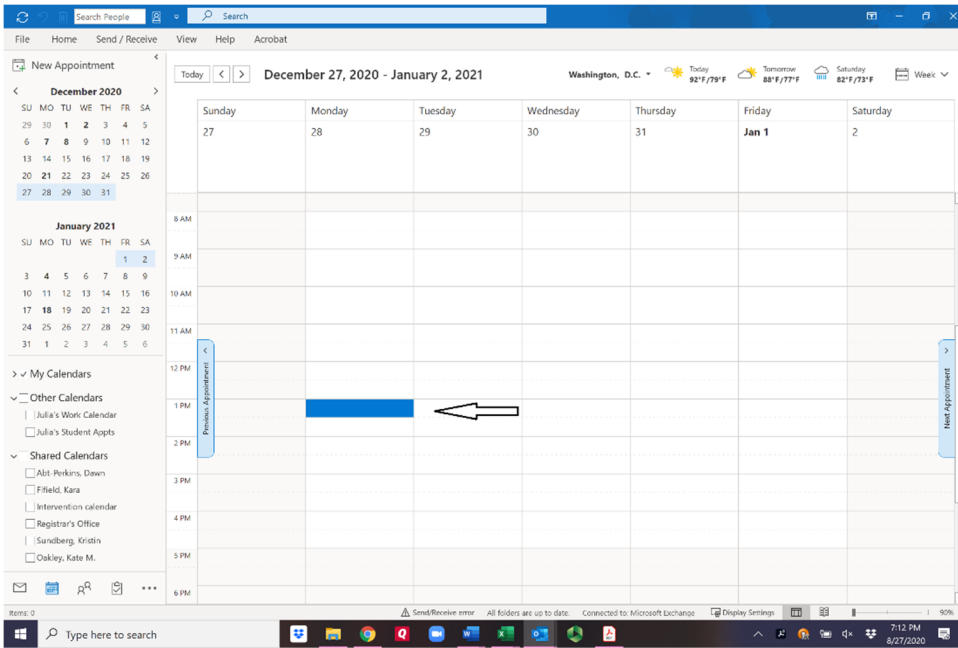


# Organizing Zoom Appointments

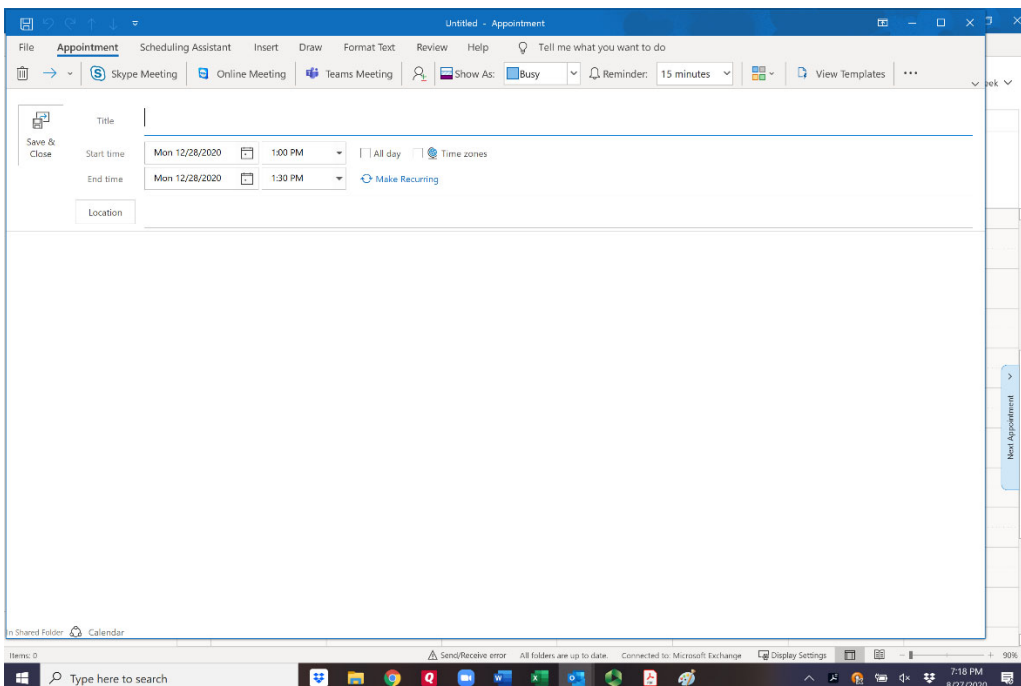
**Question:** I have all of these weekly Zoom commitments (classes, meetings, tutoring, lessons, appointments, practices...). How can I keep track of them all and all the different Zoom links?

