

Setting up a recurring meeting on Zoom

If you connect to Zoom on a browser, you will get this screen

Topic

[+ Add Description](#)

When

Duration hr min

Time Zone

Recurring meeting **Every month on the Third Wed, until May 1, 2024, 6 occurrence(s)**

Recurrence

Repeat every month(s)

Occurs on Day of the month

of the month

If you use the app, you will get this:

[Change Default Settings](#)

Topic

Date & Time

to

Time Zone:

Recurring meeting **Every month on the Third Thu, until Sep 30, 2024, 11 occurrence(s)**

Recurrence

Repeat every month

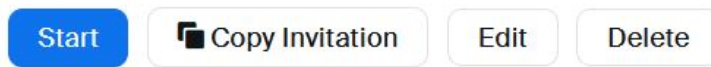
Occurs on Day of the month

of the month

End date By After occurrences

In either case, you should tick the “Recurring meeting” box. You can then choose daily, weekly, or monthly, and multiples of these. You then assign the time and day.

When you save the booking, you get a “Copy Invitation” button



which lists the meeting information:

Catherine W is inviting you to a scheduled Zoom meeting.

Topic: Meeting

Time: Nov 15, 2023 15:00 London

Every month on the Third Wed, until May 15, 2024, 7 occurrence(s)

Nov 15, 2023 15:00

Dec 20, 2023 15:00

Jan 17, 2024 15:00

Feb 21, 2024 15:00

Mar 20, 2024 15:00

Apr 17, 2024 15:00

May 15, 2024 15:00

Please download and import the following iCalendar (.ics) files to your calendar system. *I suggest you replace this with “You can download and import this to your calendar”.*

Monthly:

https://us02web.zoom.us/meeting/tZAqdOmrrD4uHtLozHgQRumanM_8y_wKaahi/ics?icsToken=98tyKuGsqTgqGdaQtB2BRpwIB4jCc-nzpiVbgrdxkwXNBBFhdw73OM99aqtAB_PR

Join Zoom Meeting

<https://us02web.zoom.us/j/84730325446?pwd=ajFBZzk3SFh3VUpWSUFNU05yNVNXXXXX>

Meeting ID: XXX XXXX XXXX

Passcode: XXXXXX

It's a bit trickier for groups that meet twice a month, say 1st and 3rd Tuesday. You can set up two separate monthly meetings for the 1st and 3rd Tuesdays but this somewhat defeats the purpose as there will now be two links which will inevitably cause confusion.

I deal with this by setting up weekly meetings on Tuesday, and then deleting the ones that are not used. You can do this easily by clicking on the "Show all occurrences" link.

Time

Oct 30, 2023 20:30 London

Every week on Mon, until Dec 25, 2023, 7 occurrence(s) [Show all occurrences](#)

Its a bit messy, but it works. If anyone has found a better way of doing this, please let me know!!

CW 29/10/2023