

Changing time of class meeting in Zoom Conferences

1. Go to your Canvas course site and click on 'Zoom Conferences' tab. Then click on the meeting you want to change.

☰ Raquel Rojas's Demo Site > Raquel Rojas's Demo Site

Ongoing Term

zoom

Your current Time Zone is (GMT-05:00) Eastern Time (US and Canada). [📍](#) [All My Zoom Meetings/Recordings](#) [Schedule a New Meeting](#) [⋮](#)

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Show my course meetings only

Start Time	Topic	Meeting ID	
Today (Recurring) 12:00 PM	Sample Class Meeting	913 8218 6618	Start Delete
Tomorrow (Recurring)	Sample Class Meeting	913 8218 6618	Delete

2. At the bottom of the meeting details page, select 'Edit this Meeting'.

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Security

✓ Passcode ***** [Show](#) × Waiting Room


Video


Host on
Participant on

Audio

Telephone and Computer Audio

Meeting Options

- × Enable join before host
- ✓ Mute participants upon entry 
- × Require authentication to join
- ✓ Record the meeting automatically in the cloud

 Delete this Meeting

 Edit this Meeting

Start this Meeting

Poll

You can import polls to this meeting through importing CSV files. [Download a CSV Template](#)

 Import CSV

You have not created any poll yet

3. On the next page, adjust the meeting time as needed.

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Course Meetings > Edit "Sample Class Meeting"

Topic

Sample Class Meeting

Description (Optional)

Enter your meeting description

When

11/09/2020

12:00

PM

Duration

1

hr

0

mi

Time Zone

GMT-05:00 Eastern Time (US

Recurring meeting

Every

11/13/2020, 5 occurrence(s)

Recurrence

12:00

12:30

1:00

1:30

2:00

2:30

3:00

3:30

4. Click 'Save' to save changes.

Zoom Conferences

Video


Host on off
Participant on off

Audio

Telephone Computer Audio Both

Meeting Options

Enable join before host

Mute participants upon entry 

Require authentication to join

Record the meeting automatically On the local computer In the cloud

Alternative Hosts

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

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