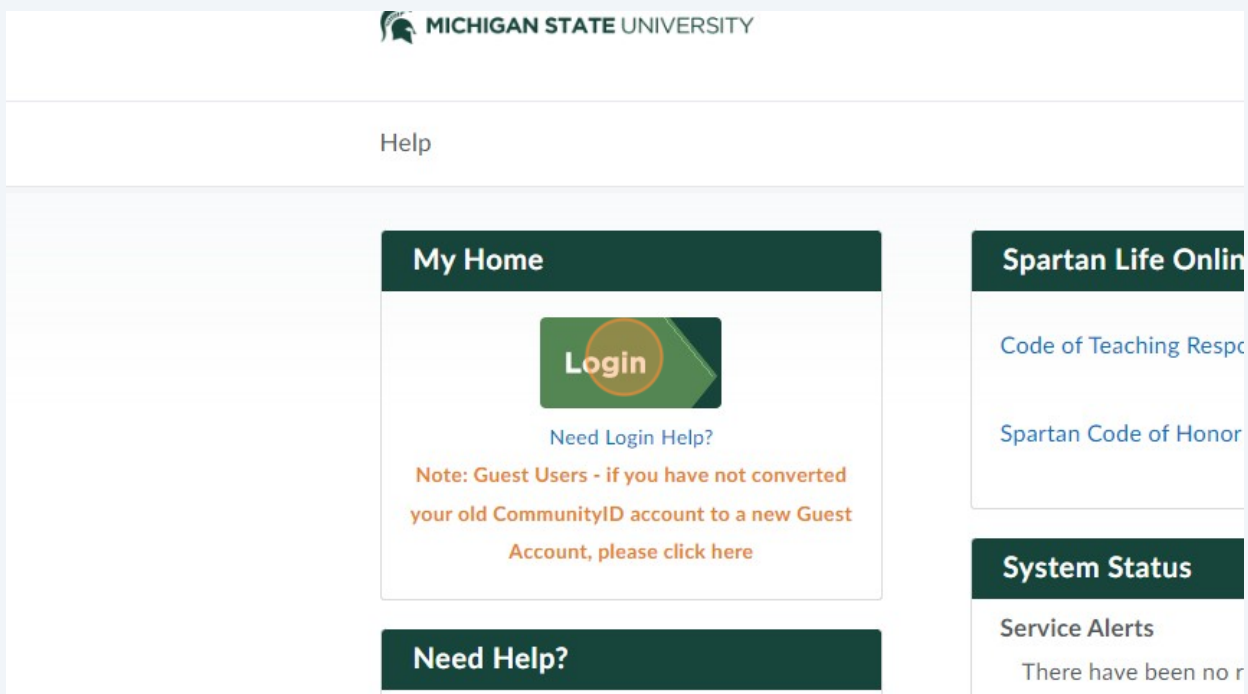


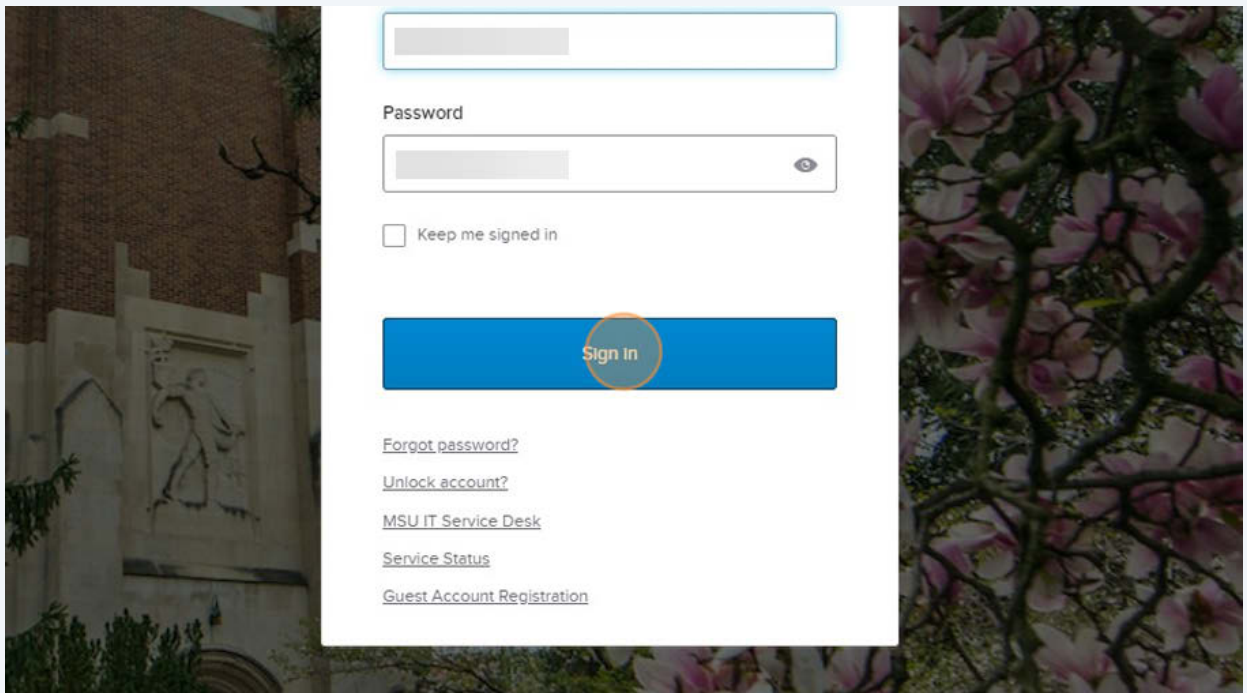
How to Schedule a Recurring Zoom Meeting