**Tip 1:** Get them out of your head. Trying to remember everything means you will be stressing about forgetting.

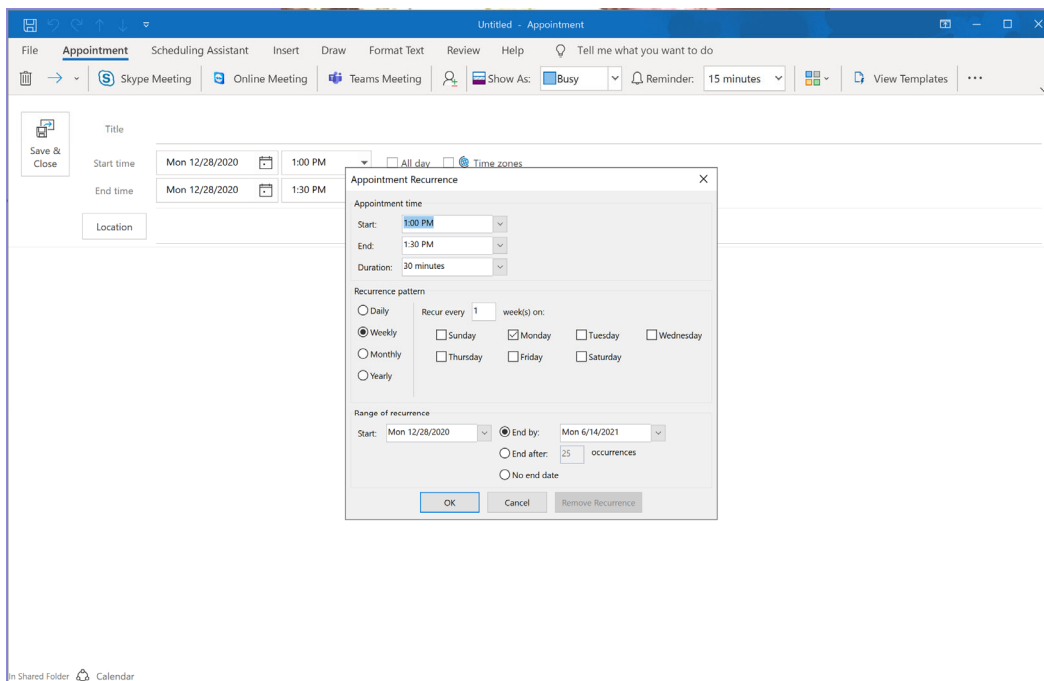
**Tip 2:** Create an Outlook Calendar with the Zoom information. In this way, Outlook will send you an automatic email reminder for each event. No memorizing needed. **Open your email at the start of every day that you have class. That way, you will receive reminders as you are studying and doing other things online.**



[ Double Click on a time.]



This box opens. Put the course name or event name in the Title and change them during of the class. You can put the Zoom information in Location. Then click on the blue [Make Recurring](#)]



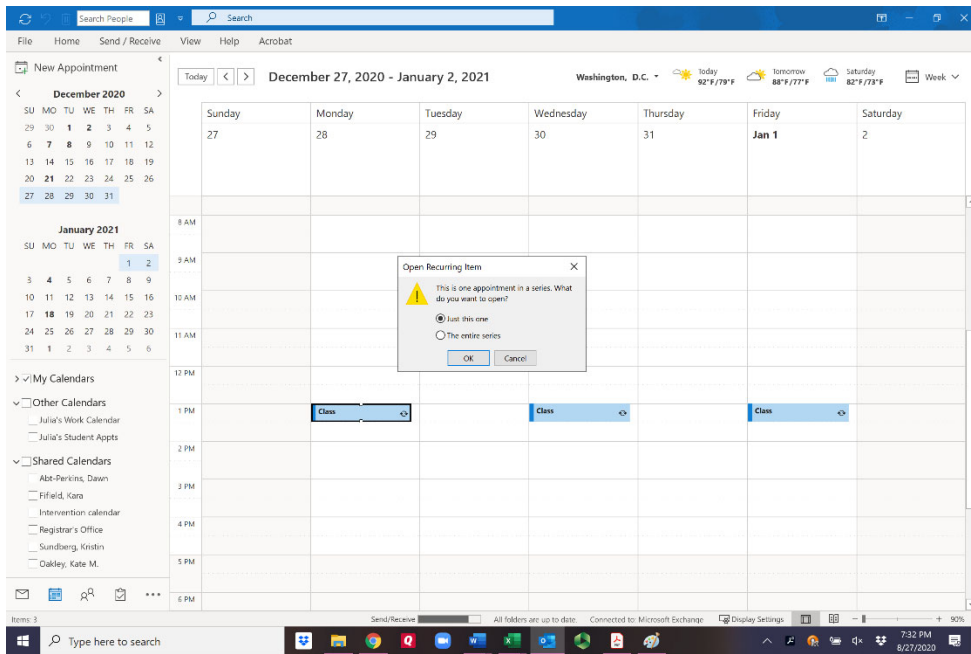
[Click on all the boxes next to the days the class/events meet. Set an end date and click OK. The box will disappear. You will click Save and Close. The event will appear on your Outlook calendar.

