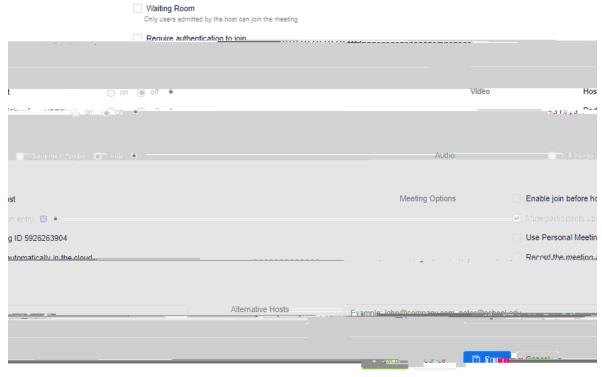
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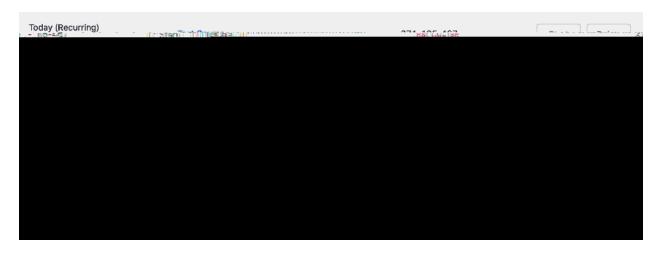


Zoom supports recurring meetings that sync with the Canvas Calendar. Enable the Recurring meeting checkbox if you need to schedule, daily, weekly, monthly or a No Fixed time meeting. When this checkbox is enabled, you see the Recurrence, Frequency, and Countfields, where you can customize the number of meetings and how frequently they occur.



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

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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 Meeting**ist, click **Delete**next 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 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.

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