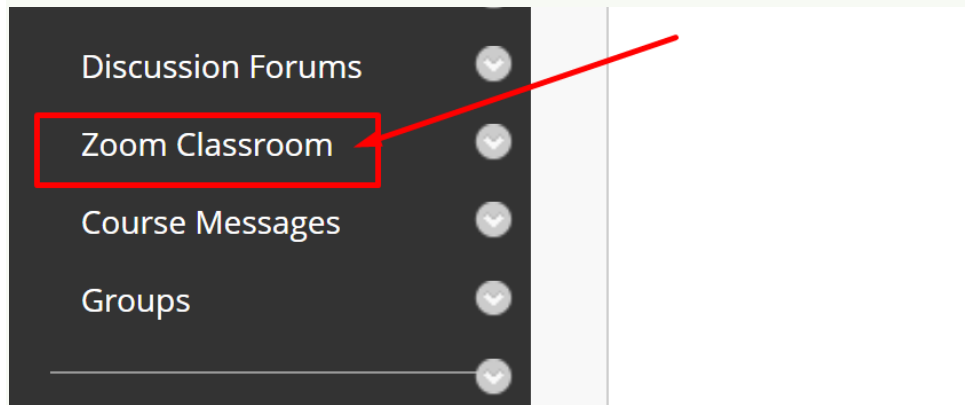


# Zoom - How to Make a Main Meeting Room for the Whole Semester

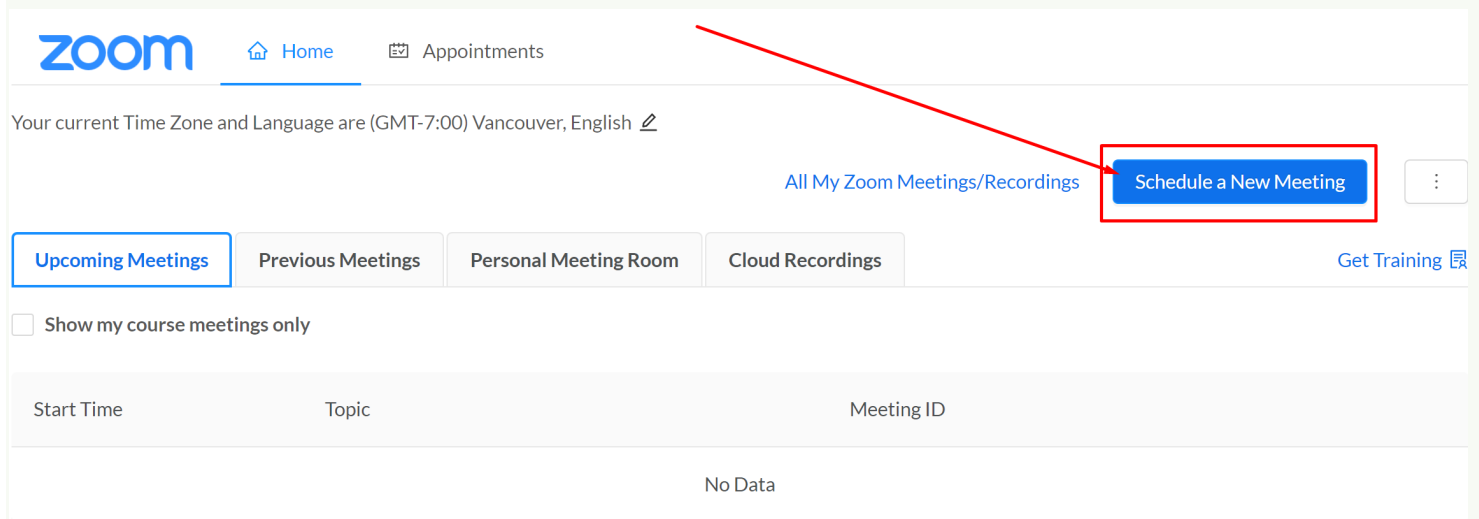
Email: [askTLC@ufv.ca](mailto:askTLC@ufv.ca)

