

My Meetings - Zoom

https://uoregon.zoom.us/meeting#/upcoming

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Start Time to End Time

Tomorrow

02:00 PM - 03:00 PM

ENVS 199: Just Futures FIG class weekly meet...

Occurrence 1 of 9

Meeting ID: 967 7799 6017

Start

Edit

Delete

Thu, Oct 8

02:00 PM - 03:00 PM

ENVS 199: Just Futures FIG class weekly meet...

Occurrence 2 of 9

Meeting ID: 967 7799 6017

Thu, Oct 15

02:00 PM - 03:00 PM

ENVS 199: Just Futures FIG class weekly meet...

Occurrence 3 of 9

Meeting ID: 967 7799 6017

02:00 PM - 03:00 PM

Thu, Oct 22

02:00 PM - 03:00 PM

ENVS 199: Just Futures FIG class weekly meet...

Occurrence 4 of 9

Meeting ID: 967 7799 6017

Thu, Oct 29

02:00 PM - 03:00 PM

ENVS 199: Just Futures FIG class weekly meet...

Occurrence 5 of 9

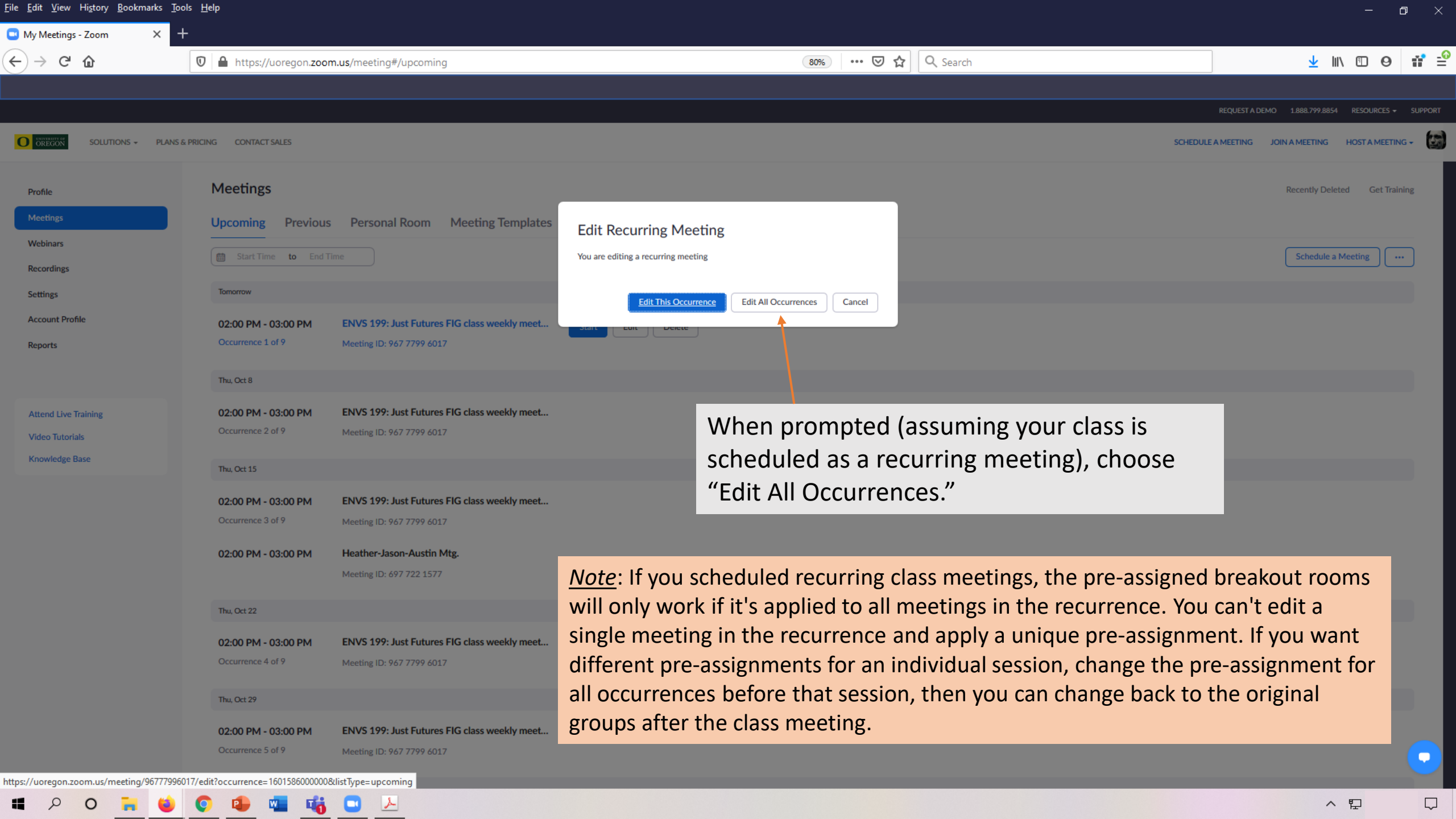
Meeting ID: 967 7799 6017

Recently Deleted

Get Training

Schedule a Meeting

Hover your cursor over your class name to see the "Edit" option appear. Click on it.



Edit Recurring Meeting

You are editing a recurring meeting

Edit This Occurrence

Edit All Occurrences

Cancel

When prompted (assuming your class is scheduled as a recurring meeting), choose “Edit All Occurrences.”

Note: If you scheduled recurring class meetings, the pre-assigned breakout rooms will only work if it's applied to all meetings in the recurrence. You can't edit a single meeting in the recurrence and apply a unique pre-assignment. If you want different pre-assignments for an individual session, change the pre-assignment for all occurrences before that session, then you can change back to the original groups after the class meeting.

