

How do I schedule a Zoom Meeting?

There are three ways to schedule a Zoom Meeting:

1. [From the Website](#)
2. [From within Outlook](#)
3. [From the Zoom Desktop Application](#)

To schedule a Meeting from the website:

1. Go to <https://zoom.us/meeting> and Sign in with your Google email account (Mirarco email account).

Sign In

Email address

Password

Sign In

[Forgot password?](#) Stay signed in

Or, sign in with Google or Facebook

New to Zoom? [Sign Up Free](#)

- i) Click on the **Schedule a New Meeting**.
 - ii) Select your desired settings and click **Schedule**.
2. Complete the form and click **Save**. Then you have a chance to add this event into **Outlook Calendar**. Copy and send the meeting link as invitation to meeting participants.

Time Jun 11, 2018 3:00 PM Eastern Time (US and Canada)

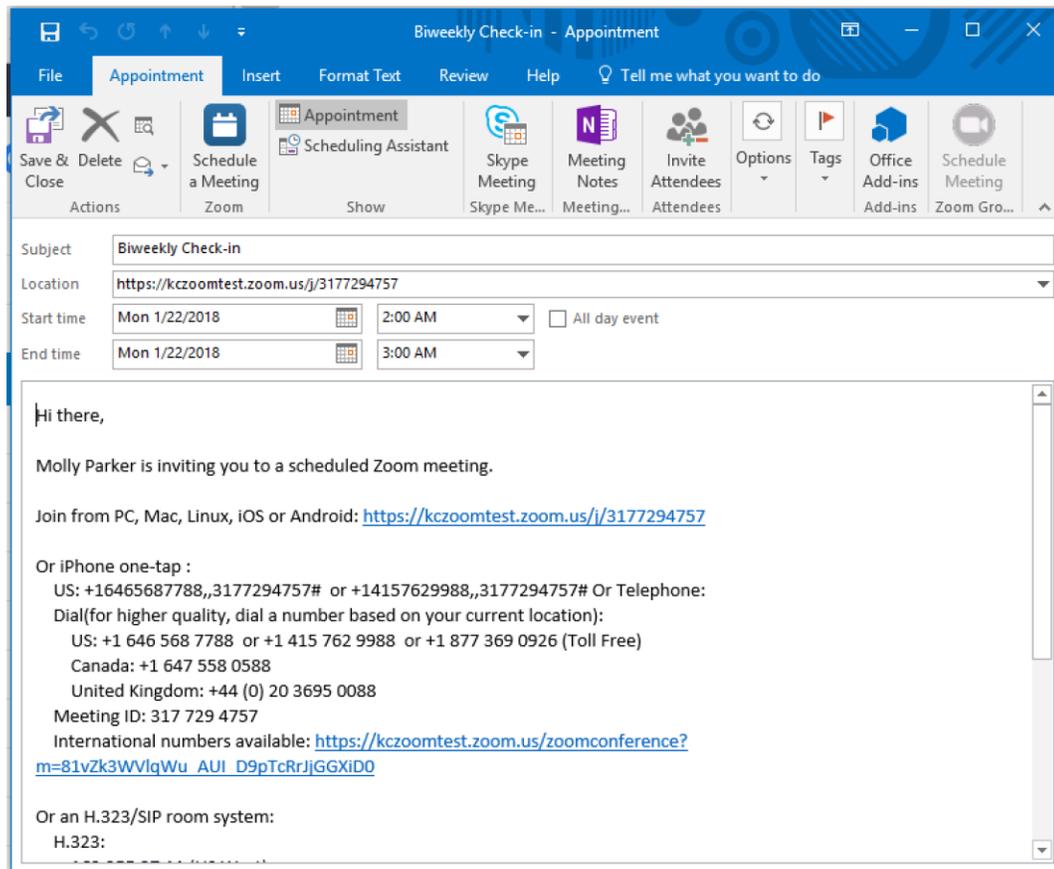
Add to 31 Google Calendar

 Outlook Calendar (.ics) Yahoo Calendar

Meeting ID 765-505-5349

Join URL:  <https://zoom.us/j/7655055349?pwd=QWdUbTNFRUTUbGozV1MzdStHUK5ZQT09>


This will download a .ics file , which you can open in Outlook. The .ics file will include the meeting details and automatically populate the invitation.



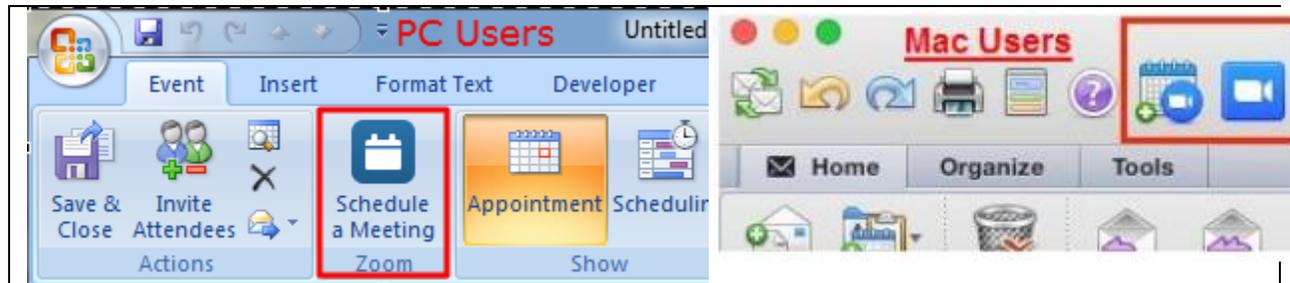
Click **Send** to send the invitation out to recipients, book the room, and save it to your Outlook calendar.