Video: [video.ufv.ca](http://video.ufv.ca)

## 1] (myClass course's left menu) Zoom Classroom



## 2] (top right) Schedule a New Meeting



### 3] Topic > Recurring Meeting > No Fixed Time

[Course Meetings](#) > Schedule a Meeting

Topic  ZOOM-100-ON1 Zoom Classroom

Description (Optional)

When  

Duration  hr  min

Time Zone 

☒ Recurring meeting **Every day, until Aug 17, 2023, 7 occurrence(s)**

Recurrence

Repeat every

End Date

Daily

**Daily**

Weekly

Monthly

**No Fixed Time**

Day


☐ After  occurrences

## 4] (below) Enable join before host

> Mute participants upon entry > Save

Meeting Options

☒ Enable join before host

☒ Mute participants upon entry 

☐ Breakout Room pre-assign

☐ Use Personal Meeting ID 8915175982


☐ Enable additional data center regions for this meeting

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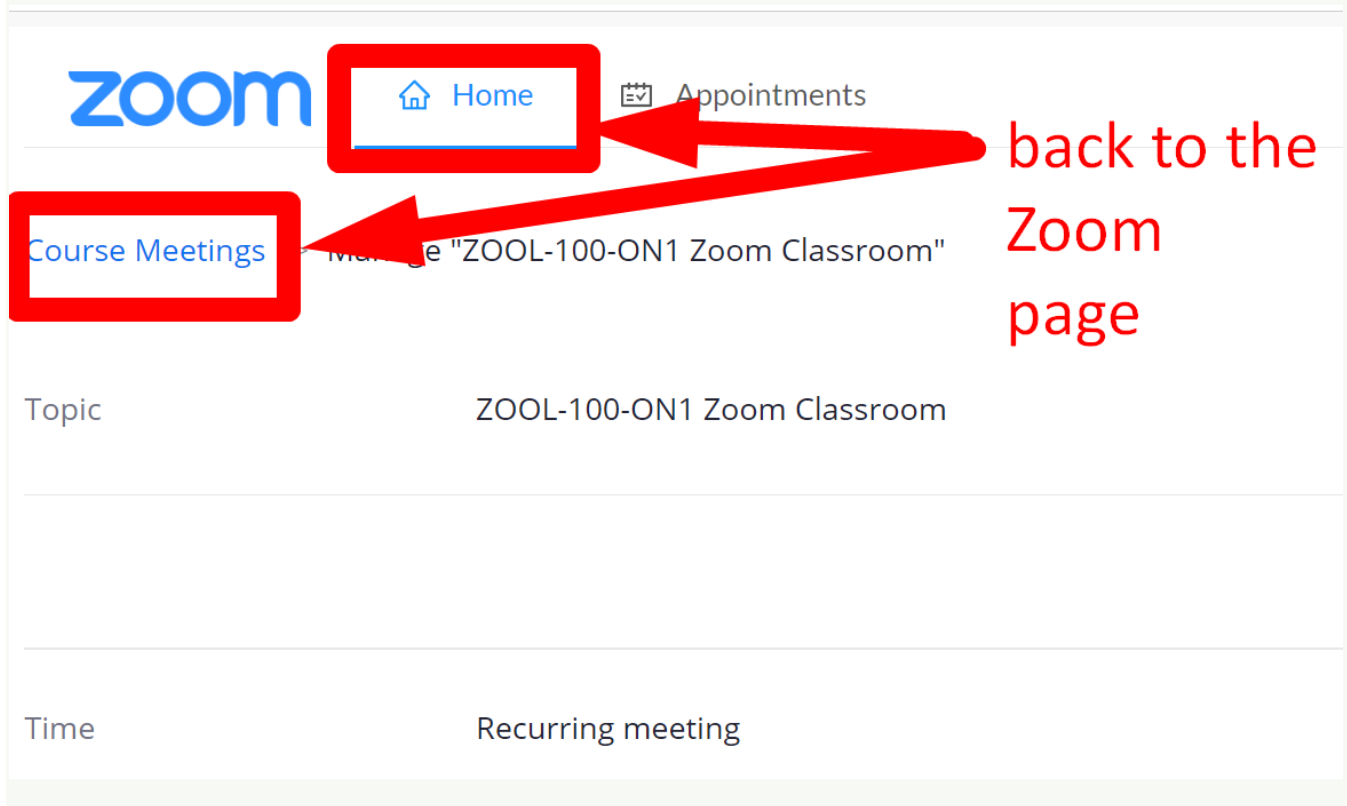
Alternative Hosts