**Question:** My professor said she is going to give us a new Zoom link for every class. How will I know what the link is?

**Tip:** The first place to look is in the course syllabus. It may tell you where to find the Zoom links. You can also look at Moodle to see if there is a link posted for the first class or the subsequent class. If you can't find it, email your professor. All you need to do is start typing your professor's last name into the email address and their name and email address should appear.

**Question:** I know where I get the links for class, but how do I change them on my calendar for that course?

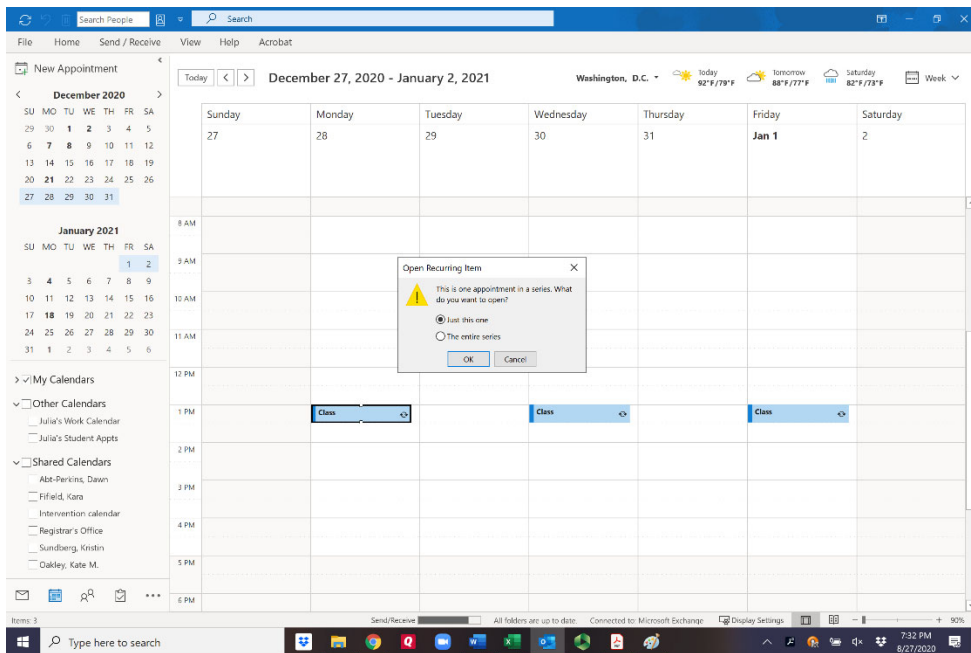
**Tip:** If your professor is going to change the class link for each class, do not put a Zoom link in the calendar when you set up the course as recurring. Instead, add the link to that day's class right when it's announced.



[When you double click on an event, this pops up asking if you want to open just this one event or the entire series. If you want to change a Zoom link for all the days in the event, click “Entire Series.” If you want to make a change to just one day in the recurring event, click “Just this one.” You can then add or change the information for that day.]

**Question:** One of my weekly events changed days and time. How do I make that change on my calendar?

**Tip:** If it's a change that's permanent, and not a one-time change, go ahead and change the calendar for that event and all future events.



