How recurring meetings work in Jitsi Meet

FlexMeeting - Webinar and Video Conference with Jitsi Meet · https://wppool.dev/docs/how-recurring-meeting-works-in-jitsi-meet/

Overview: Recurring Meetings allow the meeting host to schedule meetings that automatically repeat on a predefined schedule. The system supports flexible recurrence patterns, including:

- Daily meetings
- Weekly meetings
- Monthly meetings
- Yearly meetings

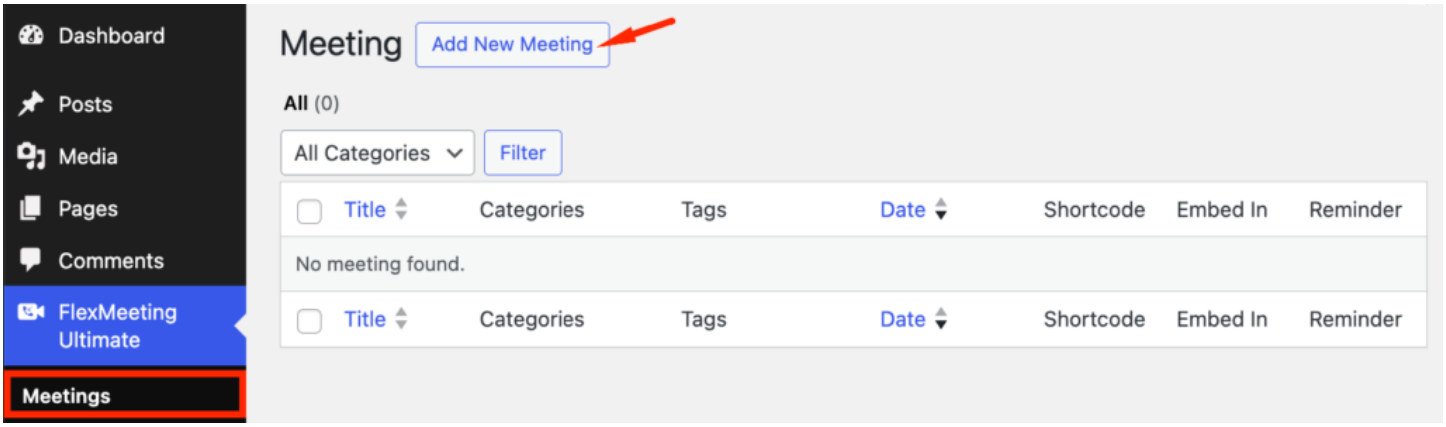
Additionally, the meeting host can enable automated email reminders for registered participants before the meeting starts.