1 Navigate to <https://d2l.msu.edu/d2l/loginh/>

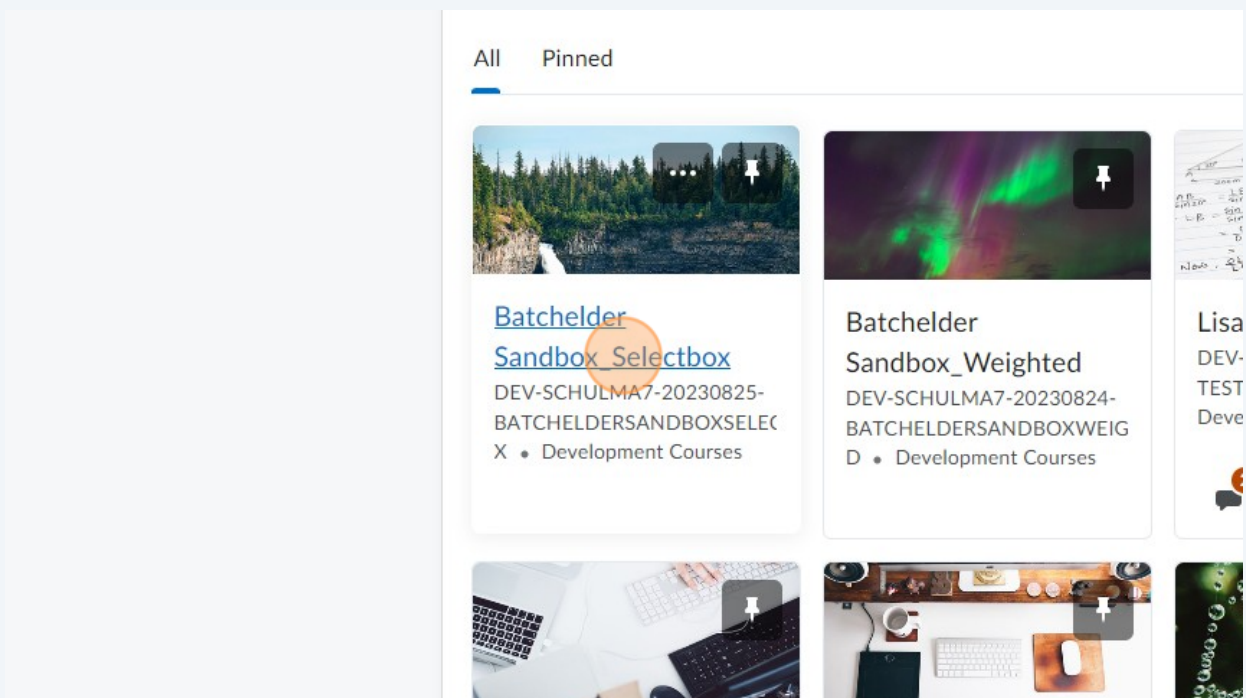
2 Log in to D2L.



