# Creating an "Always Available" Meeting in Zoom

This guide is for instructors and TAs who want to create an open room for students to interact and study with each other in Zoom. To do this, you need to set up a recurring meeting with no fixed time. The setup can be done in both Zoom portals and Zoom integration in Canvas.

To set up a recurring meeting with No Fixed Time,

1. From your Zoom profile page, click on Meetings.
2. Click Schedule a New Meeting.
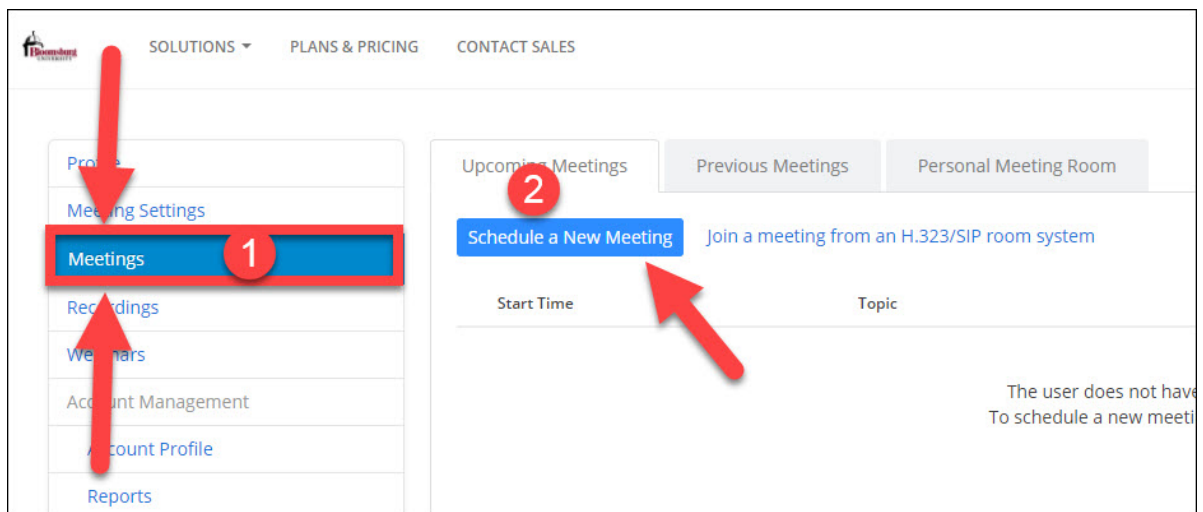
3. Enter the information for the meeting.

   - The "Topic" will be the name of the meeting. If for a class, make sure it's clear what semester and class the meeting is for. Your portal is NOT specific to each course you need to identify what semester and course the meeting is for in the Topic name. This is to make things easier for you later!
   - Select "Recurring meeting".
   - Select "No Fixed Time" in the Recurrence selector.

4. In Meeting Options, turn on "Allow participants to join anytime".
5. Click Save when finished.
6. Share the meeting invitation with your students.

Note: If you want to use the Zoom integration in Canvas but cannot find Zoom in the naviation, go to Settings >> Navigation >> drag Zoom to the top section >> Save (at the bottom of the page).