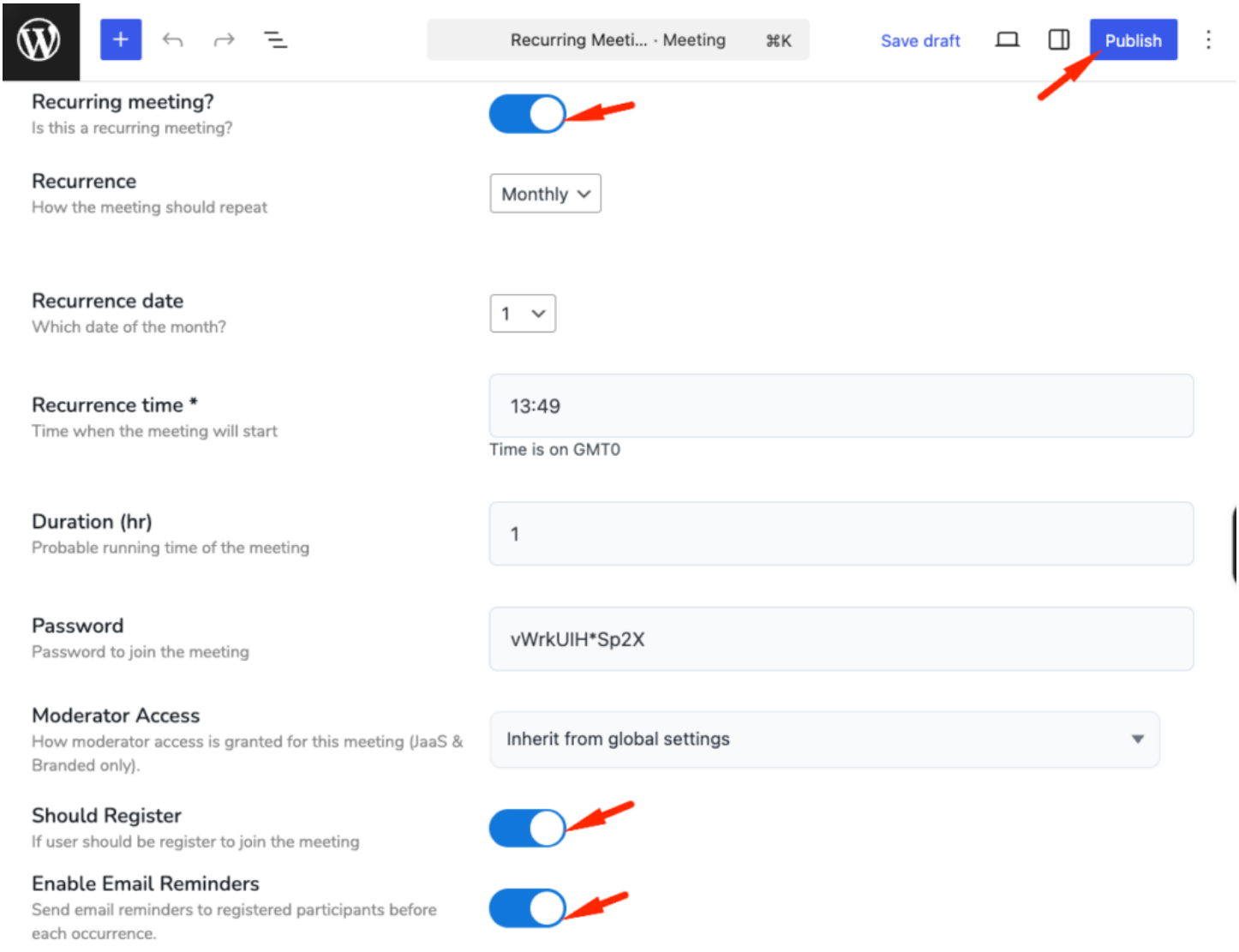
Important: Email reminders require the **Register Meeting** feature to be enabled. For registration setup instructions, see the Register Meeting **documentation**.

Creating a Recurring Meeting

To create a recurring meeting:

1. Open the meeting creation page>Click to **Add New Meeting**
2. Enable the **Recurring Meeting** toggle.
3. Configure the recurrence settings.
4. For Email reminders, enable:
    - Meeting Registration
    - Email Reminder Notifications
5. Publish the meeting.





Recurrence Options

Once the **Recurring Meeting** option is enabled, the meeting host can be configured to repeat.