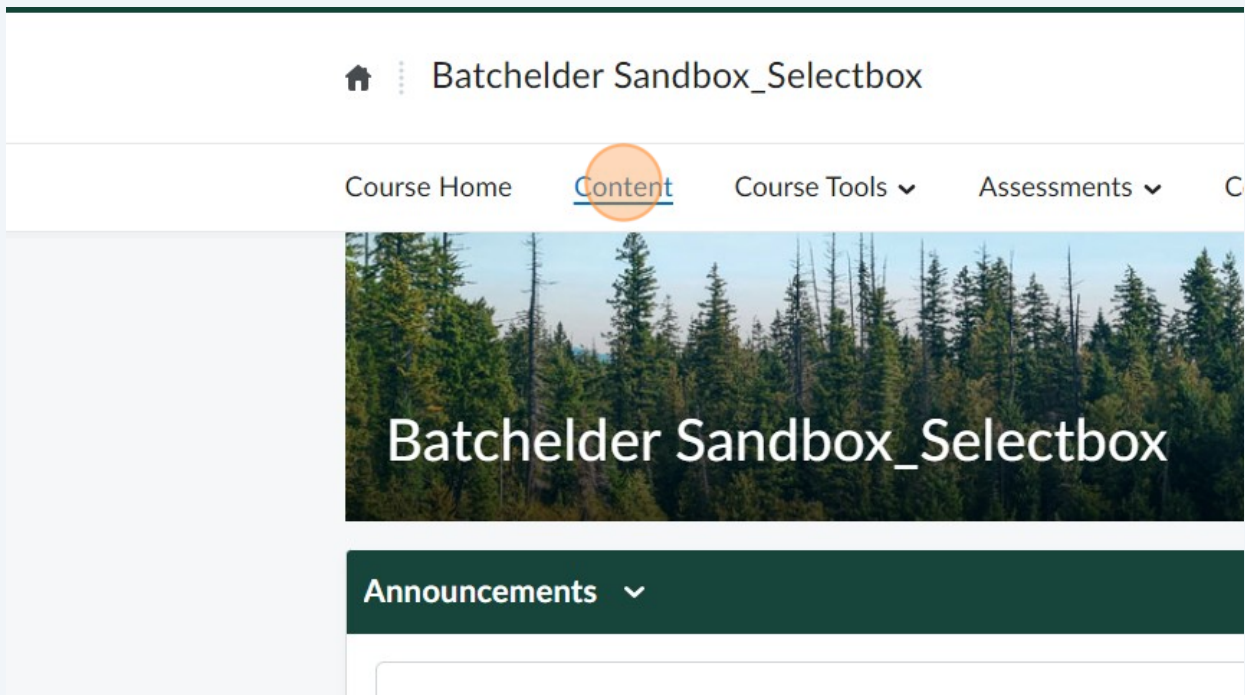
3 Sign in using your MSU credentials.



