

# How to Schedule a Zoom Meeting

Browser Edition

# Step 1:

After logging in, click on “Meetings” on the left-hand side of the screen.

Click “Schedule a meeting”

OR

Click “Schedule New Meeting”

The screenshot shows the Zoom web interface. The left-hand navigation menu is visible, with the 'Meetings' option highlighted in blue. The main content area displays the 'Upcoming Meetings' section, which includes a 'Schedule a New Meeting' button. Below this button is a table of upcoming meetings with columns for Start Time, Topic, and Meeting ID. The table contains two entries: one for Wednesday, March 25 at 04:00 PM with the topic 'Evan EI' and Meeting ID '389-606-671', and another for Tuesday, March 31 at 11:30 AM with the topic 'Melanie IFSP' and Meeting ID '911-686-104'. Each entry has 'Start' and 'Delete' buttons. At the bottom of the page, there are links for 'Microsoft Outlook Plugin Download' and 'Chrome Extension Download', along with a 'Help' button. The browser's address bar shows 'zoom.us/meeting' and the system tray at the bottom indicates the time is 7:21 PM on 3/23/2020.

Start Time	Topic	Meeting ID	Start	Delete
Wed, Mar 25 04:00 PM	Evan EI	389-606-671	Start	Delete
Tue, Mar 31 11:30 AM	Melanie IFSP	911-686-104	Start	Delete