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Edit Meeting - Zoom

https://uoregon.zoom.us/meeting/96777996017/edit?listType=upcoming

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SOLUTIONS PLANS & PRICING CONTACT SALES

SCHEDULE A MEETING JOIN A MEETING HOST A MEETING

Report every 1 week

Occurs on ☐ Sun ☐ Mon ☐ Tue ☐ Wed ☒ Thu ☐ Fri ☐ Sat

End date ☒ By 12/03/2020 ☐ After 7 occurrences

Registration ☐ Required

Security ☐ Passcode ☒ Waiting Room

Video Host ☐ on ☒ off

Participant ☐ on ☒ off

Audio ☐ Telephone ☐ Computer Audio ☒ Both

Dial from United States of America Edit

Meeting Options

☐ Enable join before host

☒ Mute participants upon entry

☒ Only authenticated users can join

uoregon.edu Edit

☒ Breakout Room pre-assign

+ Create Rooms Import from CSV

☐ Automatically record meeting

Alternative Hosts

Example: mary@company.com, peter@school.edu

On the next screen, in the editing area, scroll down and select "Breakout Room pre-assign"

You now have two options – import from a CSV file (see images 5-7 following) or manually +Create Rooms (see image 8 following)

If you choose the import from CSV file option, you'll get this popup box. You can click the "download" button to get the Zoom template (see next page)

Import Rooms and Participants from CSV file

CSV format requirements: Breakout room name, email. Click [download](#) the template.