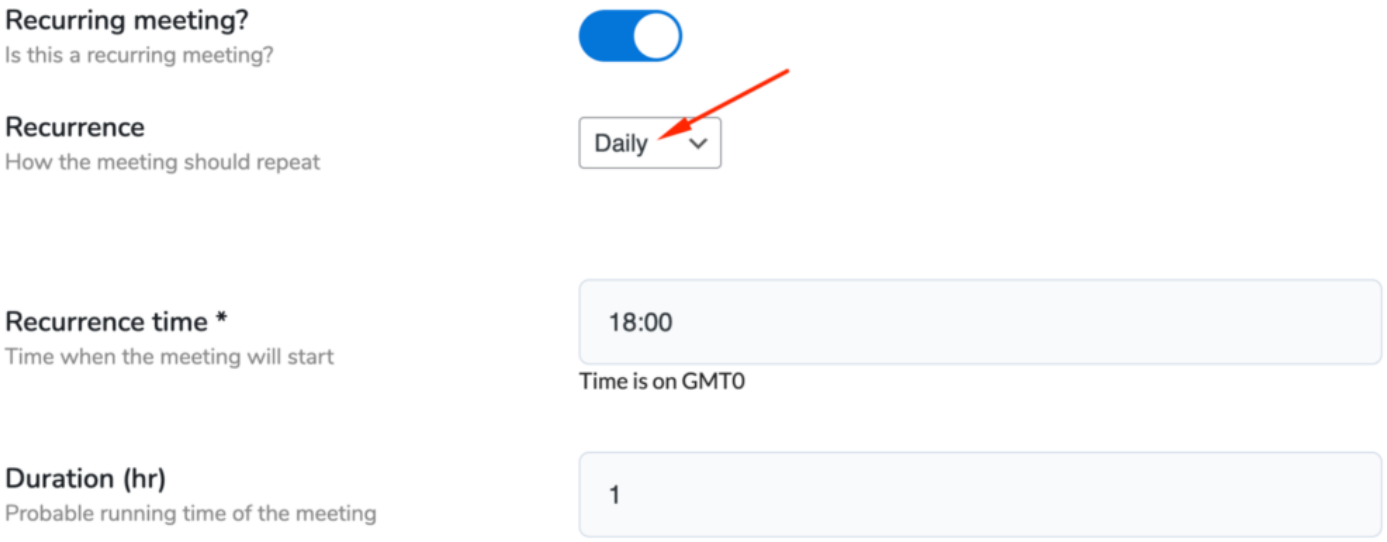
Daily Recurrence

Select **Daily** to repeat the meeting every day.

Options include:

- Daily repetition
- Recurrence time
- Meeting duration

Example: A daily standup meeting is scheduled every day at 10:00 AM.



Weekly Recurrence

Select **Weekly** to repeat the meeting on specific weekdays.

Available Options

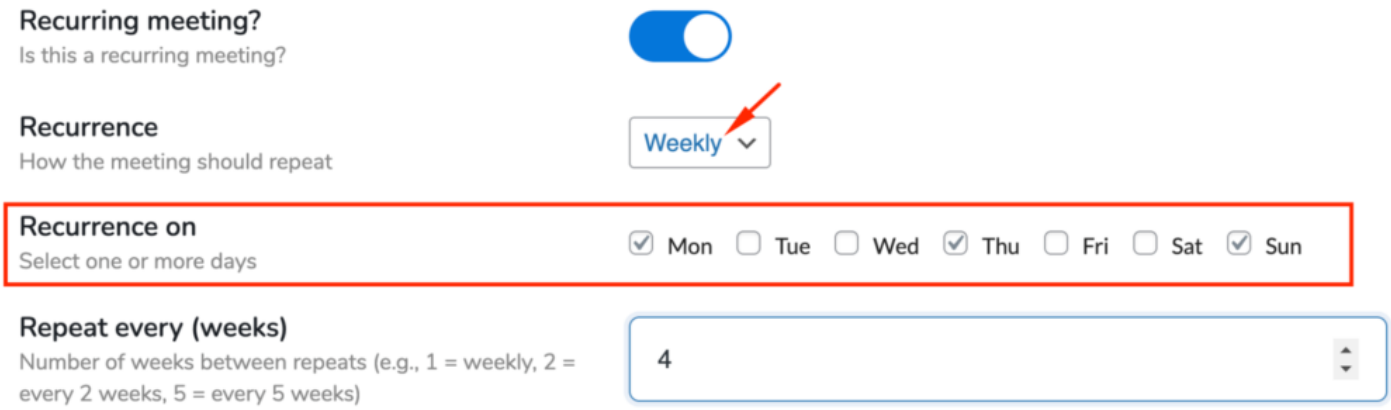
- Select one or multiple weekdays
- Configure repetition intervals using **Repeat Every**

Repeat Every

Value	Meaning

1	Every week
2	Every 2 weeks
5	Every 5 weeks

Example: A meeting that repeats every 2 weeks on Monday and Thursday.