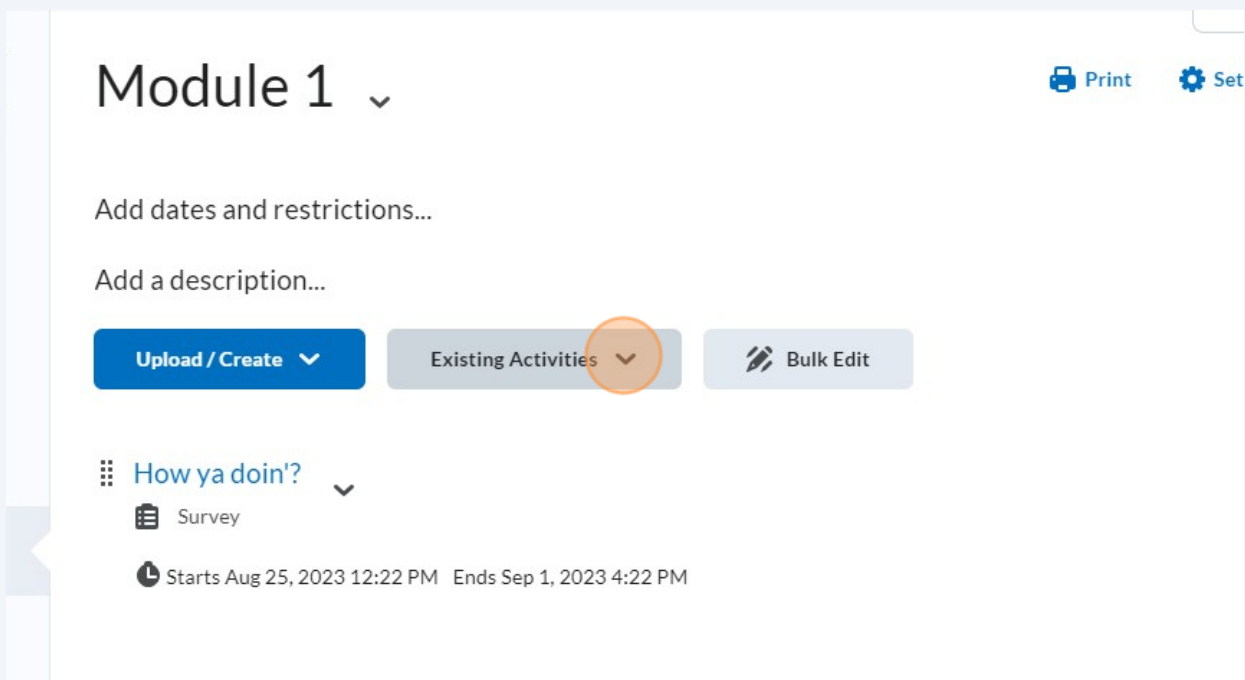
4 Select your course.



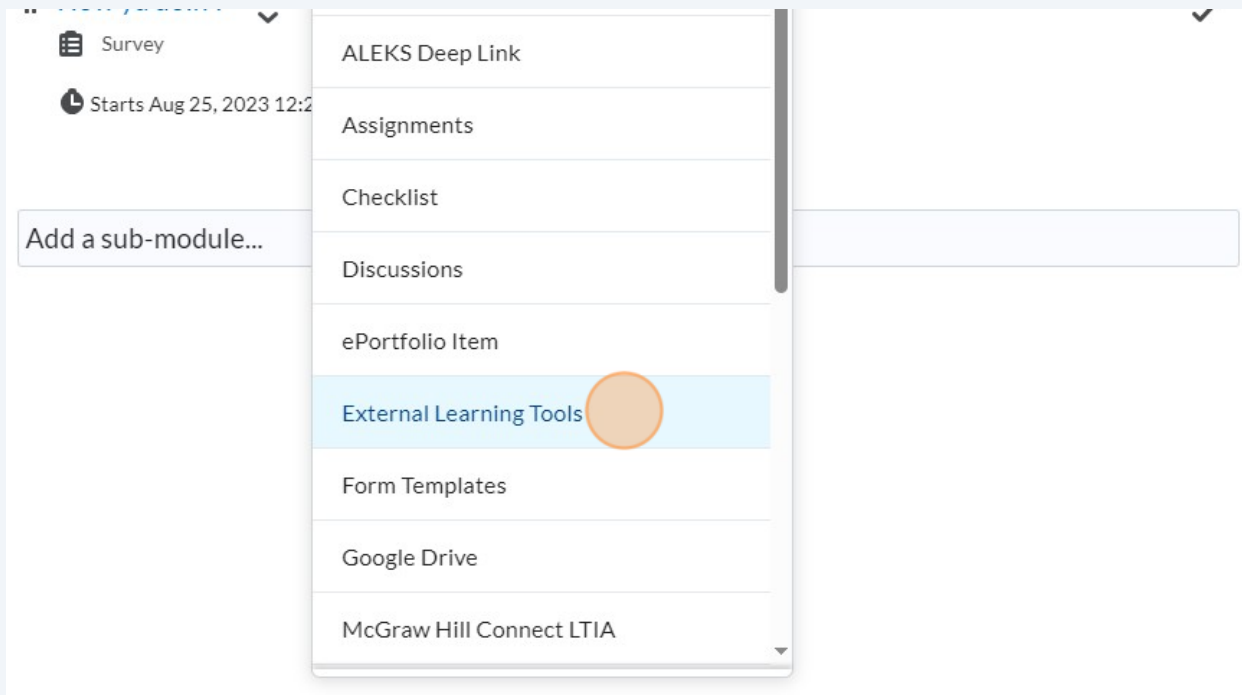
5 Click "Content"



