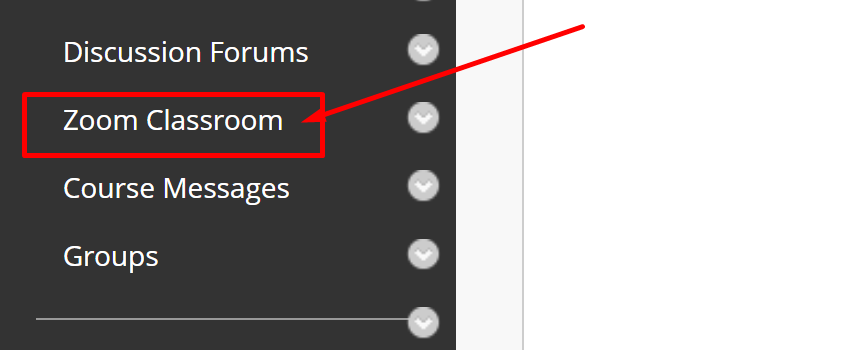
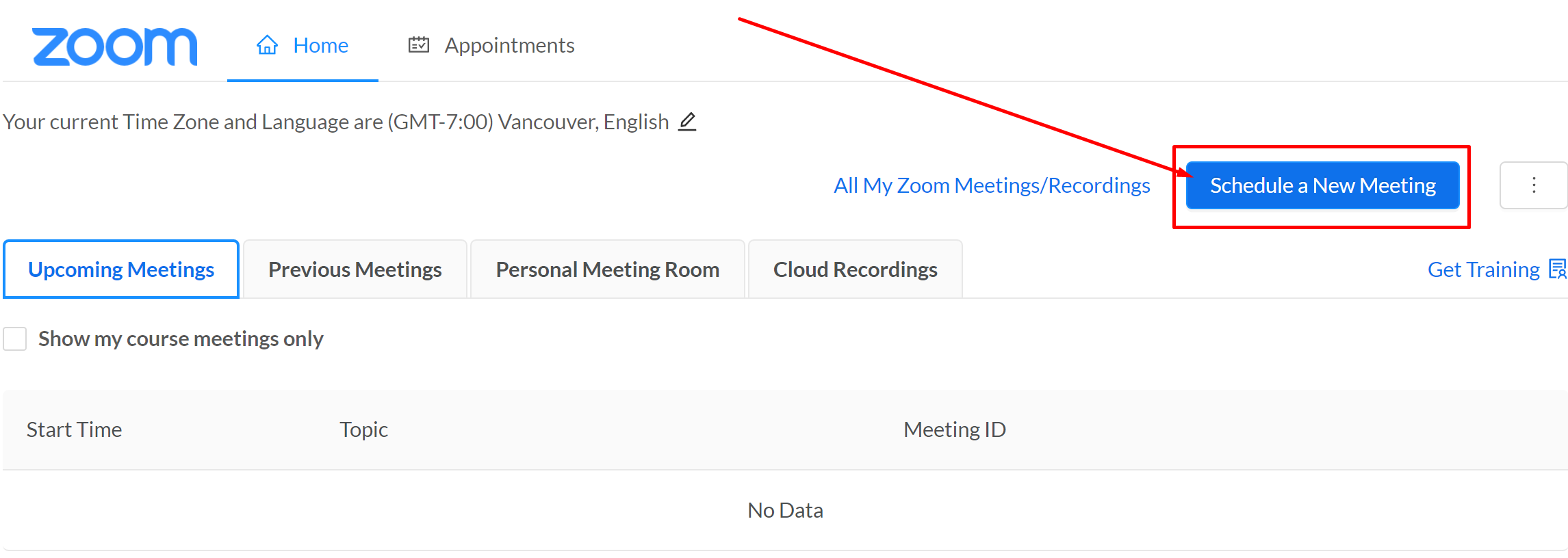
Zoom - How to Make a Main Meeting Room for the Whole Semester

Email: [askTLC@ufv.ca](mailto:askTLC@ufv.ca) Video: [video.ufv.ca](https://video.ufv.ca)

