# Create a Zoom Meeting Template

If you tend to reuse the format of your Zoom sessions (for example, you use similar settings or similar polls), you can save these settings so that they can be used as a template for scheduling future meetings. For recurring meetings, you also have the option to save the recurrence schedule as part of the template. However, **meeting templates do not save the meeting time and date or alternative host settings.**

After you save a meeting as a template, you can select that template when you want to create a meeting with similar settings. You can save up to 40 meeting templates.

Creating a meeting template

To create a meeting template, you must first configure and save a meeting with the settings you need, then you can save that meeting as a template.

1. Open the Zoom Menu and select **Settings**:
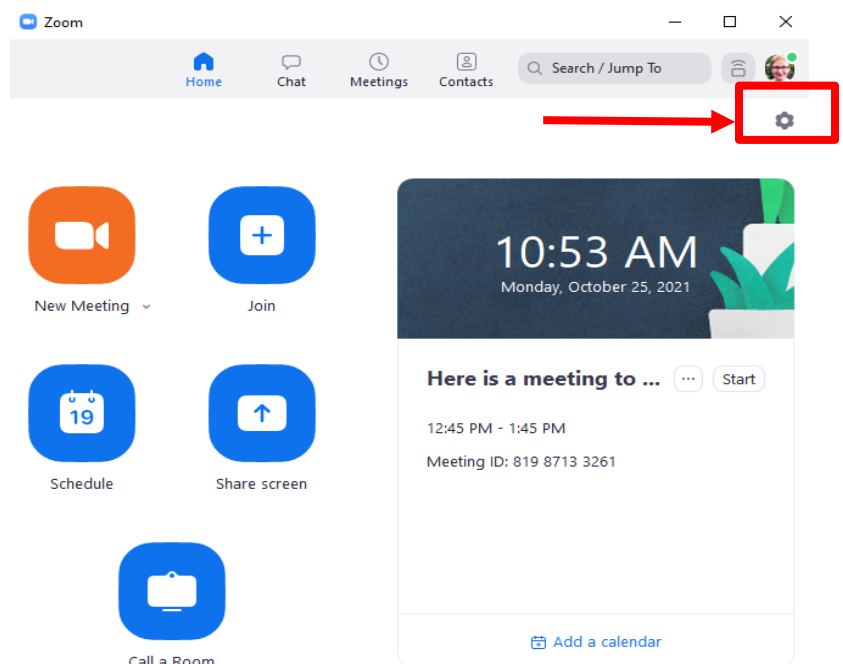
2. Once **Settings** is opened in the new window, select **View More Settings** at the bottom of the frame. This is the **Zoom Web Portal**: it will open in your browser and you will have to log in using your current ND login and password.
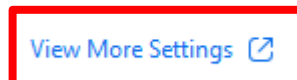
3. Select **Meetings.**
On far right click on **Schedule a Meeting** button and select the settings that you would like to apply to the template (but ignore the meeting time, date or alternative host settings).
Click **Save** at the bottom of the page.
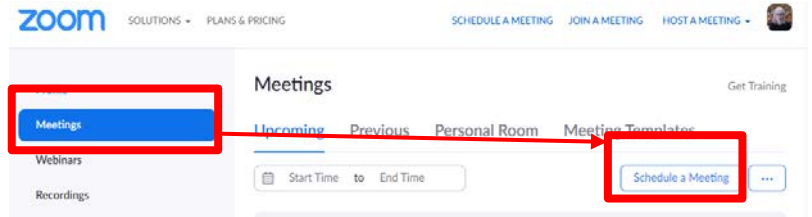
4. Are you planning on using a Poll? Scroll to the bottom of the page to find the Poll option and click select **+ Create**.
Please consult Polls in Zoom Quick Guide for further instructions should they be required.
Click **Save as Template** button (located above Polls section).
Confirm (or alter) the template name and click **Save as Template** again.
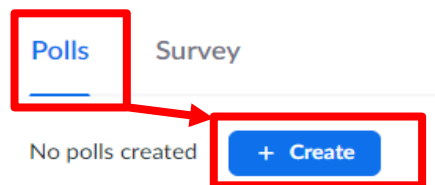
Scheduling a meeting from a template

After you have created one or more meeting templates, you can schedule a new meeting that includes all of the settings from that template. Please note that any new meeting from a template **automatically fills with the current date and time**.

To schedule a meeting and apply an existing template:

5. Sign in to the **Zoom web portal** and select **Meetings** (see steps 1-3 above)

6. Select **Meeting Templates** and click on **Use this Template** button.
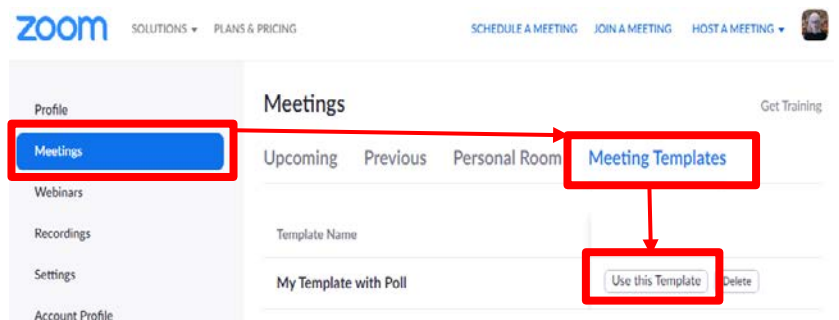
7. Update the meeting name and description (if needed), and update the date/time information or recurrence information if you saved this in the template.
Change any other settings, then click **Save**.

More how-to guides on Zoom are available here:
https://www.notredame.edu.au/staff/work/LTO/online-learning/resources/engagement