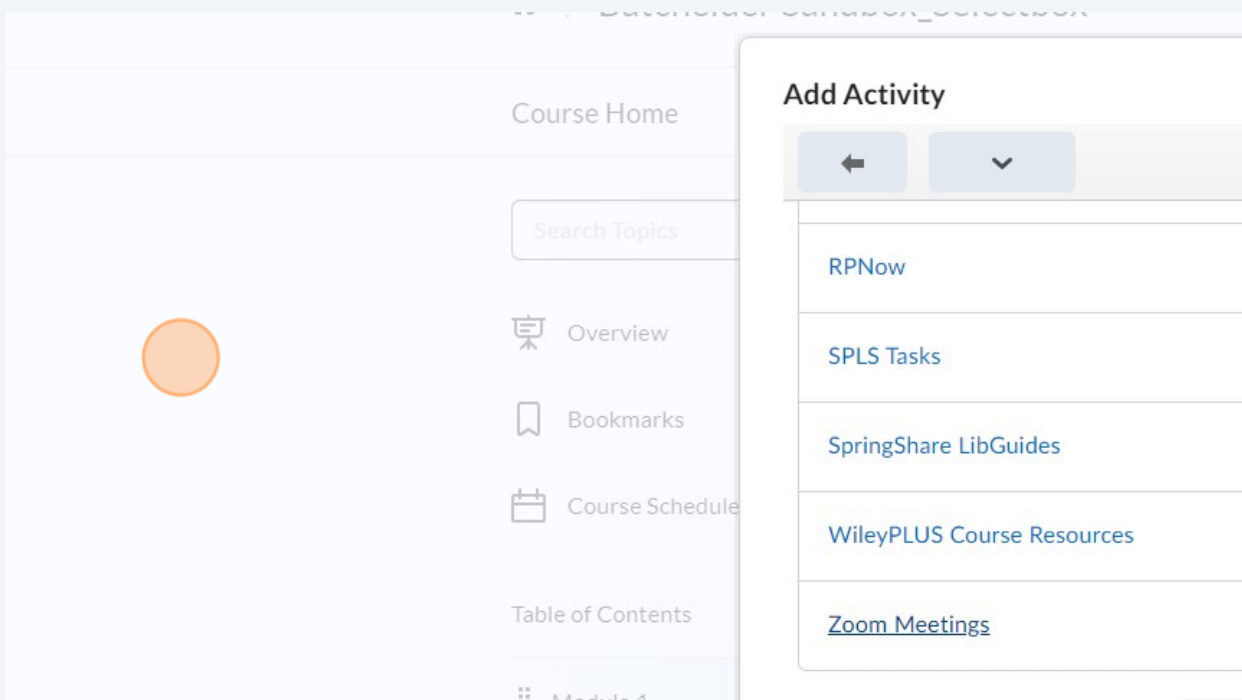
6 Select Existing Activities.



