Version: 23 March 2021

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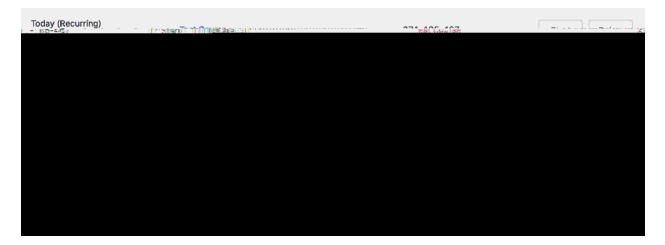
Only users admitted by the host can join the meeting

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| g ID 5926263904 | | | | | | | Use Personal Meetin |
| automatically in the cloud | | | | | | | Record.the.meetinc |
| | | | Alternative Hosts | | Example: john@comnanv.com_ne | ter@school.edu | |
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 Zoom supports recurring meetings that sync with the Canvas Calendar. Enable the Recurring meeting checkbox if you need to schedule, daily, weekly, monthly or a No Fixed time meeting. When this checkbox is enabled, you see the Recurrence, Frequency, and Countfields, where you can customize the number of meetings and how frequently they occur.

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• When you schedule a recurring meeting, you can expand it in the list of upcoming meetings.



1. Delete a Meeting

Only the meeting creator can delete a meeting that has been created using the Zoom for Canvas tool.

- On the Upcoming Meetingist, click Deletenext to the meeting to be deleted.
- Click OKin the pop-up dialog to confirm that the meeting is to be deleted. If this is a reoccurring meeting, the user will be prompted to delete one occurrence or all occurrences.

2. Start a Meeting

Instructors within the Canvas course can click Start to launch a scheduled meeting.

3. Automatically Create Meeting Notifications

Canvas users are notified via a Canvas conversation message and a Canvas calendar event when a meeting is created. If a meeting is deleted, Canvas users receive a Canvas conversation message and the meeting is removed from their Canvas calendar.

4. Displaying Recordings

Click the **CloudRecordings** ab to see the list of meetings that have been recorded within the course. If the recording is not ready, it will show a status of "processing". When the recording is ready, you can play, publish and share, or download the recording. You can also chose to delete the recording.