Create a Recurring Meeting in Zoom

Recurring meetings are meetings that can be used multiple times from one initial link. This is particularly useful for live trainings with multiple sessions.

Advantages of using recurring meetings:

- Only one link is needed. This means that every session of that training can use the same link.
- Less prone to confusion. The meetings will always use the same link to start, making it easier for both instructor and learners.
- Easier to set up. Since it is only one link, recurring meetings only have to be set up once.

Step by step guide:

1. In the Zoom web page, go to Meetings
2. Click on 
3. Below the Time Zone, check the box that is labeled ☐ Recurring meeting
4. Set Recurrence to 
5. Click 

The meeting can now be started at any time by the host.

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