Soowook.Kim@ufv.ca x

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 Save Cancel

## 5] (top left) Home or Course Meetings



zoom [Home](#) [Appointments](#)

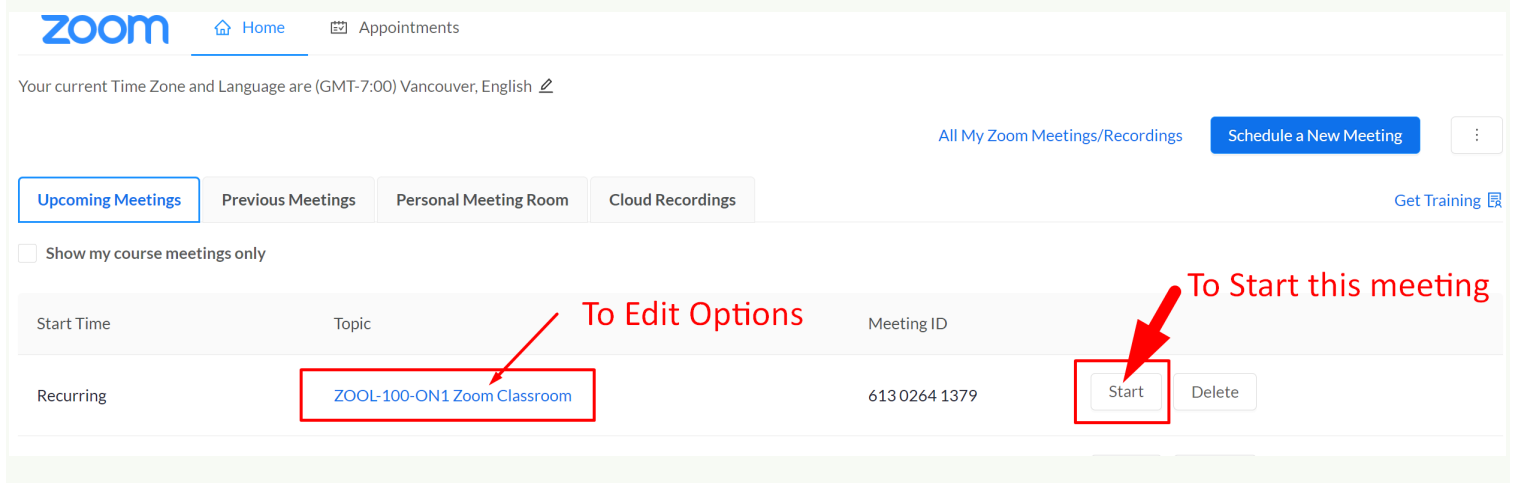
[Course Meetings](#) Manage "ZOOL-100-ON1 Zoom Classroom"

Topic ZOOL-100-ON1 Zoom Classroom

Time Recurring meeting

back to the Zoom page

## 6] You can edit options or start the meeting.



zoom [Home](#) [Appointments](#)

Your current Time Zone and Language are (GMT-7:00) Vancouver, English [🔗](#)

[All My Zoom Meetings/Recordings](#) [Schedule a New Meeting](#) [⋮](#)

[Upcoming Meetings](#) [Previous Meetings](#) [Personal Meeting Room](#) [Cloud Recordings](#) [Get Training](#)

☐ Show my course meetings only

Start Time	Topic	Meeting ID	
Recurring	<a href="#">ZOOL-100-ON1 Zoom Classroom</a>	613 0264 1379	<a href="#">Start</a> <a href="#">Delete</a>

To Edit Options

To Start this meeting