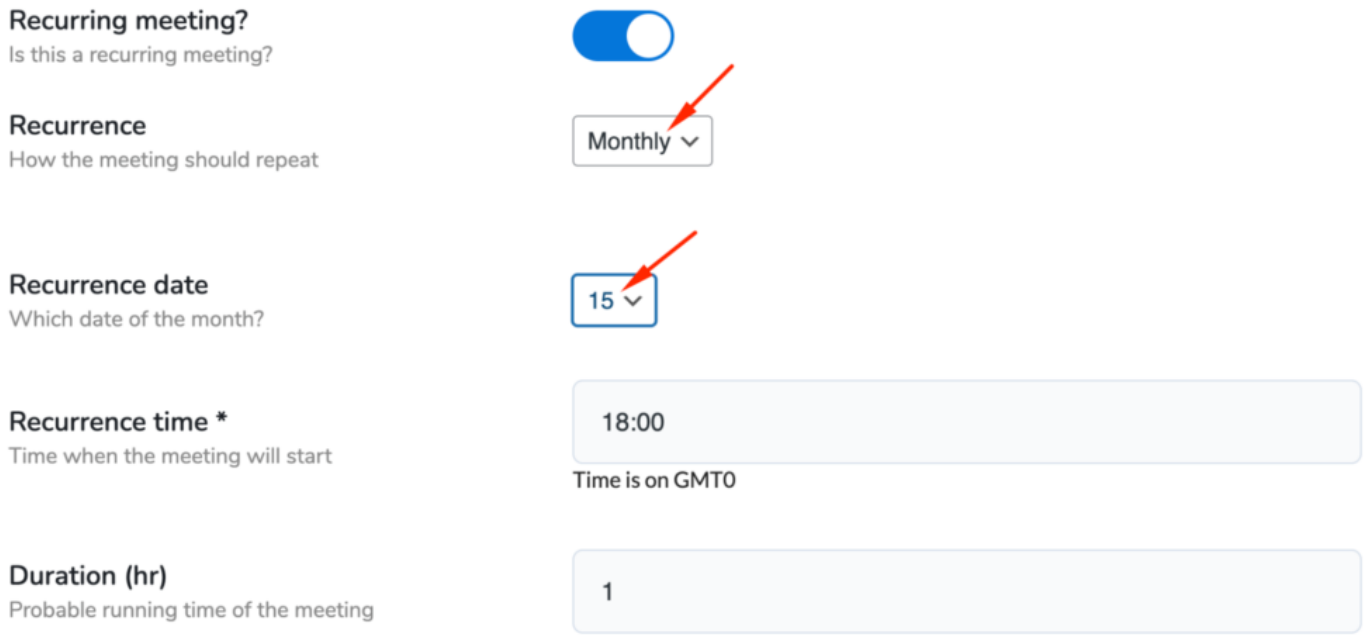
Monthly Recurrence

Select **Monthly** to repeat the meeting on a specific date each month.

Available Options

- Select recurrence date
- Configure meeting time
- Set meeting duration

Example: A meeting is scheduled on the 15th of every month.



