

Step 1: Go to Zoom Conferences in course site

Step 2: Click on the name of the first meeting that is for 2PM

Ongoing Term

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zoom

Your current Time Zone is (GMT-04:00) 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) 2:00 PM	Recurring Meeting	983 6472 2875	Start Delete
Tue, May 18 (Recurring) 2:00 PM	Recurring Meeting	983 6472 2875	Delete

Step 3: Scroll to the bottom of the page and click 'Edit this Meeting'

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Settings

Security ✔ Passcode ***** [Show](#) ✕ Waiting Room
✕ Require authentication to join

Video
Host on
Participant on

Audio
Telephone and Computer Audio

Meeting Options
✕ Enable join before host
✔ Mute participants upon entry 
✕ Record the meeting automatically

 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](#)

You have not created any poll yet.

 Import CSV

Step 4: Uncheck Tuesday/Check Thursday under Time Zone settings

Time Zone

Recurring meeting **Every week on Thu, until Jul 26,2021, 11 occurrence(s)**

Recurrence

Repeat every week


Occurs on Sun Mon Tue Wed Thu Fri Sat

End date By After occurrences

Step 5: Save settings at the bottom of the page

Meeting Options

Enable join before host

Mute participants upon entry 

Record the meeting automatically On the local computer In the cloud

Alternative Hosts