7 Click "External Learning Tools".



8 Scroll down and click "Zoom Meetings"



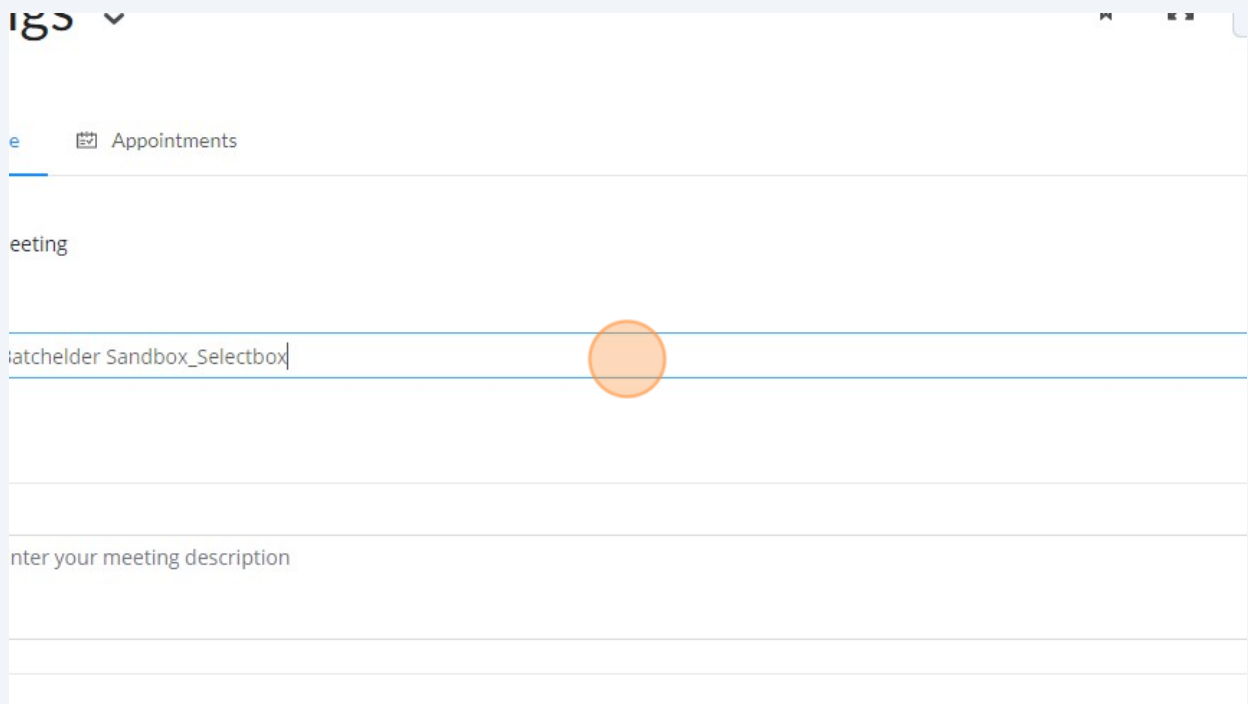
9 Go back where you added the Zoom Meetings and click "Zoom Meetings"

The screenshot shows a course management interface. On the left is a sidebar with a 'Course Schedule' header and a 'Table of Contents' section containing 'Module 1' with a '2' in a circle next to it. Below the sidebar is an 'Add a module...' input field. The main content area has a top navigation bar with 'Upload / Create', 'Existing Activities', and 'Bulk' buttons. Below this, there are two activity cards. The first is 'How ya doin?' with a 'Survey' icon and a clock icon showing 'Starts Aug 25, 2023 12:22 PM' and 'Ends Sep 1, 2023 4:22 PM'. The second card is 'Zoom Meetings' with an 'External Learning Tool' icon and the text 'D2L integration for Zoom meetings'. The 'Zoom Meetings' card is highlighted with an orange circle. Below the cards is an 'Add a sub-module...' input field.