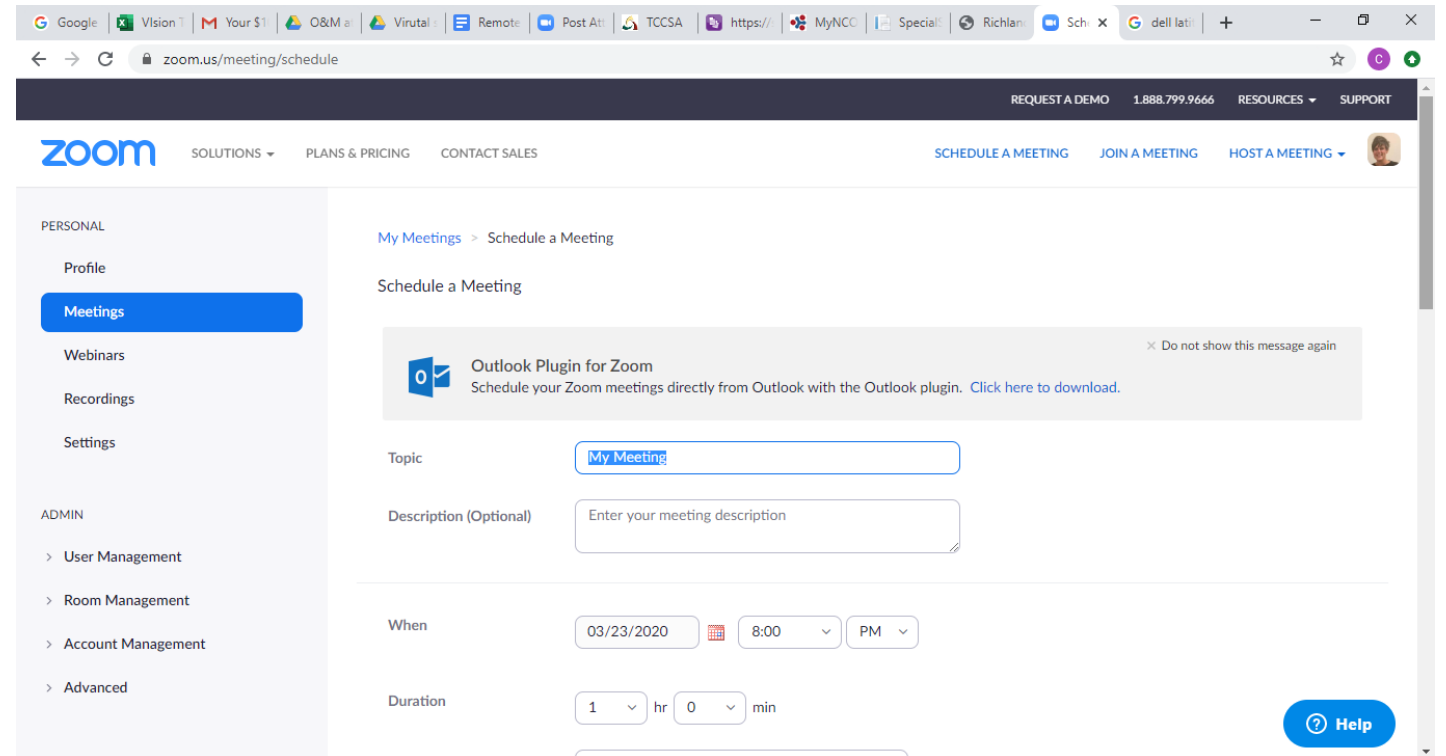
## 2. Schedule Meeting

Name your meeting in the open line next to “topic”

Enter a description if you wish

Select a date

Select a duration



The screenshot shows the Zoom 'Schedule a Meeting' page in a web browser. The browser's address bar displays 'zoom.us/meeting/schedule'. The page features a dark navigation bar with the Zoom logo and links for 'SOLUTIONS', 'PLANS & PRICING', 'CONTACT SALES', 'SCHEDULE A MEETING', 'JOIN A MEETING', and 'HOST A MEETING'. A user profile picture is visible in the top right corner. On the left side, there is a sidebar menu with 'PERSONAL' options (Profile, Meetings, Webinars, Recordings, Settings) and 'ADMIN' options (User Management, Room Management, Account Management, Advanced). The 'Meetings' option is highlighted. The main content area is titled 'My Meetings > Schedule a Meeting' and contains a 'Schedule a Meeting' form. At the top of the form is a notification for the 'Outlook Plugin for Zoom'. The form fields include: 'Topic' with the value 'My Meeting'; 'Description (Optional)' with the placeholder 'Enter your meeting description'; 'When' with the date '03/23/2020', time '8:00', and period 'PM'; and 'Duration' with '1' hour and '0' minutes. A blue 'Help' button is located at the bottom right of the form area.

## 2. Schedule Meeting

Select Time Zone (Eastern)

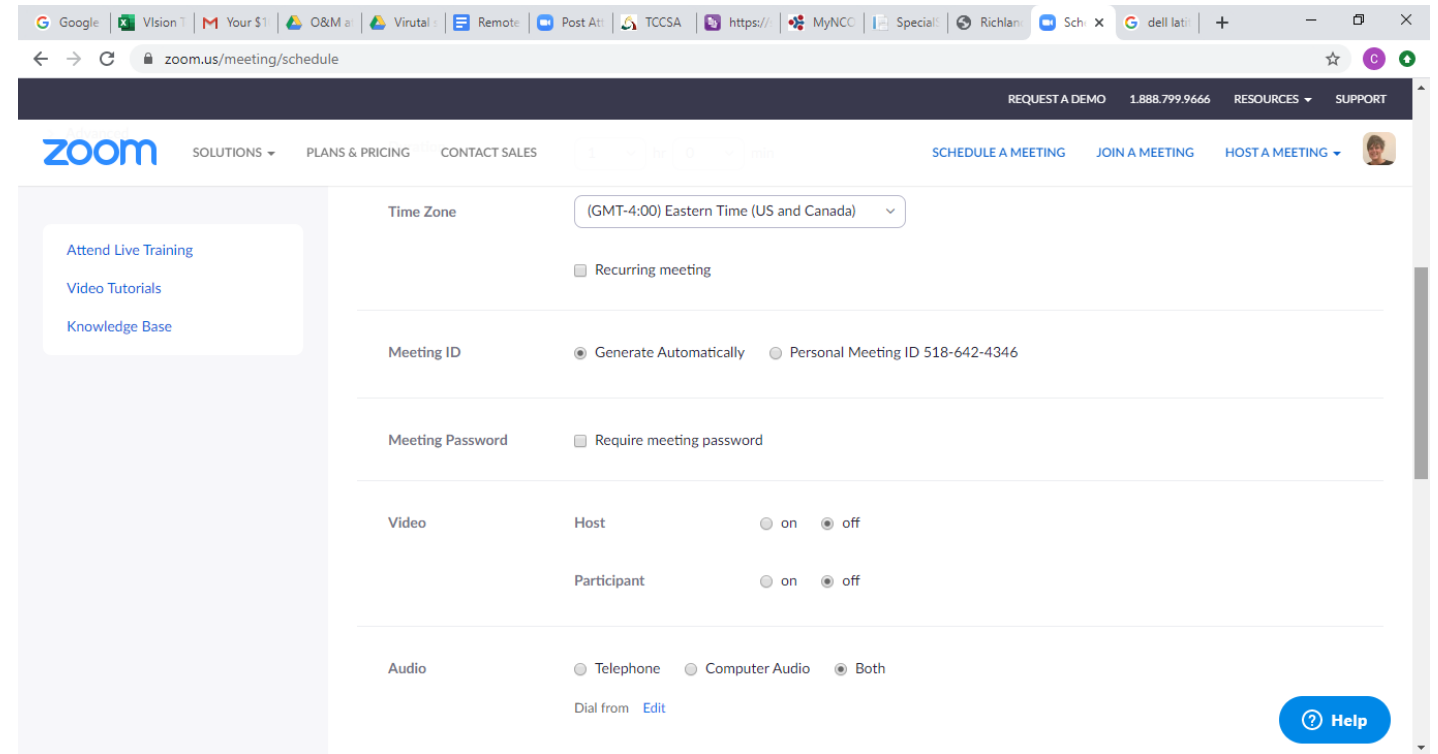
Click “recurring if the you want this meeting to occur at the same time every week/month.