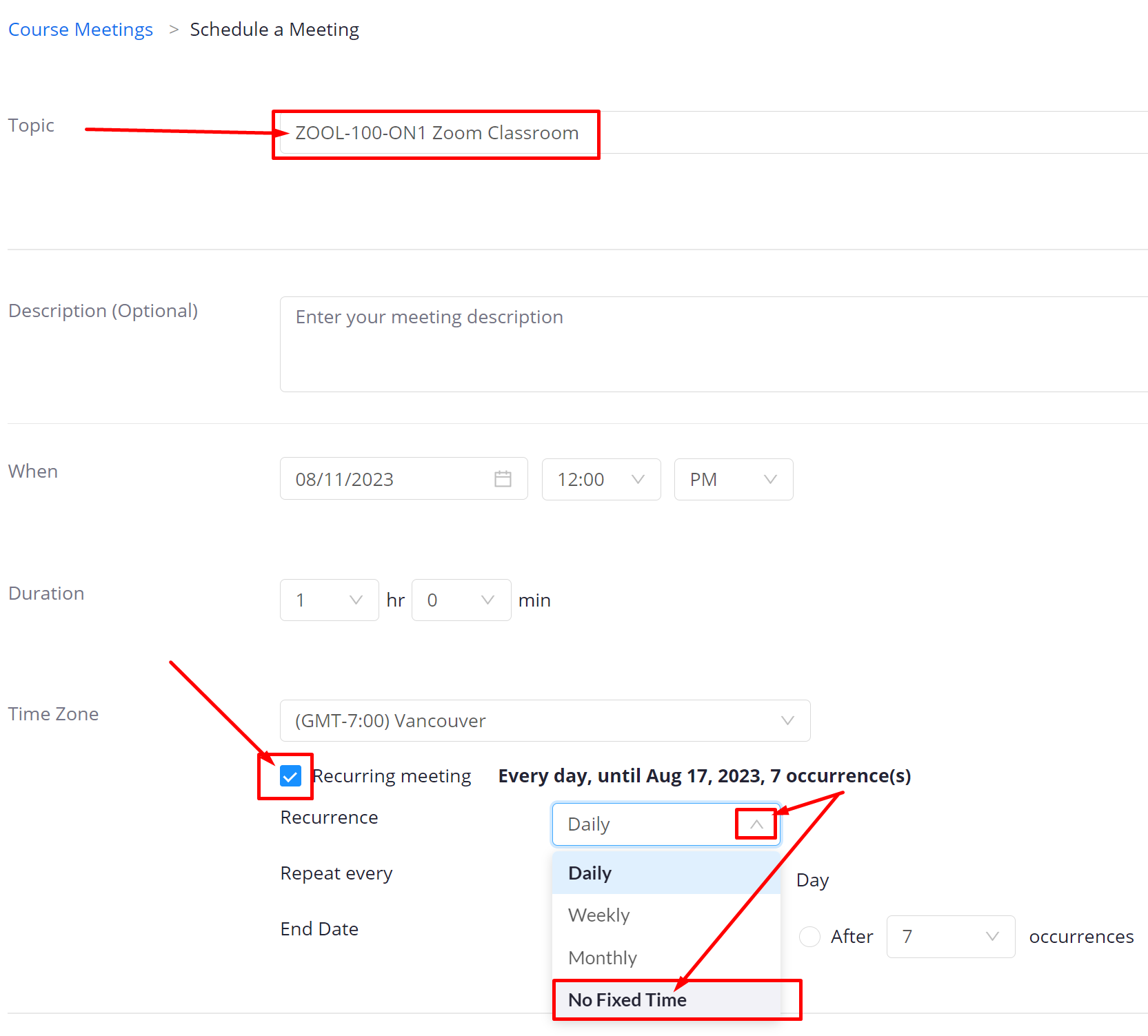
**1] (myClass course’s left menu) Zoom Classroom**