10 Click "Schedule a New Meeting"

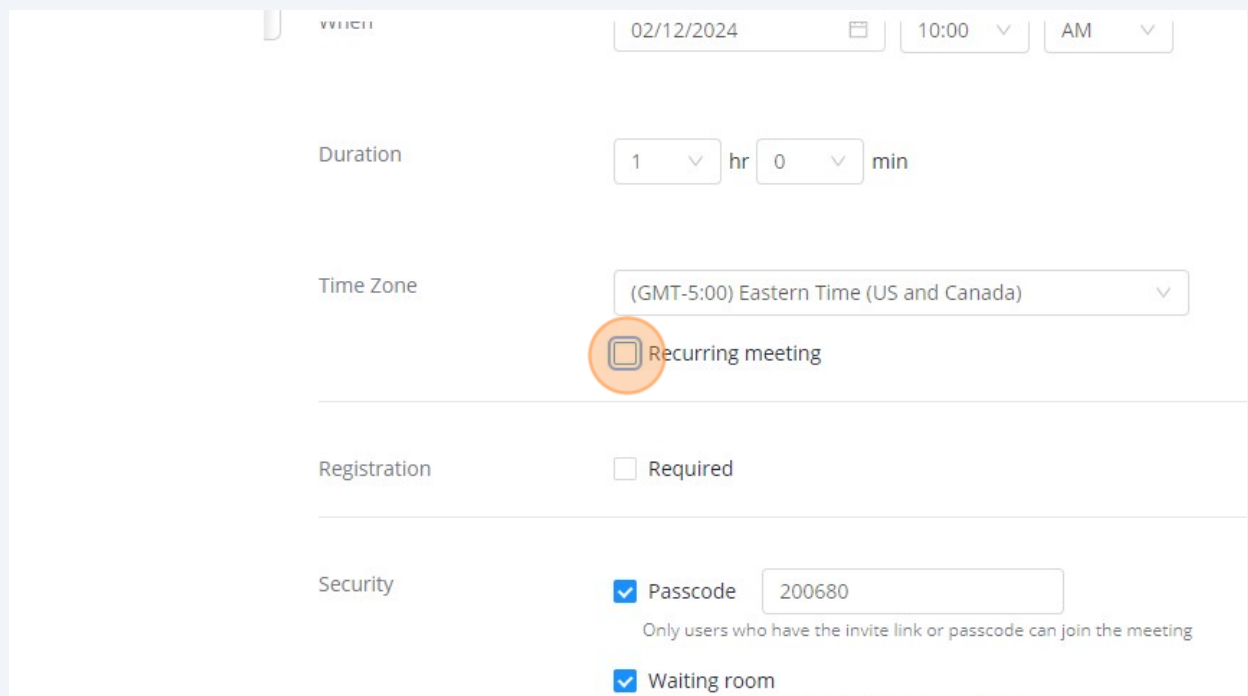
The screenshot shows a Zoom interface. At the top, there are navigation icons: a bookmark icon, a refresh icon, and left/right arrow buttons. Below this is a header area with 'All My Zoom Meetings/Recordings' and a blue 'Schedule a New Meeting' button, which is highlighted with an orange circle. To the right of the button is a three-dot menu icon. Below the header is a 'Recordings' section with a 'Get Training' link. At the bottom, there is a 'Meeting ID' input field and a 'Data' label.

11 Click the "Enter your meeting topic" field and fill out the title.



The screenshot shows a meeting creation interface. At the top left, there is a logo and a dropdown menu. Below that, there is a section labeled "Appointments" with a calendar icon. The main form area has a text input field for the meeting topic, which is highlighted with an orange circle. Below this field is a larger text area for the meeting description, with the placeholder text "Enter your meeting description".