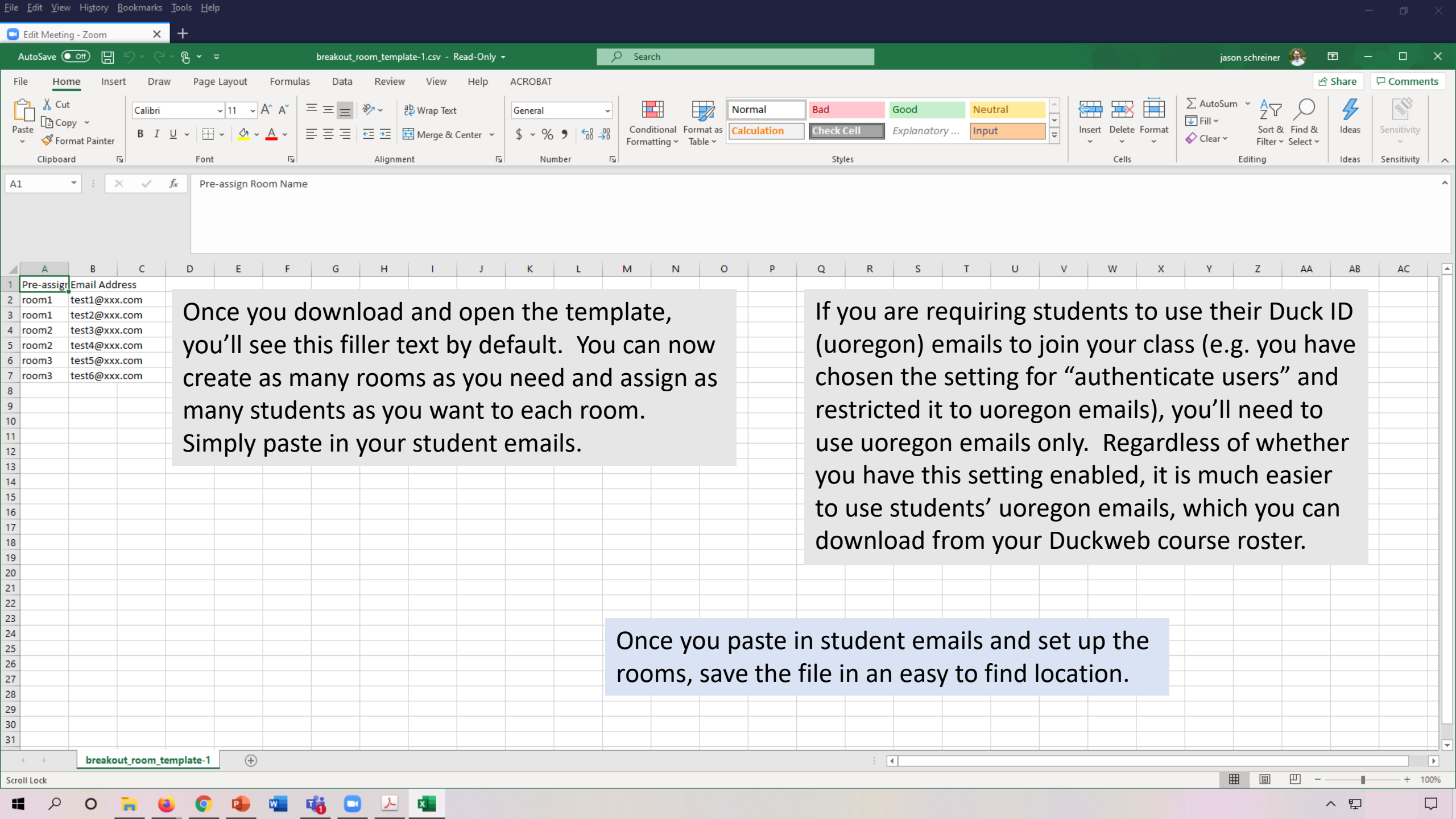


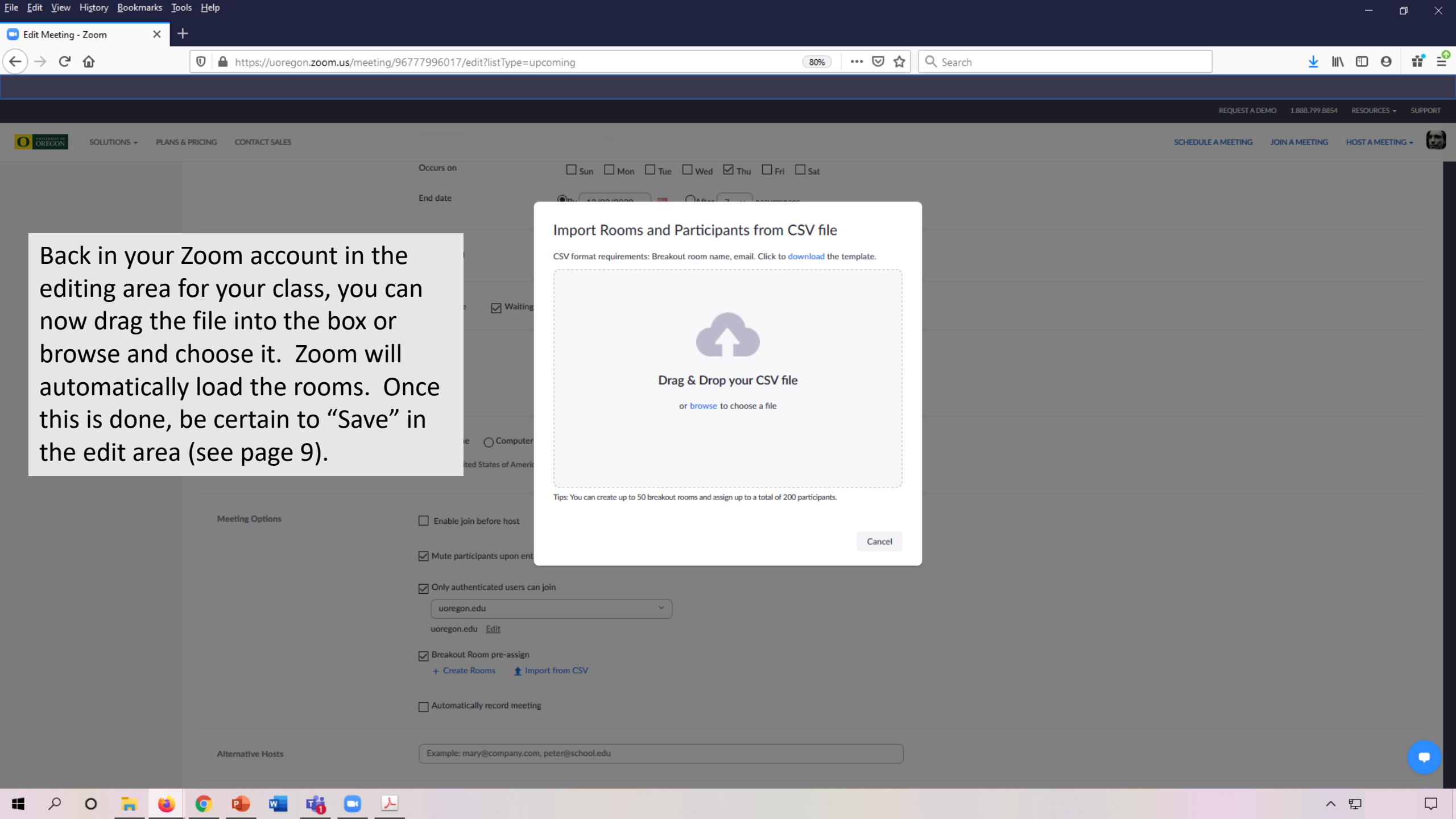
Drag & Drop your CSV file

or [browse](#) to choose a file

Tips: You can create up to 50 breakout rooms and assign up to a total of 200 participants.

Cancel





Back in your Zoom account in the editing area for your class, you can now drag the file into the box or browse and choose it. Zoom will automatically load the rooms. Once this is done, be certain to “Save” in the edit area (see page 9).

Import Rooms and Participants from CSV file

CSV format requirements: Breakout room name, email. Click to [download](#) the template.

