HOW TO SCHEDULE A RECURRING ZOOM MEETING FROM YOUR COMPUTER
For Club Advisor’s/Ohlone College Employees

STEP 1: Open up your web browser, and go to https://zoom.us/signin.

STEP 2: Sign in using your CCCConferZoom account (uses your Ohlone employee email)
STEP 3: Select “Schedule A Meeting”
STEP 4: Rename the topic & description to reflect: Your club’s name & “meeting”
STEP 5: Select the Date & time for your club meetings.

- Description (Optional): General meeting for "club name"

- When: 10/07/2020 10:00 AM

- Duration: 1 hr 0 min

- Time Zone: (GMT-7:00) Pacific Time (US and Canada)
STEP 6: Select “Recurring meeting”

STEP 7: Select the type of recurrence. If your club meets every week on the same day (Thursdays for example) select “weekly”
If your meeting is WEEKLY: Select the day. If the meeting is bi-weekly, select “Repeat every: 2 week”
NOTE: If it occurs 2x a week at the same times – select both days, if they’re at different times – a separate link must be created for the 2nd meeting.

Please note: All meeting links must end by 12/17/2020
OPTIONAL: For added security, you can require that potential attendees “register” first, and you can require a passcode. It’s also highly advised to select “waiting room,” this prevents what’s called “zoom bombers.” This will make it so Zoom provides you with a link (for active club members), and a separate link for those who wish to join. This way the advisor can verify that a meeting attendee is an actual Ohlone Student.
STEP 8: Select “Non-Instructional” and click “Save”
FINAL STEP: “Copy Invitation” and send it to the club members, studentlife@ohlone.edu & asocicc-chair@ohlone.edu