Meeting ID: Click Generate Automatically

Password is now Required for each meeting

Video: Turn ON for Host an ON for Participant

Audio: Click BOTH



The screenshot shows the Zoom meeting scheduling page in a web browser. The browser's address bar displays 'zoom.us/meeting/schedule'. The page features a dark navigation bar with the Zoom logo and links for 'SOLUTIONS', 'PLANS & PRICING', and 'CONTACT SALES'. On the right side of the navigation bar, there are links for 'REQUEST A DEMO', '1.888.799.9666', 'RESOURCES', and 'SUPPORT'. Below the navigation bar, there are three main buttons: 'SCHEDULE A MEETING', 'JOIN A MEETING', and 'HOST A MEETING'. The main content area is divided into two columns. The left column contains a sidebar with links for 'Attend Live Training', 'Video Tutorials', and 'Knowledge Base'. The right column contains the scheduling form with the following fields and options:

- Time Zone:** A dropdown menu set to '(GMT-4:00) Eastern Time (US and Canada)'.
- Recurring meeting:** A checkbox that is currently unchecked.
- Meeting ID:** Two radio button options: 'Generate Automatically' (selected) and 'Personal Meeting ID 518-642-4346'.
- Meeting Password:** A checkbox labeled 'Require meeting password' that is currently unchecked.
- Video:** Two rows of radio button options. The first row is for 'Host' with 'on' selected and 'off' unselected. The second row is for 'Participant' with 'on' unselected and 'off' selected.
- Audio:** Three radio button options: 'Telephone' (unselected), 'Computer Audio' (unselected), and 'Both' (selected). Below these options is a 'Dial from' field with an 'Edit' link.

A blue 'Help' button with a question mark icon is located in the bottom right corner of the page.

