Sample Zoom Meeting Settings for Winter 202025

Topic

Zoom 101 - Intro to Zoom

Description (Optional)

Enter your meeting description

When

01/11/2021   3:00   PM

Duration

3   hr   0   min

Time Zone

(GMT-5:00) Eastern Time

☑ Recurring meeting   **Every week on Mon, Wed, until Mar 20, 2021, 20 occurrence(s)**

Recurrence

Weekly

Repeat every

1   week

Occurs on

☐ Sun   ☑ Mon   ☐ Tue   ☑ Wed   ☐ Thu   ☐ Fri   ☐ Sat

End date

◉ By   03/20/2021   ○ After   7   occurrences

Registration

☐ Required

Security

☐ Passcode
  Only users who have the passcode can join the meeting

☑ Waiting Room
  Only users admitted by the host can join the meeting

☐ Require authentication to join

Video

Host   ◉ on   ○ off

Participant   ◉ on   ○ off

Audio

○ Telephone   ○ Computer Audio   ◉ Both

Dial from **United States of America**   Edit

Meeting Options

☐ Allow participants to join anytime

☑ Mute participants upon entry 🔲

☐ Breakout Room pre-assign

☑ Automatically record meeting   ○ On the local computer   ◉ In the cloud

☐ Approve or block entry to users from specific regions/countries

Alternative Hosts

Example: mary@company.com, peter@school.edu

Save   Cancel