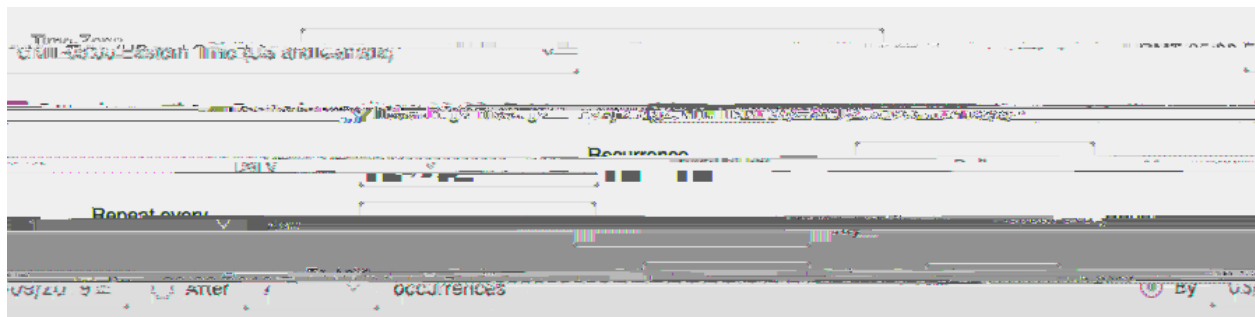
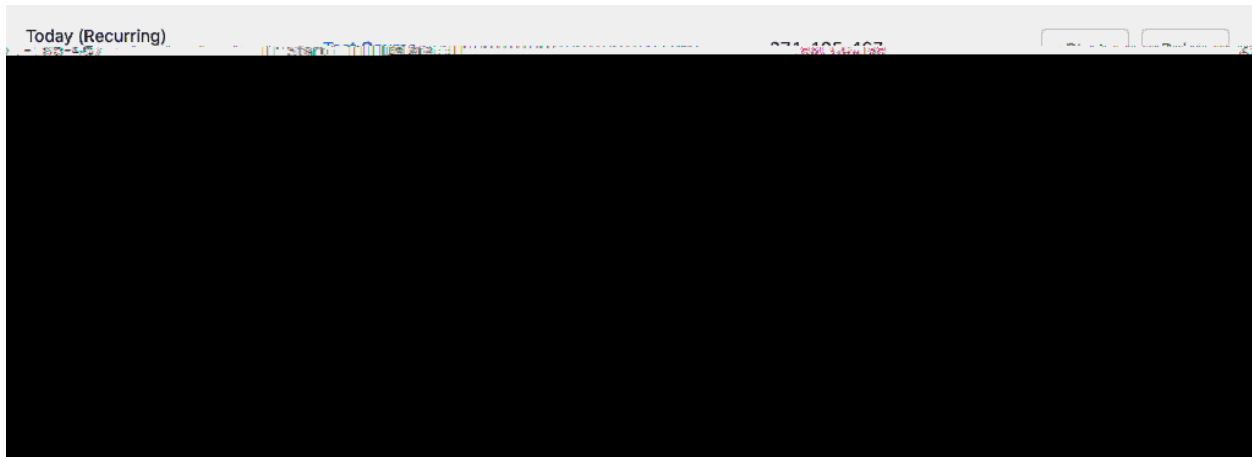


- Zoom supports recurring meetings that sync with the Canvas Calendar. Enable the **Recurring meeting** checkbox if you need to schedule, daily, weekly, monthly or a No Fixed time meeting. When this checkbox is enabled, you see the **Recurrence**, **Frequency**, and **Count** fields, where you can customize the number of meetings and how frequently they occur.



- When you schedule a recurring meeting, you can expand it in the list of upcoming meetings.



### 1. Delete a Meeting

Only the meeting creator can delete a meeting that has been created using the Zoom for Canvas tool.

- On the **Upcoming Meeting** list, click **Delete** next to the meeting to be deleted.
- Click **OK** in the pop-up dialog to confirm that the meeting is to be deleted. If this is a reoccurring meeting, the user will be prompted to delete one occurrence or all occurrences.

### 2. Start a Meeting

Instructors within the Canvas course can click **Start** to launch a scheduled meeting.

### 3. Automatically Create Meeting Notifications

Canvas users are notified via a Canvas conversation message and a Canvas calendar event when a meeting is created. If a meeting is deleted, Canvas users receive a Canvas conversation message and the meeting is removed from their Canvas calendar.

### 4. Displaying Recordings

Click the **CloudRecording** tab to see the list of meetings that have been recorded within the course. If the recording is not ready, it will show a status of "processing". When the recording is ready, you can play, publish and share, or download the recording. You can also chose to delete the recording.