****

**2] (top right) Schedule a New Meeting**

****

**3] Topic > Recurring Meeting > No Fixed Time**

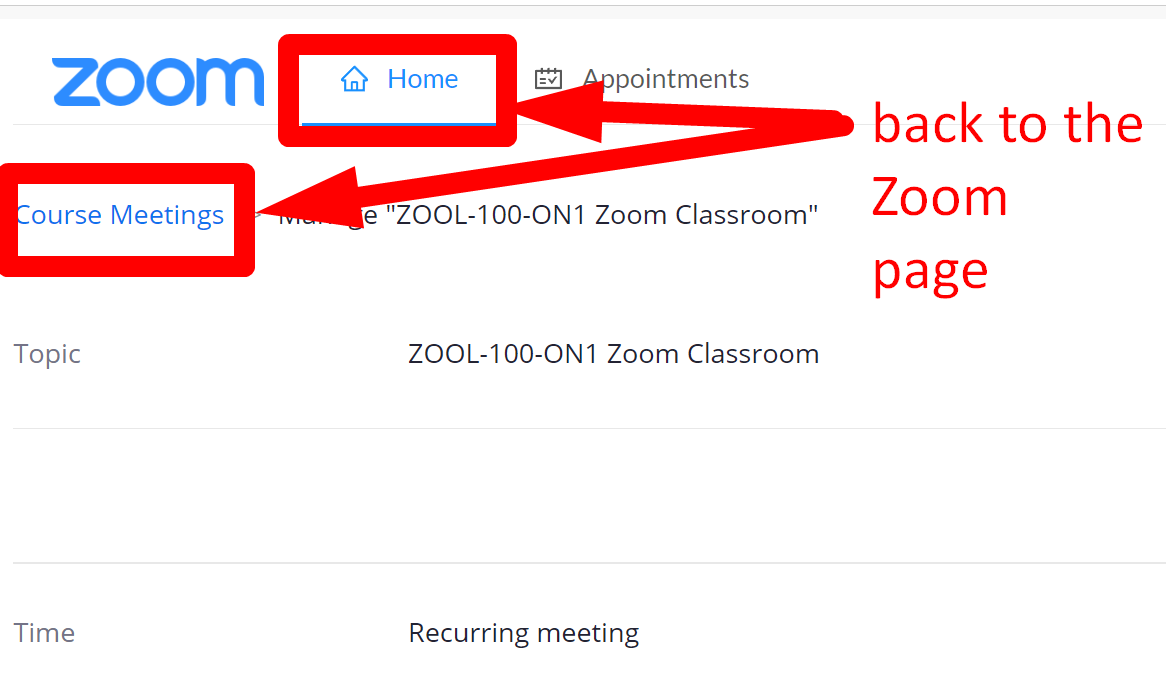
****

**4] (below) Enable join before host**

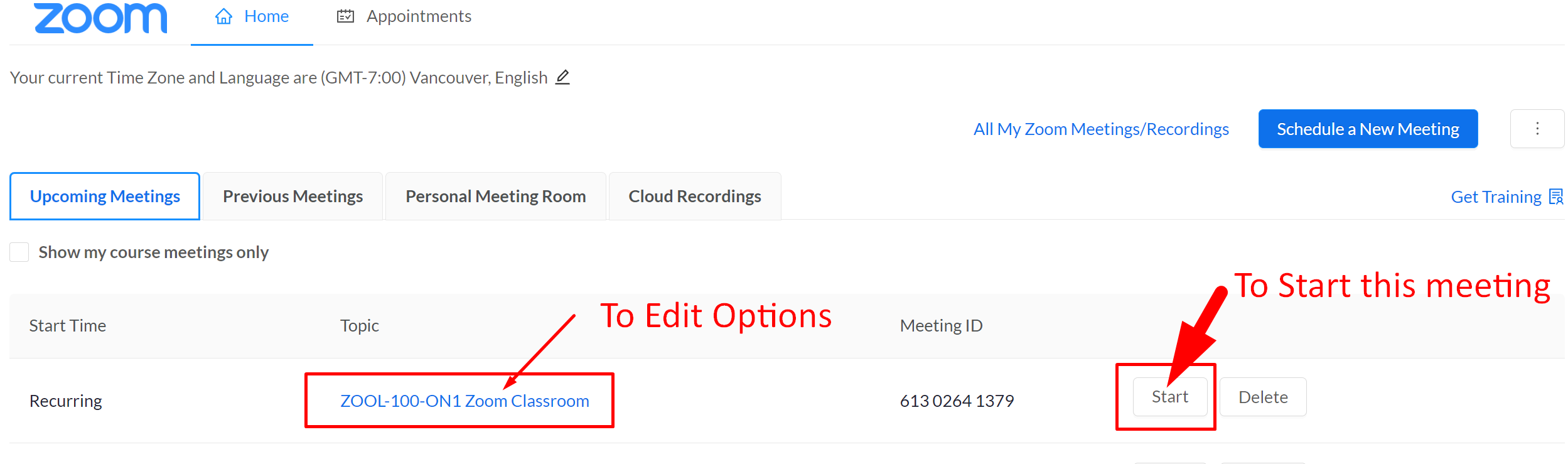
**> Mute participants upon entry > Save**

**This image shows where to Enable join before host and Mute participants upon entry. It also shows the Save button at the end.
**

**5] (top left) Home or Course Meetings**

****

**6] You can edit options or start the meeting.**

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**Revised by Soowook Kim on AUG 11, 2023.**