**Washington State
DEPARTMENT OF
ENTERPRISE SERVICES**

How to Create: Recurring Zoom Meetings

1. Open and log into *Zoom **in a browser*** and click: *+ Schedule a Meeting*
   *This function is not available the desktop application.
2. Name the meeting after your Course Title (Please include your name/company)
3. Click the *Recurring Meeting* button
4. Select *No Fixed Time*
5. Uncheck the *Enable Continuous Meeting Chat* Button; select Waiting Room settings (on/off)
6. Select additional/optional settings
7. Save the Meeting

+ Schedule a Meeting

Schedule Meeting

Topic	Christopher's SuperCoolest Zoom Training

+ Add Description

☑ Recurring meeting   **Meet anytime**

Recurrence   No Fixed Time ⌄

    Daily
    Weekly
    Monthly
    No Fixed Time

Attendees   Enter user names or e...

🔵 Enable Continuo...
Added attendees... ...e Meeting
Group Chat before and after the meeting.

Template   Select a template   ⌄

Security   ☑ Passcode   591396
Only users who have the invite link or passcode can join the meeting

☐ Waiting Room
Only users admitted by the host can join the meeting

☐ Require authentication to join

Save   Cancel

Schedule Meeting

Topic

Christopher's SuperCoolest Zoom Training

+ Add Description

☑ Recurring meeting   **Meet anytime**

Recurrence   No Fixed Time ⌄

Attendees

Enter user names or email addresses

⬤ Enable Continuous Meeting Chat ⓘ

Added attendees will have access to the Meeting
Group Chat before and after the meeting.

Template

Select a template ⌄

Security

☑ Passcode   591396

Only users who have the invite link or passcode can join the meeting

☐ Waiting Room

Only users admitted by the host can join the meeting

☐ Require authentication to join

Video

Host   ⬤ on   ○ off

Participant   ⬤ on   ○ off

Audio

○ Telephone   ○ Computer Audio   ⬤ Telephone and Computer Audio   ○ 3rd Party Audio

Dial from **United States** ✎

Options

Hide

☑ Allow participants to join anytime

☐ Q&A

☐ Mute participants upon entry

☐ Breakout Room pre-assign

☐ Automatically record meeting in the cloud

☐ Approve or block entry to users from specific regions/countries

Alternative Hosts

Enter user name or email addresses

☐ Allow alternative hosts to add or edit polls ☑

Save   Cancel