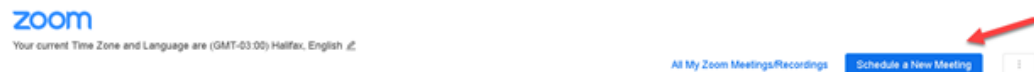


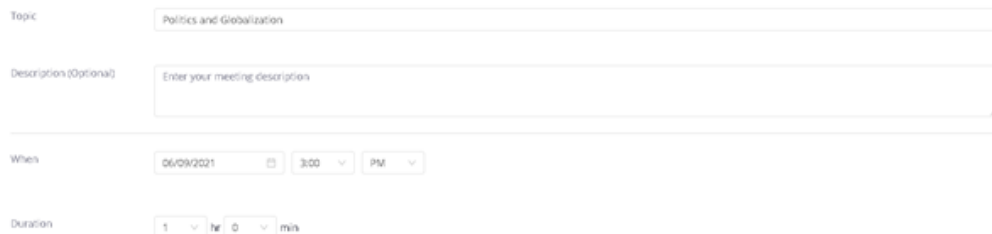
## Schedule a Zoom meeting in Brightspace:

To schedule a Zoom meeting from Brightspace, please follow these steps.

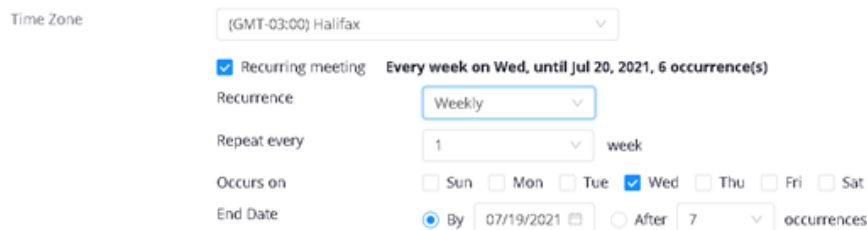
1. Click on **Zoom** from to navigation panel.
2. Then click on **Schedule a New Meeting**.



3. Change the topic name, set the date and time and the duration from the meeting.




4. If it is a recurring meeting, check the box **Recurring Meeting**.
  - a. For your weekly classes, set the **Occurrence** to weekly.
  - b. Set the **Repeat every** to the classes per week and select the day of the weeks it will occur.
  - c. Set the **End Date** or set the number of weeks to repeat



5. Under the meeting options we would suggest selecting the option **Mute Participants Upon Entry**.

Meeting Options

- Enable join before host
- Mute participants upon entry 
- Record the meeting automatically
- Enable additional data center regions for this meeting

6. Once you have finished the setup, click on **Save**.

Now, go back to course meetings by clicking on the Zoom tab again from the navigation panel. You can see the scheduled meeting(s) from there. Click on **Start** and it will automatically prompt you to start the meeting in your Zoom desktop app.