![UMass Boston logo]

Edit Meetings

Cannot be done via Blackboard, best to do via the web

1. Log into your Zoom account at https://umassboston.zoom.us or
   www.zoom.us
2. Click "Meetings" on the left column
3. Hover your mouse over the meeting you want to edit and then click "Edit"
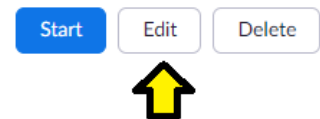
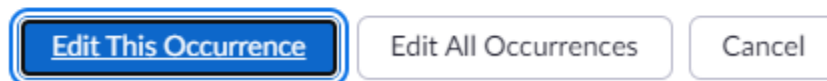4. To edit recurring meetings, click "Edit" and then click "Edit All Occurrences"

5. Proceed to change any information about the meeting
6. Finally, click "Save" at the bottom