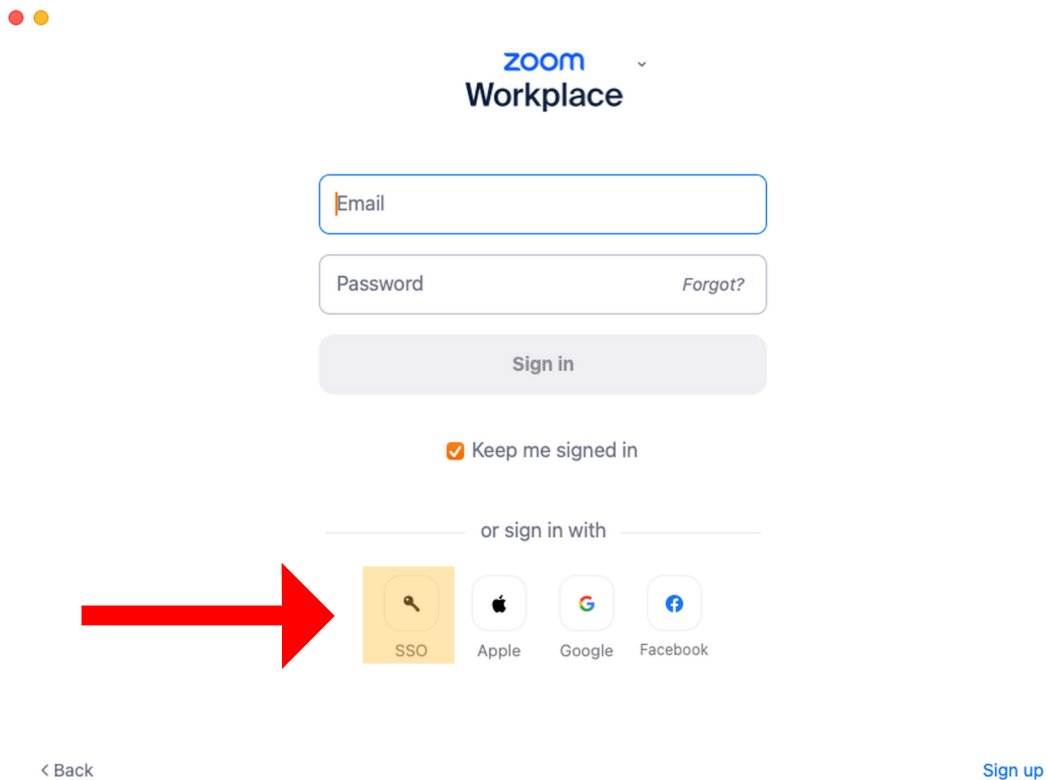


## To set up a Zoom class with recurring meetings

1. First make sure you have downloaded the Zoom Workplace program to your desktop computer. If you do not have this program, you can get it free of charge from [www.zoom.us/download](http://www.zoom.us/download)
2. Open and log into the Zoom Workplace program. To do this click on the button with a picture of a key which says SSO.



zoom  
Workplace

Email

Password [Forgot?](#)

Sign in

☒ Keep me signed in

or sign in with

SSO Apple Google Facebook

< Back [Sign up](#)

3. If you see the screen below enter the words imperial-ac-uk before .zoom.us in the box marked Your Company Domain and press continue. Note these are imperial-ac-uk NOT imperial.ac.uk



### Sign in with SSO

Your company domain  
imperial-ac-uk .zoom.us

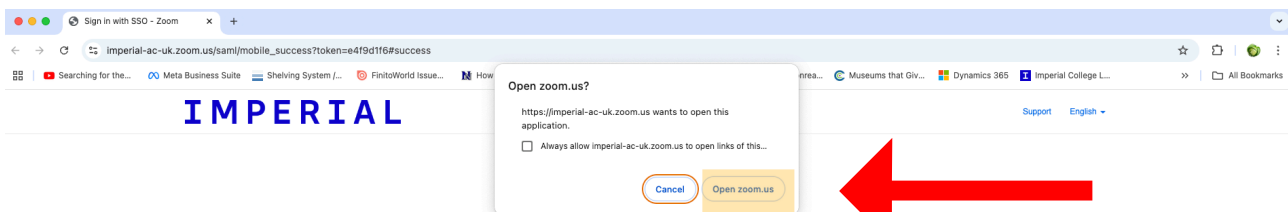
[I don't know the company domain](#)

