



Zoom Meeting Creation – No Recurrence

1. Create Zoom Meeting after login through website or through Zoom App interface.
2. Assign meeting details as needed.
3. Make sure to NOT check box for “Recurring Meeting”.

Website

ICING CONTACT SALES **SCHEDULE A MEETING** JOIN A MEETING HOST A MEETING

Schedule a Meeting

Topic: My Meeting

Description (Optional): Enter your meeting description

When: 10/27/2020 10:00 AM

Duration: 1 hr 0 min

Time Zone: (GMT-6:00) Mountain Time (US and Canada)

Recurring meeting

App Interface

Schedule meeting

Schedule Meeting

Topic: Zoom Meeting

Start: Tue October 27, 2020 11:00 AM

Duration: 1 hour 0 minute

Recurring meeting Time Zone: Mountain Time (US and Canada)

*For additional information about scheduling a meeting in Zoom, go to [Scheduling meetings](#) in the Zoom Help Center.