To Schedule a Meeting Directly within Outlook Plugin

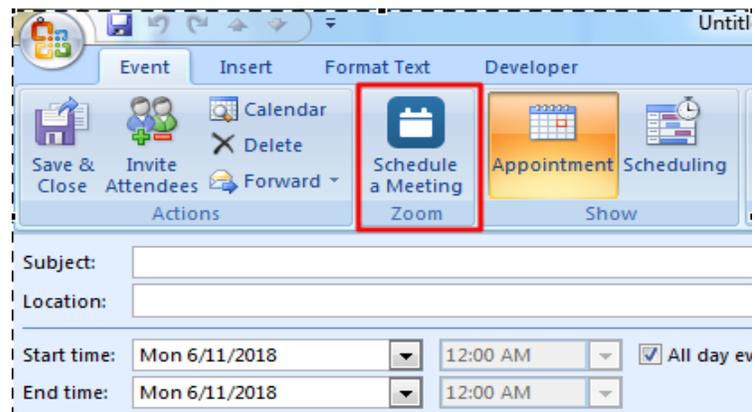
1. Download and install the [Zoom Plug-in for Microsoft Outlook](https://zoom.us/client/latest/ZoomOutlookPluginSetup.msi)

(<https://zoom.us/client/latest/ZoomOutlookPluginSetup.msi>)

After installation, you will see the Zoom icons in your Outlook app when you create an event.



2. Click the **Schedule a Meeting** button



Select your meeting preferences:

Zoom - Schedule a Meeting

Video (when joining a meeting)

Host: On Off

Participants: On Off

Audio Options

Telephony Only Voip Only Both 3rd Party Audio

Meeting Options

Require meeting password

Enable join before host

Mute participants upon entry

Use Personal Meeting ID 317-729-4757

Record the meeting automatically

Force include Join URL in location field

Alternative hosts:

Save and do not show again

- **Require meeting password:** If you would like to require a password for your meeting, enter it here.
- **Mute participants upon entry:** Check if you would like new participants to be muted as they join.
- **Use Personal Meeting ID:** Check if you would like to use your Personal Meeting ID. If not checked, a randomly generated Meeting ID will be used.
- **Recording the meeting automatically:** check if you would like the meeting to be recorded automatically. Choose if you would like it recorded locally (to your computer) or to the cloud (if available for your account). (Only host can record the meeting).
- **Alternative hosts:** Enter the email addresses of any alternative hosts you like to set for your meeting. They need to be other Pro users on the same Zoom account.

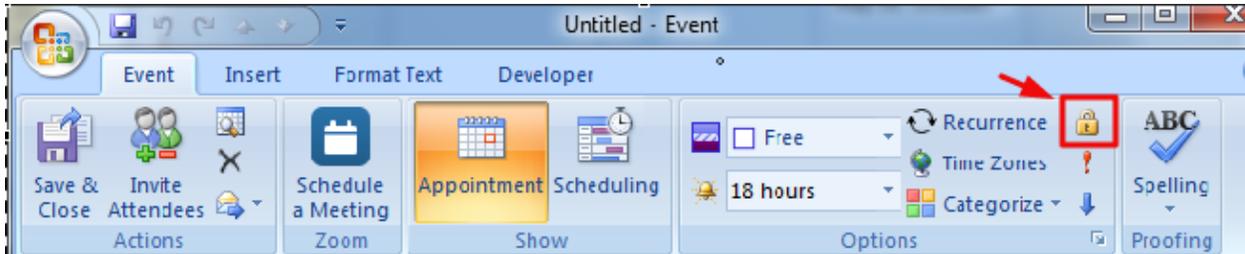
3. Click Continue. The calendar invitation will automatically generate with the Zoom meeting information.

Note: You can cancel the Zoom meeting or change the settings of the Zoom meeting in the calendar invitation by selecting the corresponding buttons in the menu.

4. Add your participants to the "To..." field
5. Click **Send**

Making a Meeting Private

1. To hide the meeting topic, select the **Private** option (security lock icon) located on the top right pane of Outlook



Tips

Your "Personal Meeting ID" can be changed at <https://zoom.us/profile>. We recommend setting this to your work phone number.

To Schedule a Meeting with Zoom Desktop Application (Windows)

1. Download and install the [Zoom Client](#) if it is not installed

<https://d11yldzmag5yn.cloudfront.net/prod/4.1.25010.0522/ZoomInstaller.exe>

2. Launch the application by navigating to *Start > Zoom > Start Zoom*
3. Click the **Schedule** button and select your meeting preferences



4. In the Calendar section, select **Outlook**
5. Click **Schedule**. Outlook should open a new event window with the Zoom meeting details filled in.
6. Add your participants to the **To...** field
7. Click **Send**

A screenshot of the Zoom 'Schedule a new meeting' dialog box. The window title is 'Schedule a new meeting' with a close button (X) in the top right corner. The 'Topic' field contains 'Molly Parker's Zoom Meeting'. The 'When' section includes 'Start' (Sun January 21, 2018, 09:00 PM), 'Duration' (1 Hr, 0 Min), and 'Time Zone' ((GMT-6:00)Central Standard Time). There is a checkbox for 'Recurring meeting' which is unchecked. The 'Video (when joining a meeting)' section has radio buttons for 'Host' (On) and 'Participants' (On). The 'Audio Options' section has radio buttons for 'Telephone Only', 'Computer audio Only', and 'Both' (selected). Below this is a link for 'Dial in from United States and other 2 countries Edit'. The 'Meeting Options' section has a checkbox for 'Require meeting password' which is unchecked, and a link for 'Advanced Options'. The 'Calendar' section has radio buttons for 'Outlook' (selected and highlighted with a red box), 'Google Calendar', and 'Other Calendars'. A blue 'Schedule' button is located at the bottom right of the dialog box.