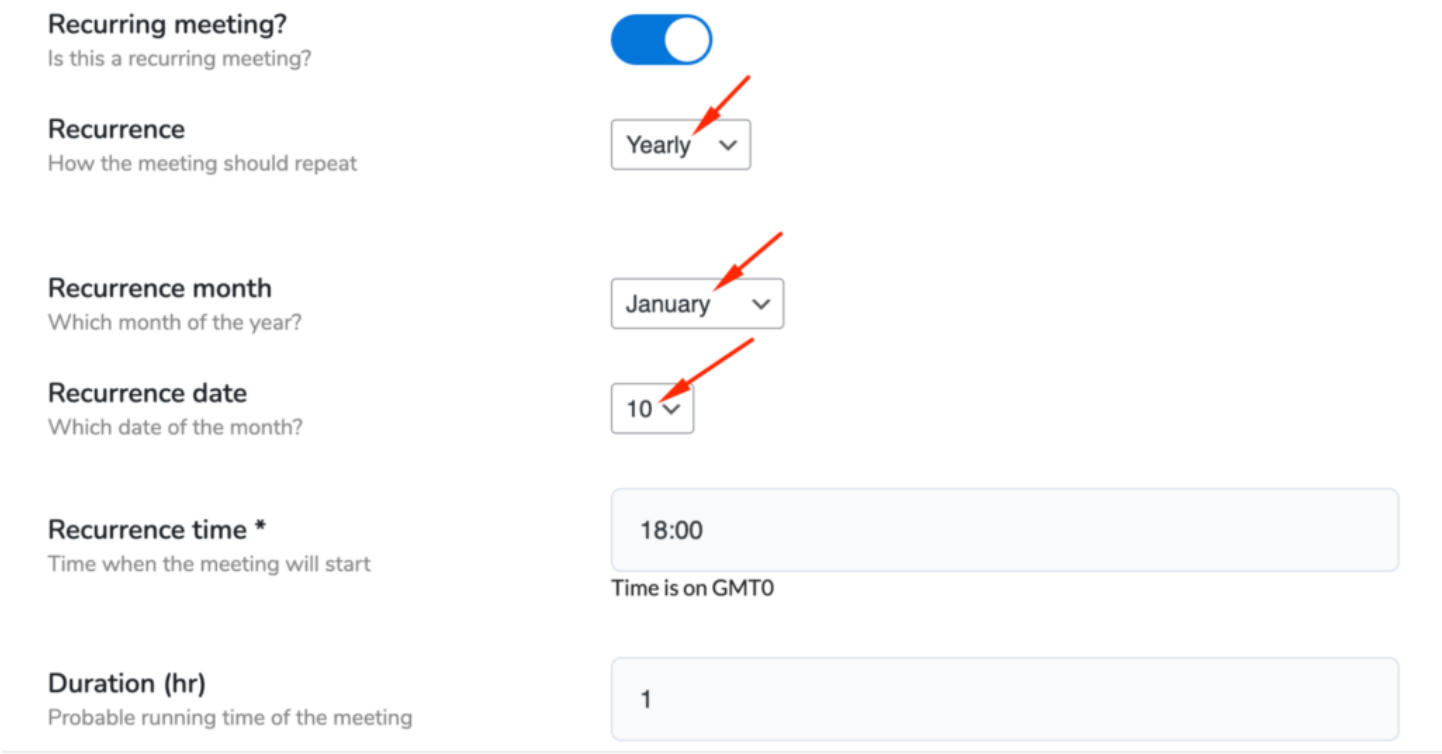
Yearly Recurrence

Select **Yearly** to repeat the meeting annually.

Available Options

- Supports all months of the year, from January through December.
- Select recurrence month
- Select recurrence date
- Configure meeting time
- Set meeting duration

Example: An annual planning meeting is scheduled every January 10.



Email Reminder Notifications

Recurring meetings support automated email reminder notifications.

The meeting host can notify participants before the meeting starts.

Prerequisite

To enable email reminders: **Register Meeting must be enabled**

For registration setup instructions, see the Register Meeting **documentation**.

Important: To ensure email reminders are delivered successfully, an SMTP plugin must be configured on your website. Kindly verify that your email settings are set up properly.

Available Reminder Options

The meeting host can choose one or multiple reminder times.

Supported reminder schedules include:

- Both (24h and 1h before)
- 24 hours before the meeting
- 1 hour before the meeting
- 30 minutes before the meeting
- 25 minutes before the meeting
- 15 minutes before the meeting

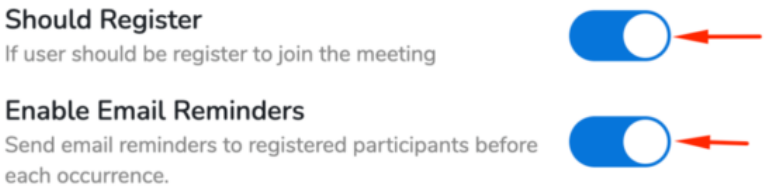
Multiple reminder options can be enabled simultaneously.

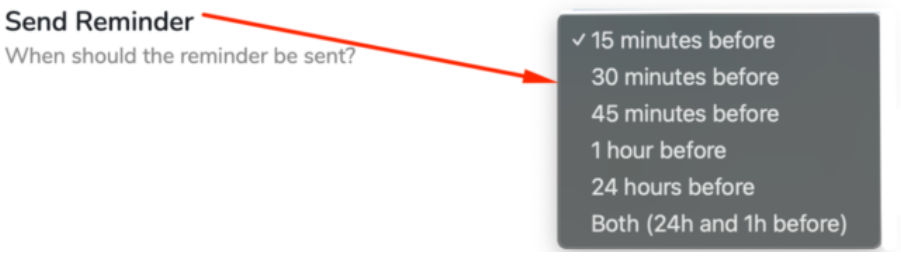
Example

The meeting host may choose:

- 24 hours before
- 1 hour before

Participants will receive both reminder emails.



