

Setting up Recurring Class Meetings with Outlook Using Zoom Desktop Client

To easily setup recurring class meetings using Zoom and your Outlook client, you will need to have:

- a Zoom account
- the Zoom Desktop Client for Meetings installed on your machine
- and the Zoom Outlook Add-in

Step 1. Download and install the Zoom Desktop Client for Meetings and the Zoom Outlook Add-in (Figure 1). To download them, go here:

- https://zoom.us/download#client_4meeting

Step 2. Double-click on the **Zoom Client for Meetings** to install it. Then, **login** to client with your **Roane State Zoom account username and password**.

Step 3. Double-click on the Zoom Plugin to install it. Then, click on **Outlook** to open it.

Step 4. Go to your calendar in Outlook and click on the **day** you want to **begin** your **meeting**. In the Zoom section of ribbon at the top, click on **Schedule a Meeting** (Figure 2).

(NOTE: A selection of meeting options/settings may pop-up. These are personal preference options. Review them or click don't show this again to continue.)

Step 5. The Schedule Meeting window will open with meeting information already included in an email message (Figure 3).

Step 6. Enter Class information in the subject line. Then **select Invite Attendees**.

Step 7. Type in a **Subject** for your email, for example: "INFS 1010, Virtual Class Meeting". In the **To:** field, enter your students' email addresses. (Hint: You can copy the names from Momentum).

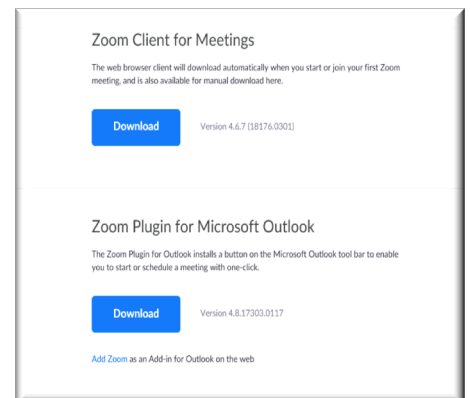


Figure 1. You will need both the Client for Meetings and the Zoom Outlook Add-in.

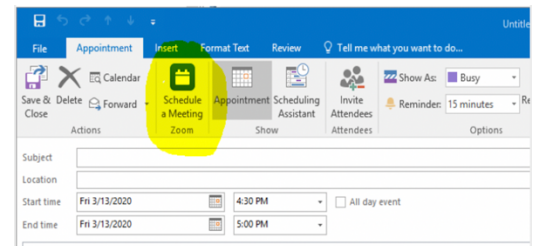


Figure 2. Click on Schedule a Meeting in the Zoom section in the top ribbon.

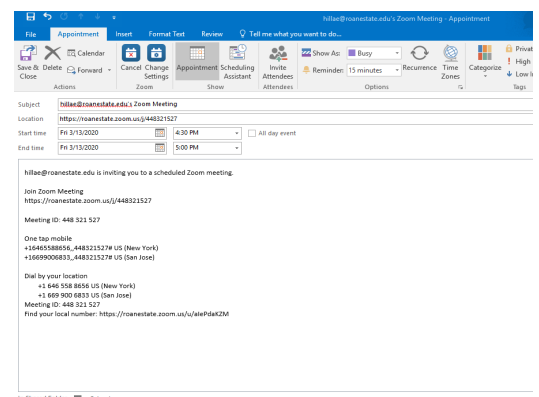


Figure 3. After clicking on Schedule a Meeting, a new window will open with an email already populated with the Zoom meeting information.

Step 8. Select **Recurrence** to set the class meeting times so that your Zoom meeting will begin automatically for future meetings (Figure 4). The **appointment recurrence box** will pop up (Figure 5).

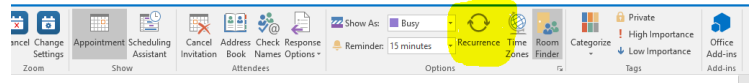


Figure 4. Use the Recurrence setting so schedule your class so that it begins automatically in the future.

Step 9. You can **set exact start times, end times and meeting days**. When you have made your selections, click Select **OK**. You are now ready to send your meeting invitation.

This will show up on your calendar and be sent to all participants you specified.

Step 10. Click the the link to your Zoom class when it is time to begin.

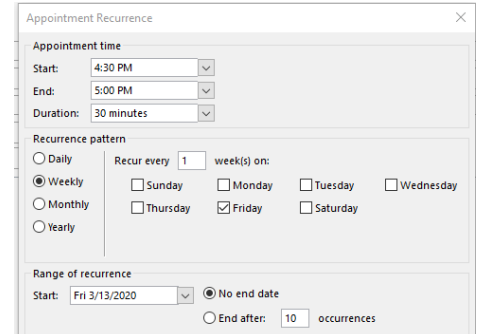


Figure 5. Set the day(s), and times you would like your class to be open.