Continue

Type to enter text

< Back

4. Your web browser should open up at this point. Click on Open zoom.us



### Sign in with SSO

Click **Open zoom.us** on the dialog shown by your browser

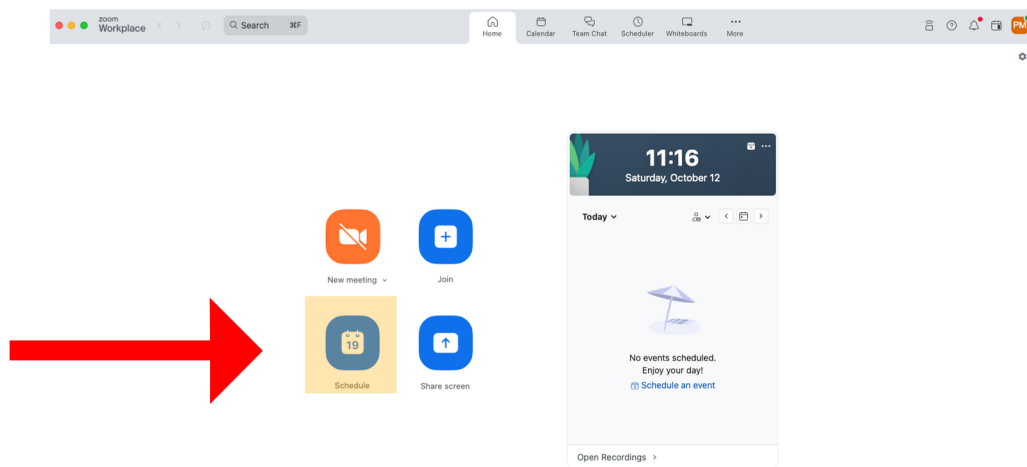
If you don't see a dialog, click **Launch Zoom** below

By launching Zoom, you agree to our [Terms of Service](#) and [Privacy Statement](#)

Launch Zoom




**5. You should now be returned automatically to the Zoom Workplace program and see a screen like this. Click on the blue button marked Schedule.**



6. You should now see the options to schedule a class as shown below.

**Topic:** Give your meeting or class a name.

## Schedule Meeting



Topic

My Adult Education Class

Date & Time

14/10/2024

18:00

to

18:30

14/10/2024

Time Zone:

London

☐ Recurring meeting

Attendees

Email or name

☒ Enable Continuous Meeting Chat ⓘ  
Added attendees will have access to the Meeting Group Chat before and after the meeting.

Security

☒ Passcode 

9Dm\*jz

 ⓘ  
Only users who have the invite link or passcode can join the meeting

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

☐ Only authenticated users can join

Video

Host:

☒ On

☐ Off

Participant:

☒ On

☐ Off

Cancel

Save

**7. Date and Time:** In this section enter the date and start time of the first class in the two boxes to the left.

## Schedule Meeting

### Topic

My Adult Education Class

### Date & Time

14/10/2024

18:00

to

18:30

14/10/2024

Time Zone:

London

☐ Recurring meeting

### Attendees

Email or name

☒ Enable Continuous Meeting Chat ⓘ

Added attendees will have access to the Meeting Group Chat before and after the meeting.

### Security

☒ Passcode 9Dm\*jz ⓘ

Only users who have the invite link or passcode can join the meeting

☐ Waiting Room

Only users admitted by the host can join the meeting

☐ Only authenticated users can join

### Video

Host:



On



Off

Participant:



On



Off

Cancel

Save

**8. Date and Time:** In this section enter the date and end time of the first class in the two boxes to the right.

**Note** that both the dates should be the same (the date of the first class), only the times (start and end times) will be different.