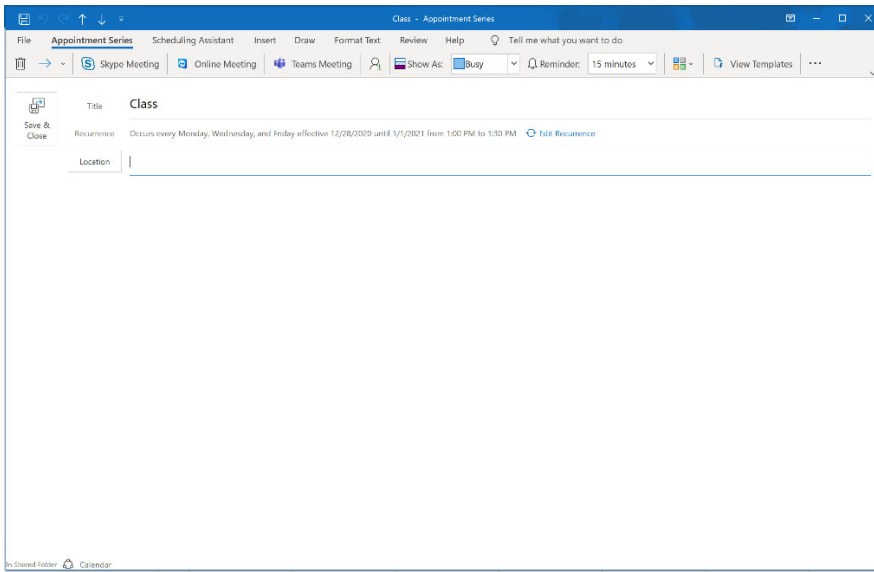
[You will do this the same way you changed the single event. Double click on the first day that the event will change. Instead of clicking “Just this one” you will click “The entire series.” Make the changes and click save and close.]

**Question:** My tutor and I agreed to meet at 3:00 on Tuesday instead of 5:00 for this week only. How do I keep track of that?

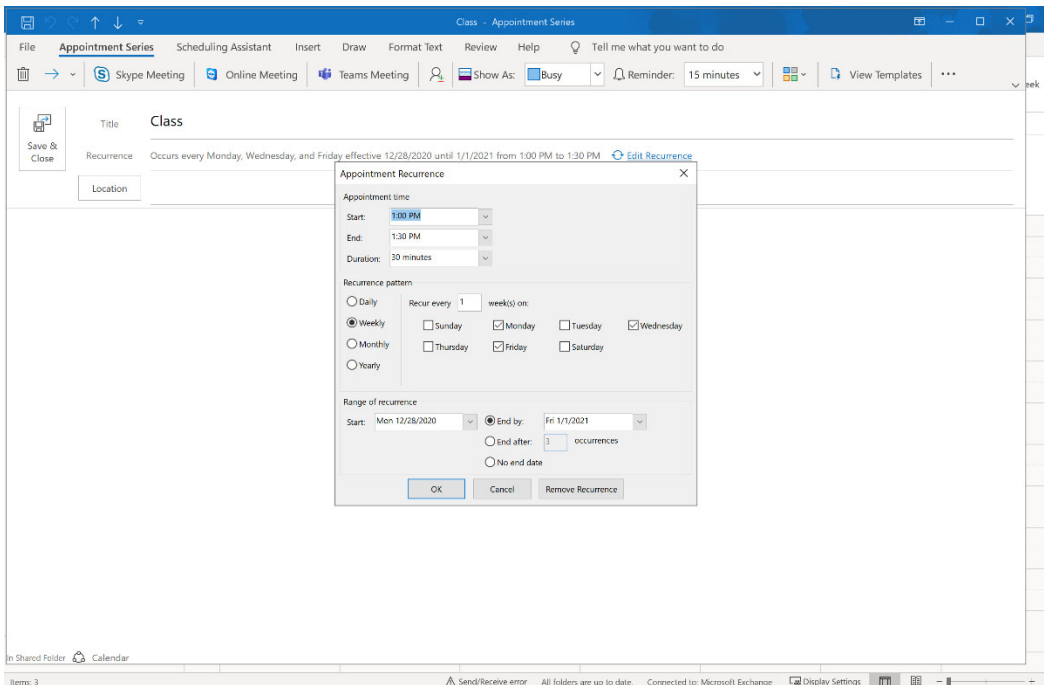
**Tip:** Get it out of your head. Don't try to memorize it. Your classes give you enough to memorize. Change that single event on your calendar following the instruction above.

**Question:** My weekly Zoom theater club meeting ends this week. I'll just remember not to attend.

**Tip:** Get it out of your head, open up your calendar, and delete the event going forward.



[Again, double click on the even and open the series. This time, click on [Edit Recurrence](#)]



[This screen opens. You can change your end day and click OK.]