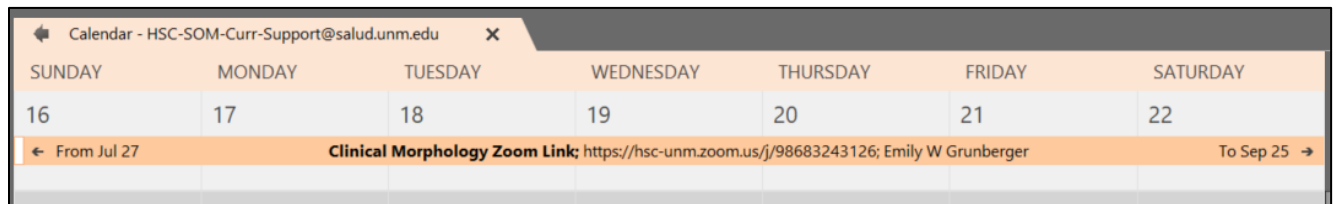# Keeping Track of Zoom Meeting Links

***Remember: Zoom meeting links may change, so each of these methods will require a small amount of maintenance on your part.

Digital Calendar

For Zoom links you will use often, create an all-day event and include the Zoom link to allow easy access to the meeting any time you need it.

For less-frequently used links, consider a recurring event (for example, a Doctoring event every Wednesday/Thursday for your small group sessions, and every Tuesday for Doctoring Large Group sessions). If you don't have a specific session on your calendar from one45, simply ignore the link that week.
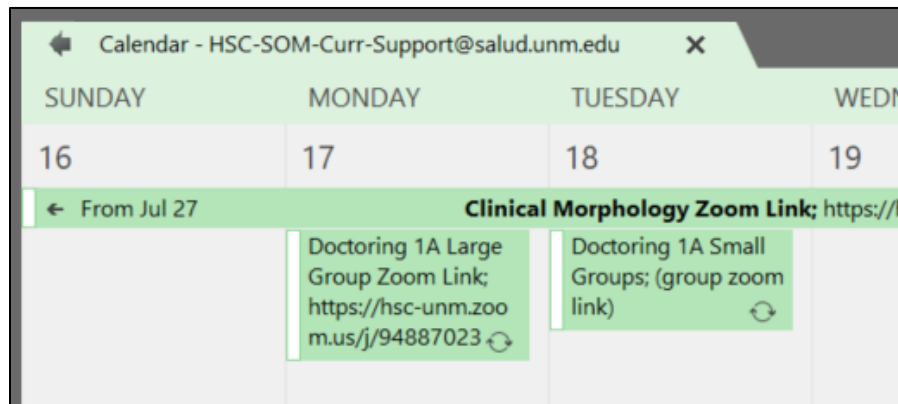
Paper Planner/Notebook/Binder or Digital Notes File/Page

Create a notes page that lists each Zoom link you need for the semester. Be sure to leave space for additions since your links may change along with your commitments and remember to keep an eye out for notices that a meeting link has changed in case that happens.

Here's an example of what this might look like:

Course	Zoom Meeting ID	Passcode	Notes
Basic Science Classes (ie - Clinical Morphology)	### #### ####	######	Host: Brenda Sanchez
Doctoring 1A Large Group Sessions	### #### ####	######	Host: Steven Charleston
Doctoring 1A Small Group Sessions	### #### ####	######	Zoom Master/Host: *Name of groupmate*
Clinical Reasoning 1 Small Group Sessions	### #### ####	######	Zoom Master/Host: *Name of groupmate*
Interest Group or Club			
Study Group			
(extra spaces for other commitments)			