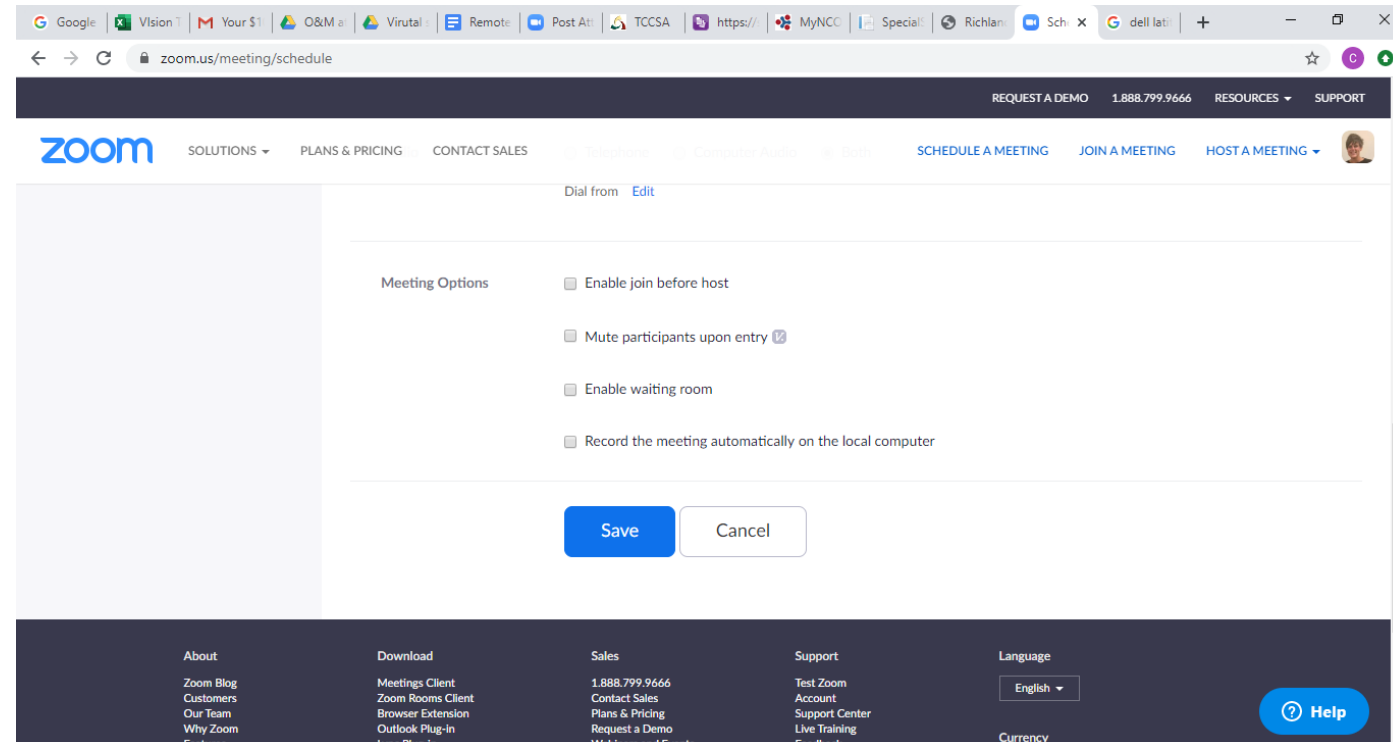
## 2. Schedule Meeting

### Meeting Options:

Mute upon entry – it is nice to greet and test sound so do not mute, but click on your participant list after the meeting starts and mute all while you are speaking.

Waiting room you have to admit but can control when participant enter so you can be on line and admit or remove people if needed