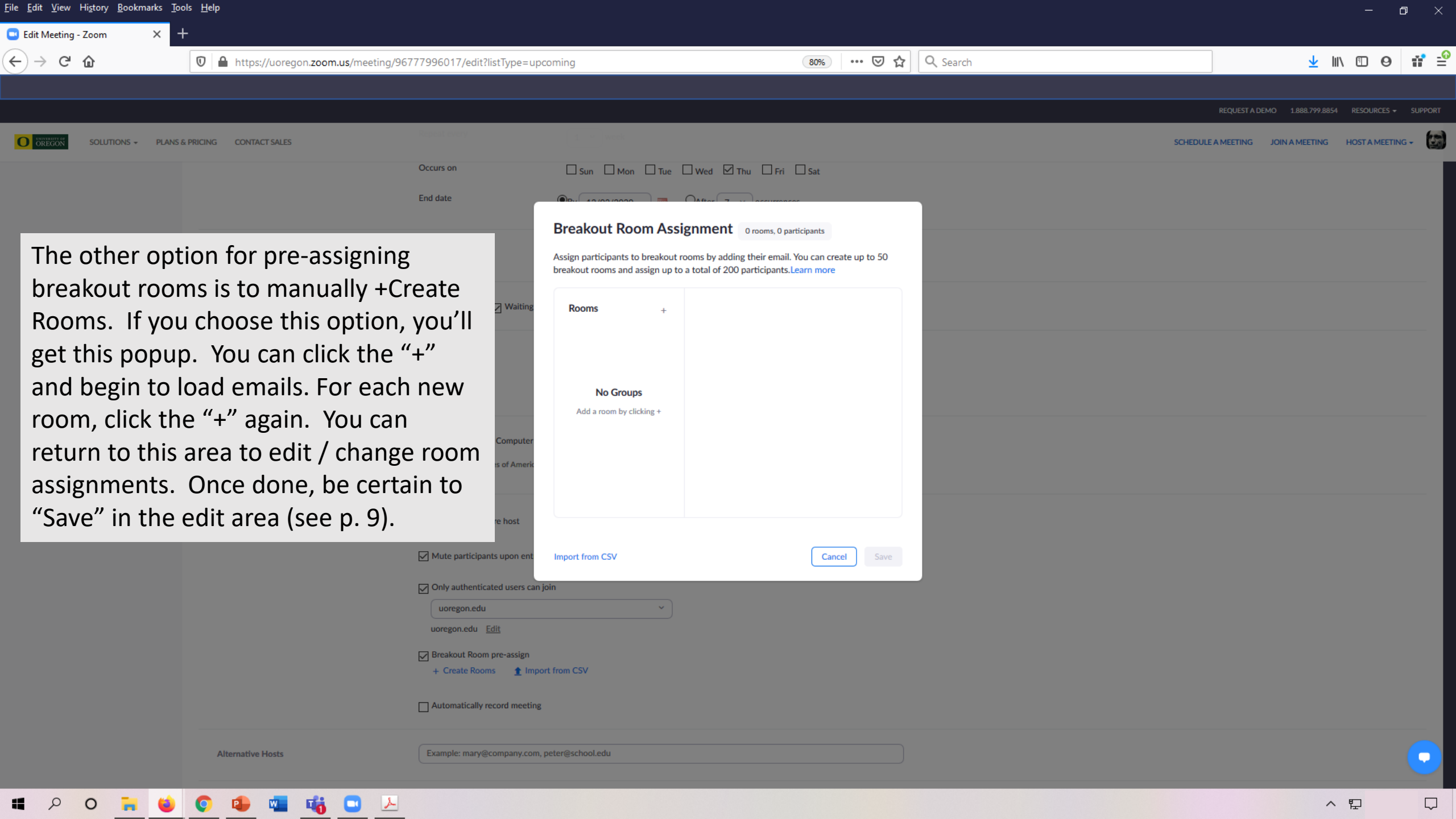


Drag & Drop your CSV file

or [browse](#) to choose a file

Tips: You can create up to 50 breakout rooms and assign up to a total of 200 participants.

Cancel



The other option for pre-assigning breakout rooms is to manually +Create Rooms. If you choose this option, you'll get this popup. You can click the "+" and begin to load emails. For each new room, click the "+" again. You can return to this area to edit / change room assignments. Once done, be certain to "Save" in the edit area (see p. 9).



Meeting Options

☐ Enable join before host☒ Mute participants upon entry☒ Only authenticated users can join

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[Edit](#)☒ Breakout Room pre-assign[+ Create Rooms](#)[Import from CSV](#)☐ Automatically record meeting

Alternative Hosts

Example: mary@company.com, peter@school.edu

Interpretation

☐ Enable language interpretation

Save

Cancel

The last step is to “Save.” Your pre-assigned breakout rooms should now be available during your class session.

For more help with pre-assigning breakout rooms, visit this link:

<https://support.zoom.us/hc/en-us/articles/360032752671>