## Schedule Meeting

### Topic

My Adult Education Class

### Date & Time

14/10/2024

18:00

to

18:30

14/10/2024

### Time Zone:

London

☐ Recurring meeting

### Attendees

Email or name

☒ Enable Continuous Meeting Chat ⓘ

Added attendees will have access to the Meeting Group Chat before and after the meeting.

### Security

☒ Passcode 9Dm\*jz ⓘ

Only users who have the invite link or passcode can join the meeting

☐ Waiting Room

Only users admitted by the host can join the meeting

☐ Only authenticated users can join

### Video

Host: ☒ On ☐ Off Participant: ☒ On ☐ Off

Cancel

Save

9. If you want to have multiple classes (for example a weekly evening class), tick the box marked **Recurring meeting**

## Schedule Meeting

Topic

My Adult Education Class

Date & Time

14/10/2024

18:00

 to 

18:30

14/10/2024

Time Zone:

London

☐ Recurring meeting

Attendees

Email or name



Enable Continuous Meeting Chat ⓘ

Added attendees will have access to the Meeting Group Chat before and after the meeting.

Security

☒ Passcode

9Dm\*jz

 ⓘ

Only users who have the invite link or passcode can join the meeting

☐ Waiting Room

Only users admitted by the host can join the meeting

☐ Only authenticated users can join

Video

Host:

☒ On

☐ Off

Participant:

☒ On

☐ Off

Cancel

Save

10. If you tick the box marked **Recurring Meeting** a new set of options will open up.

Where it says **Recurrence** change the default setting (which will say **Daily**) to **Weekly**. This will set a weekly class at the same time and day of the week as your first class.

### Schedule Meeting

Topic

My Evening Class

Date & Time

12/10/2024

18:00

to

20:00

12/10/2024

Time Zone:

London

☒ Recurring meeting

Every week on Sat, until Feb 21, 2025, 19 occurrence(s)

Recurrence

Weekly

Repeat every

1

week

Occurs on

S

M

T

W

T

F

S

End date

☒ By

21/02/2025

☐ After

7

occurrences

☐ Never

Attendees

Email or name

☒ Enable Continuous Meeting Chat

Added attendees will have access to the Meeting Group Chat before and after the meeting.

Cancel

Save



**11. Where it says End Date enter the date of your final class and press save.**

## Schedule Meeting

Topic

My Evening Class

Date & Time

12/10/2024

18:00

to

20:00

12/10/2024

Time Zone:

London

☒ Recurring meeting    **Every week on Sat, until Feb 21, 2025, 19 occurrence(s)**

Recurrence

Weekly

Repeat every

1

week

Occurs on

S

M

T

W

T

F

S

End date

☒ By

21/02/2025

☐ After

7

occurrences

☐ Never

Attendees

Email or name

☒ Enable Continuous Meeting Chat ⓘ

Added attendees will have access to the Meeting Group Chat before and after the meeting.

Cancel

Save

12. When you press save you will be invited to import the event into your calendar and you will be given the unique internet address for your classes to share with Christian and your students.

Add Event

Upload from file

Import events to a calendar by browsing your computer, or drag and drop them here.

C340863CE21F441C8FE3EAD1D3D0A04E.ics

Browse

Calendar (m.paraskos@imperial.ac.uk) ▾

Import 1 Event?

99 **My Evening Class**

⌚

Occurs every Saturday effective 12 Oct 2024 until 15 Feb 2025 from 18:00 to 20:00.

📍

<https://imperial-ac-uk.zoom.us/j/94594935478?pwd=hDOyV5QTksmlMFbTPZELP2JVWC93Be.1>

👤

Paraskos, Michael (Organiser)

📄

Paraskos, Michael is inviting you to a scheduled Zoom meeting. Join Zoom Meeting <https://imperial-ac-uk.zoom.us/j/94594935478?pwd=hDOyV5QTksmlMFbTPZELP2JVWC93Be.1>

Cancel

Import

Always remember to send the link for your online classes to Christian as well as the students.