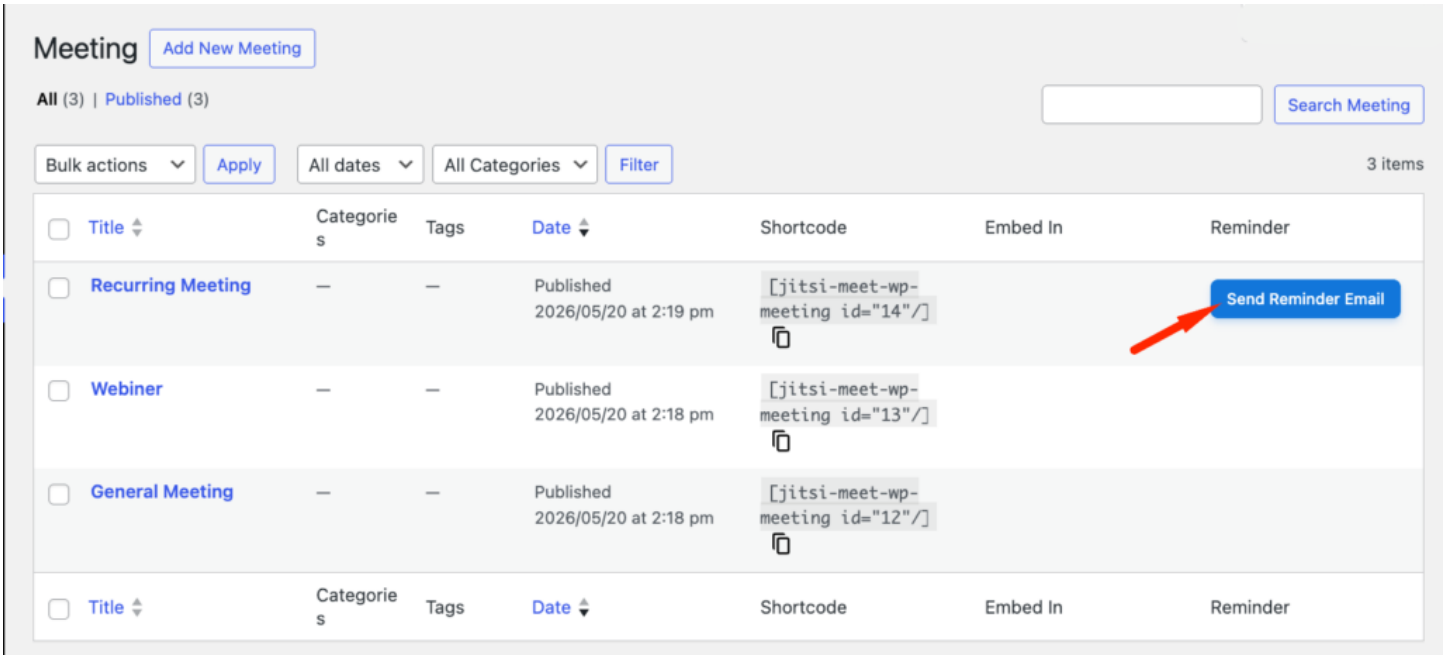


Sending Reminder Emails Manually

After publishing the meeting:

1. Open the **Meetings** section in FlexMeeting.

2. Locate the recurring meeting.
3. On the right-side panel, open the **Reminder** option.
4. Click **Send Reminder Email**.



Reminder Delivery Options

The meeting host can send reminder emails to:

- A specific participant
- All registered participants

Only users registered for the meeting will receive reminder emails.

Send Reminder Email

Step 1 of 2

Meeting	Recurring meeting
Registered Participants	3

Recipient Selection

Choose who should receive this reminder notification.