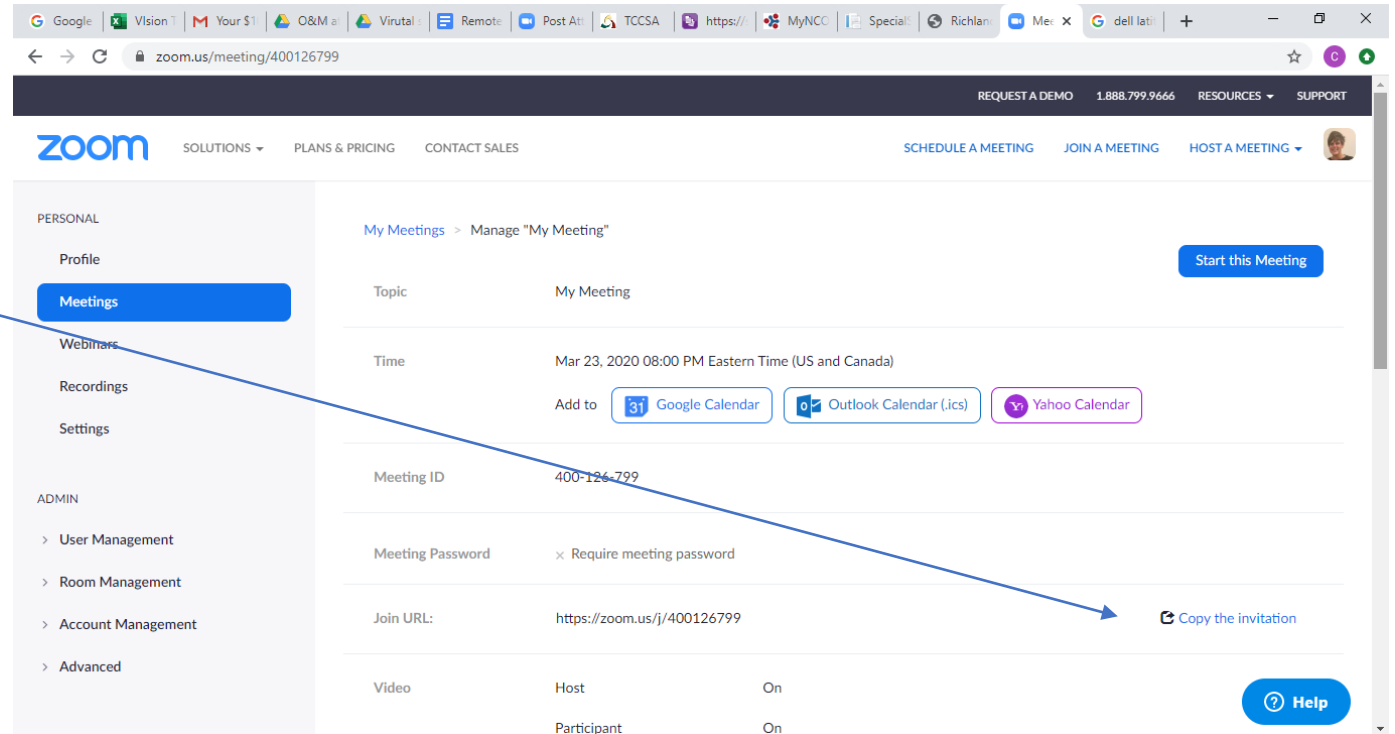
Click SAVE



The screenshot shows the Zoom meeting scheduling interface. The browser address bar displays "zoom.us/meeting/schedule". The Zoom logo is visible in the top left, and navigation links for "SOLUTIONS", "PLANS & PRICING", and "CONTACT SALES" are present. The "Meeting Options" section is highlighted, showing four checkboxes: "Enable join before host", "Mute participants upon entry" (checked), "Enable waiting room", and "Record the meeting automatically on the local computer". Below these options are "Save" and "Cancel" buttons. The footer contains links for "About", "Download", "Sales", "Support", and "Language", along with a "Help" button.

