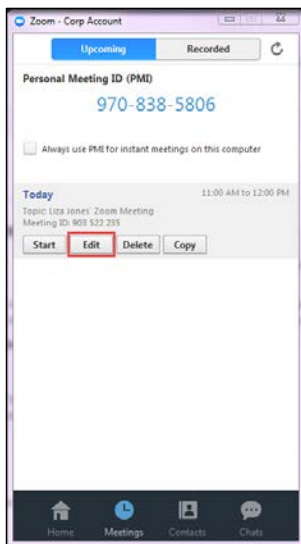


Zoom - Updating a scheduled meeting in Zoom

If you have created a scheduled meeting, you have the opportunity to edit it. You can reschedule an existing meeting, that is change the date and time. If you need to add or delete attendees, you can do so from your calendar.

Edit a scheduled meeting with the Zoom app

1. Open the Zoom app on your desktop
2. Select Sign In
3. Click **Sign In with SSO**
4. Enter your USQ username and password
5. Click **Meetings**
6. Click the **Upcoming** tab
7. Hover over the meeting you are wanting to edit
8. Click on the **Edit** button



9. Make the changes
10. Click **Save**

Edit a scheduled meeting through the Zoom website

1. Log into the Zoom website (usq.zoom.us)
2. Click the **Zoom Account Sign on (SSO)**
3. Log in using your UConnect username and password
4. Click the **Meetings** tab
5. Click the **Meeting** link
6. Click **Edit**
7. Make the changes
8. Click **Save**

END