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).

    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

→   [o] Outlook Calendar (.ics)   [Y!] Yahoo Calendar

Meeting ID   765-505-5349

Join URL: →   https://zoom.us
                        /j/7655055349?pwd=QWdUbTNFRUtUbGozV1MzdStHUk5ZQT09
                        ↪ Copy the invitation

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.
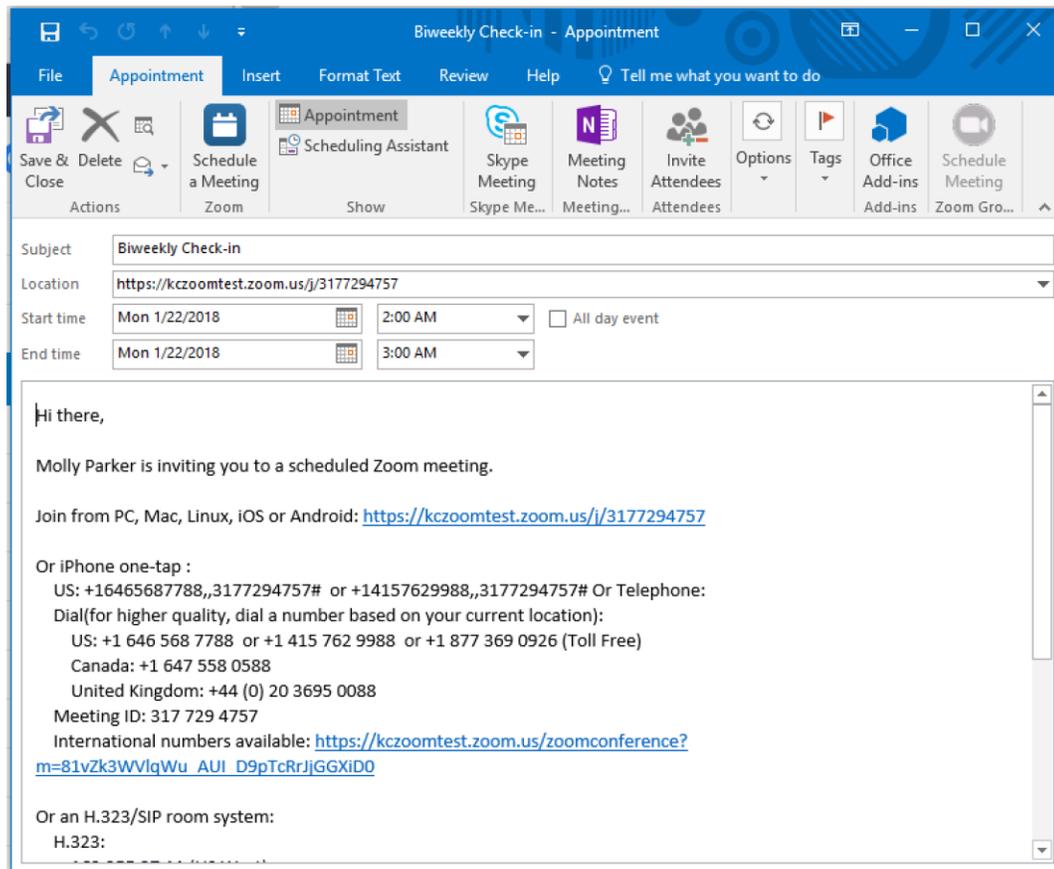

Click **Send** to send the invitation out to recipients, book the room, and save it to your Outlook calendar.

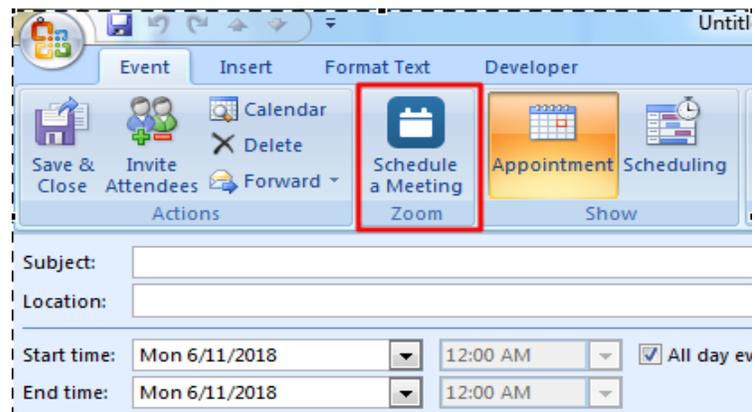# To Schedule a Meeting Directly within Outlook Plugin

1. Download and install the Zoom Plug-in for Microsoft Outlook

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

    After installation, you will see the Zoom icons in your Outlook app when you create an event.
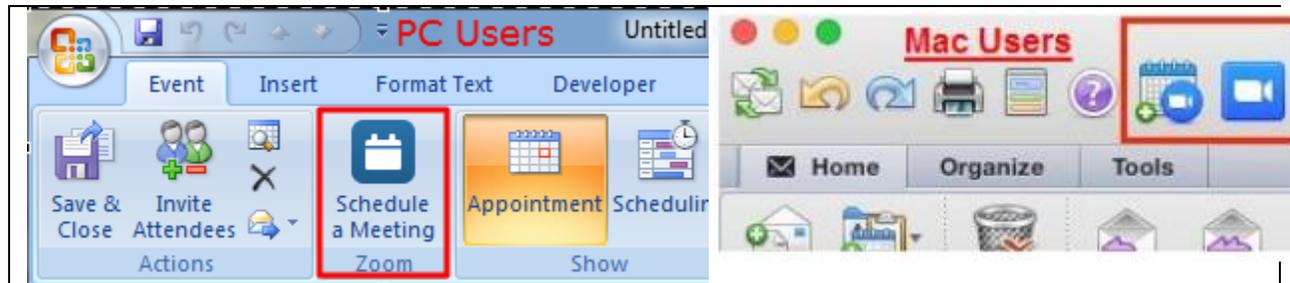
2. Click the **Schedule a Meeting** button

Select your meeting preferences:

- **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
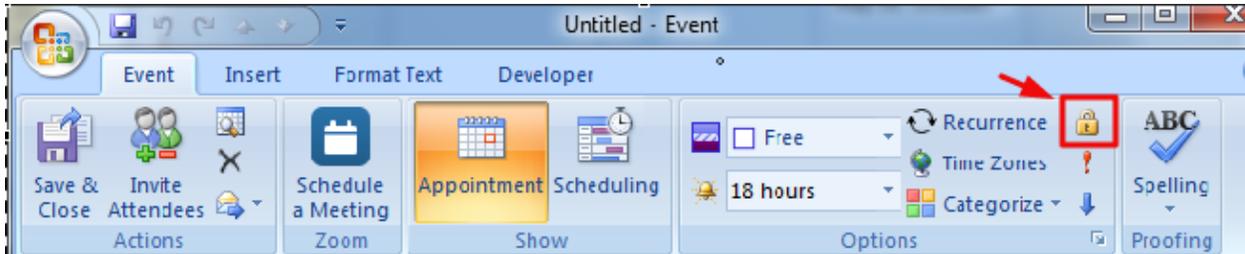
Tips

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

Schedule

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**