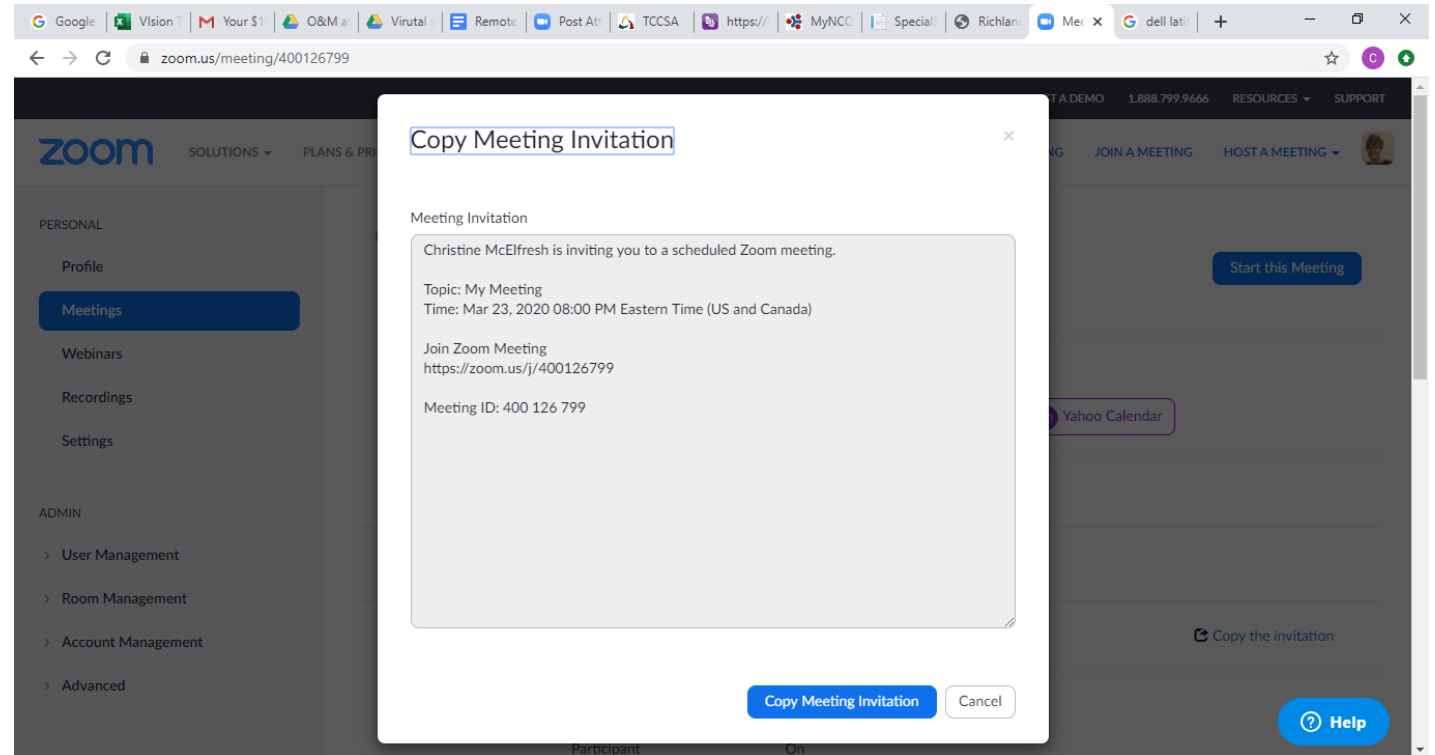
### 3. Add People

In the middle of the page, on the right-hand side, click “Copy Invitation”



# 3. Add People

Click “Copy Meeting Invitation”



## 4. Send and Email

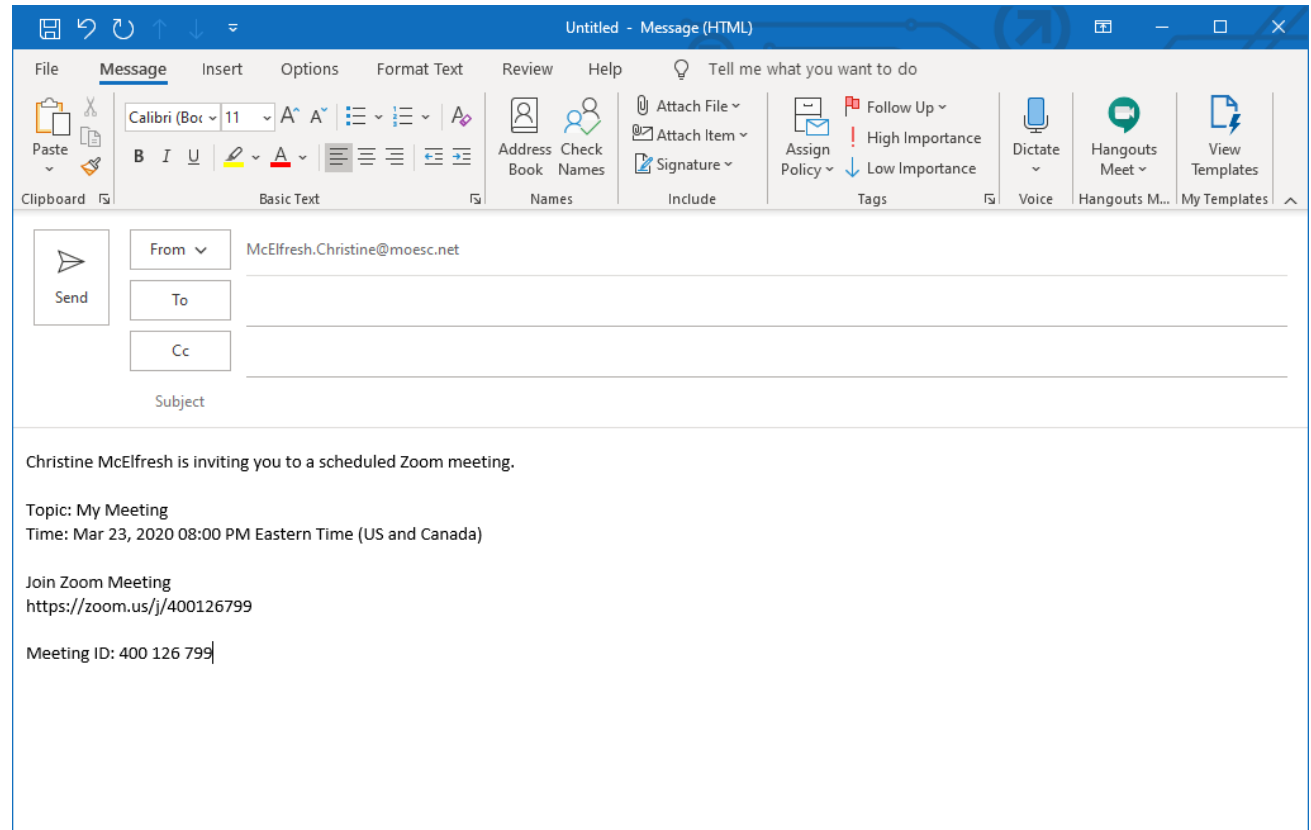
Your invite is now copied to your clipboard.