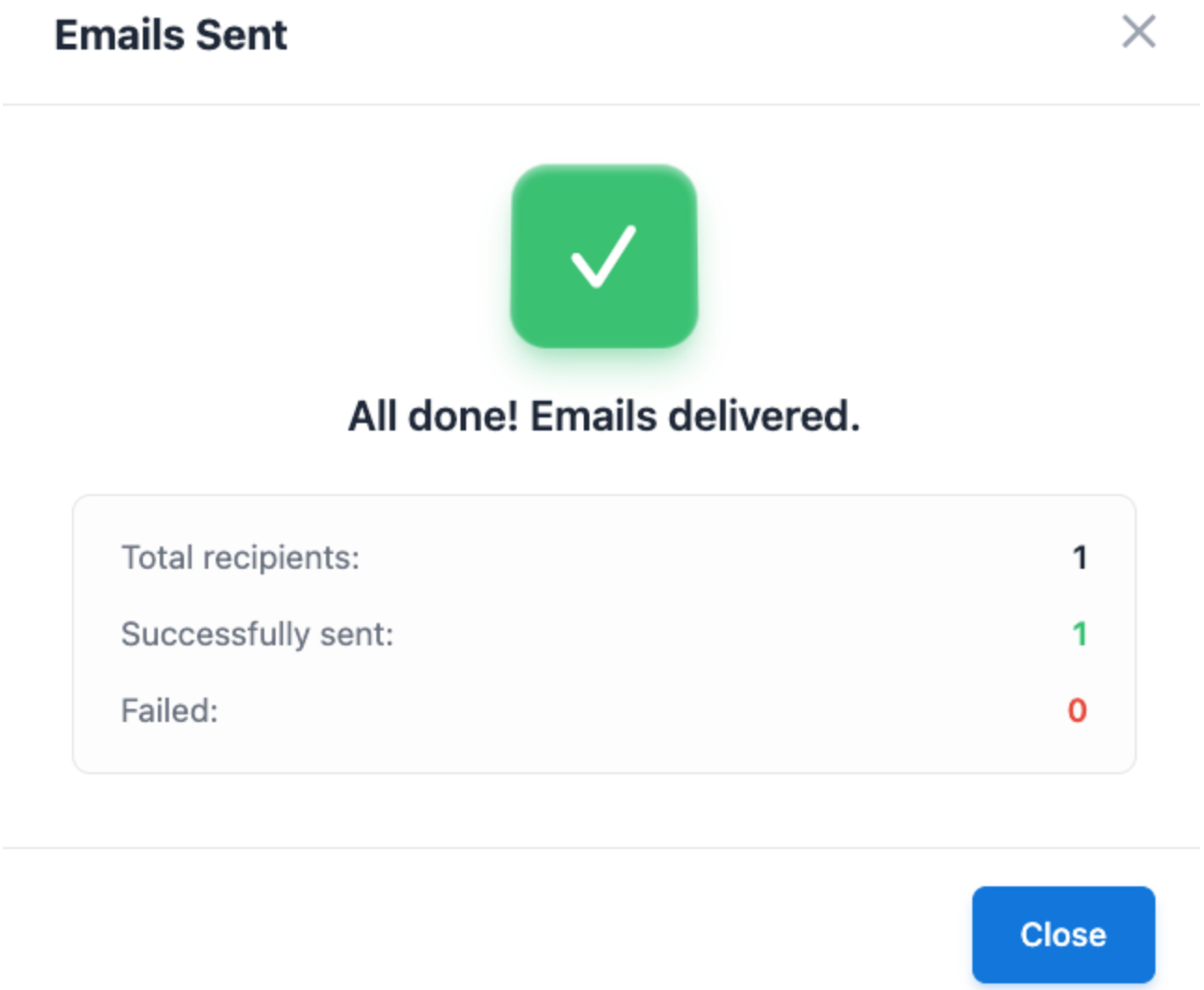
○ All Participants (3) ◉ Specific Emails

Search Recipients

Select specific email addresses from the registered attendee list.

Search or select email addresses...

Cancel | Confirm & Preview



How It Fits Your Workflow

Daily Team Standups

Perfect for teams running daily check-ins, progress updates, or internal sync meetings. Set a recurring schedule once and automatically run meetings every day without manual setup.

Weekly Client & Business Meetings

Ideal for agencies, businesses, and remote teams managing recurring weekly meetings with clients or team members. Flexible weekly scheduling allows meetings on one or multiple weekdays.

Online Classes & Coaching Sessions

Perfect for educators and coaching programs running recurring live classes. Combine recurring meetings with registration and email reminders to keep students informed and improve attendance.

Webinars & Community Events

Useful for membership sites and webinar hosts running recurring events with automated reminder emails to increase participant engagement and attendance.

Participant Experience

When a participant registers for a meeting:

1. The participant receives registration confirmation.
2. Reminder emails are sent based on configured schedules.
3. The email includes meeting information and join access.
4. Participants can quickly join the meeting directly from the email.

Important Notes

- Email reminders only work for registered users.
- Registration must be enabled before reminder notifications can be used.
- Multiple reminder schedules can be configured.
- Weekly recurrence supports multiple weekday selections.
- Reminder emails can be sent manually after publishing the meeting.

Video Tutorial

Embedded media: https://www.youtube.com/embed/qu-AHLsGVbs?feature=oembed