12 Click the "Recurring meeting" field.



The screenshot shows the meeting settings section. It includes fields for the date (02/12/2024), time (10:00 AM), duration (1 hr 0 min), and time zone ((GMT-5:00) Eastern Time (US and Canada)). The "Recurring meeting" checkbox is highlighted with an orange circle. Below this, there is a "Registration" section with a "Required" checkbox. The "Security" section has a "Passcode" checkbox checked with the value 200680, and a "Waiting room" checkbox checked. A note below the passcode field states: "Only users who have the invite link or passcode can join the meeting".

13 Select and enter the details of your recurring meetings.

1 hr 0 min

(GMT-5:00) Eastern Time (US and Canada)

Recurring meeting **Every day, until Feb 18, 2024, 7 occurrence(s)**

Recurrence

Repeat every Day

End Date By After occurrences

Required

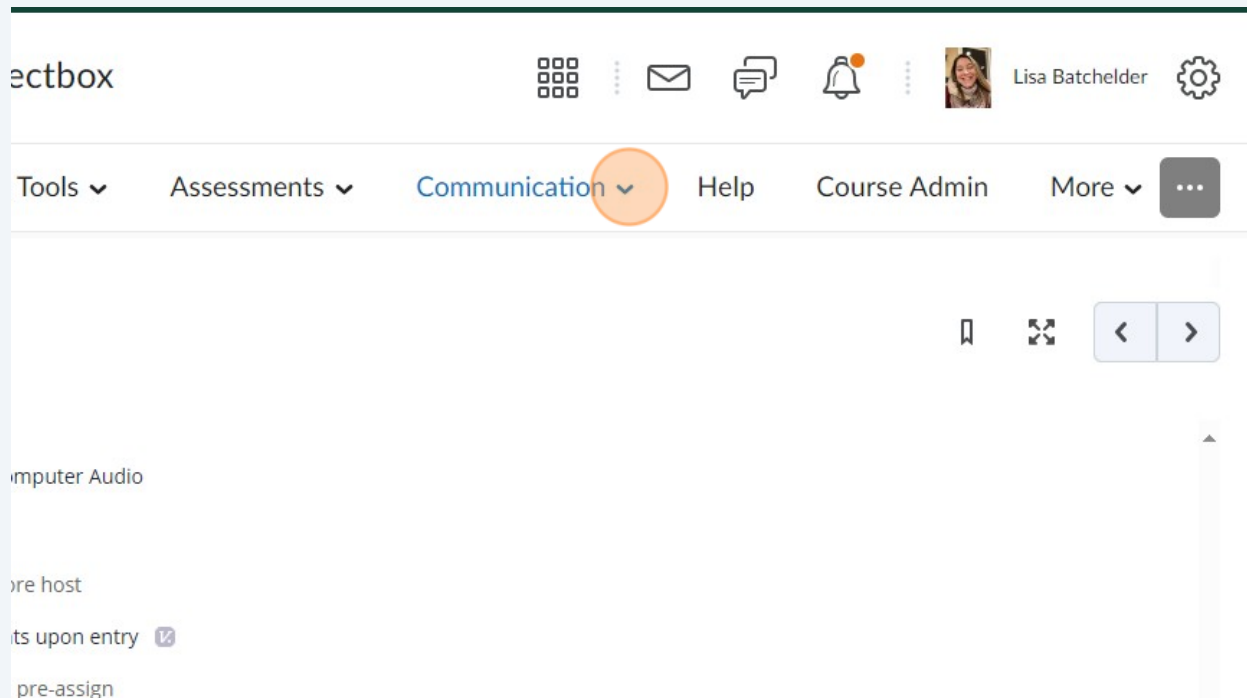
14 Scroll to the bottom of the page and click "Save"

Breakout Room pre-assign

Record the meeting automatically

[Advanced Options](#) (Schedule For, Alternative Hosts)

15 To see the meetings, select "Communication" from the navigation bar.



16 Click "Zoom Meetings" and you'll see a list of the meetings you've just created.