Enter your email, generate a new email and either right click and select “paste” in the body OR ctr V to paste in to the body of the email.

Your meeting invite will be pasted.

Add your meeting participants via email

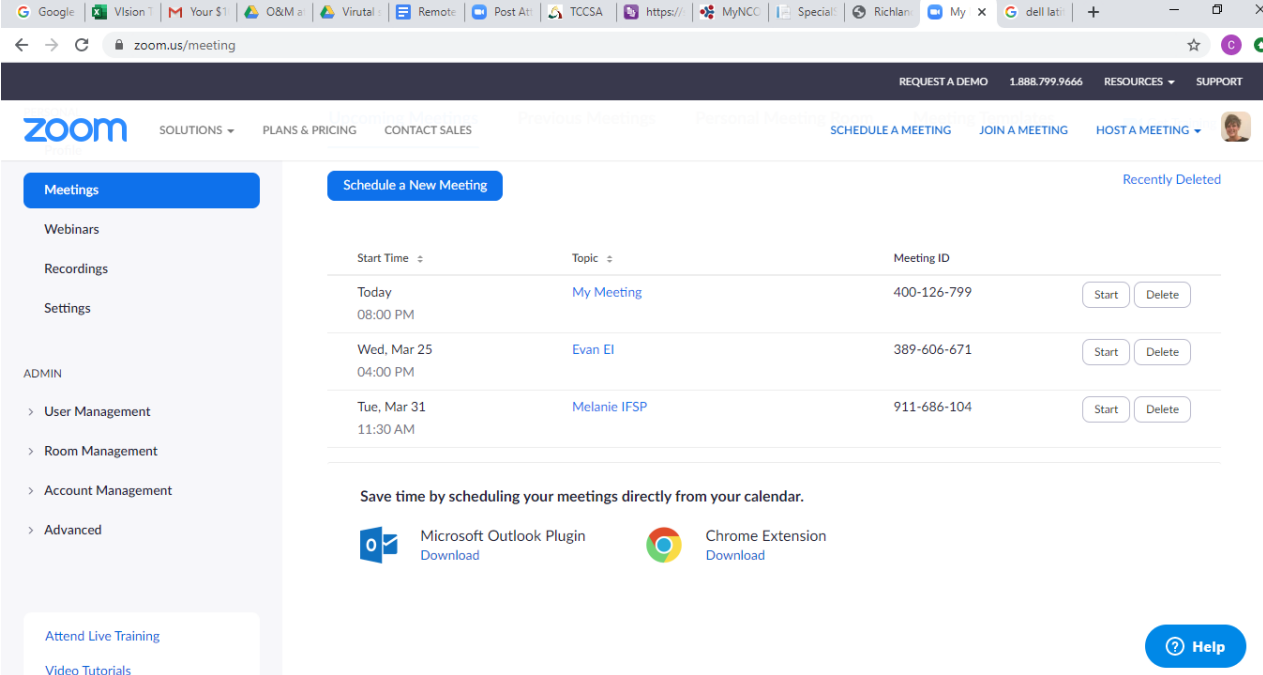
Your recipient can click on the link to join the meeting OR hit “join meeting” within their app and type in the Meeting ID listed within the invite.





# Voila!


- You are officially a zoom scheduling master!
- Access your scheduled meetings by clicking “Meetings” (like you did to start!)




The screenshot shows the Zoom web interface. The top navigation bar includes the Zoom logo, 'SOLUTIONS', 'PLANS & PRICING', 'CONTACT SALES', and links for 'Previous Meetings', 'Personal Meetings', 'SCHEDULE A MEETING', 'JOIN A MEETING', and 'HOST A MEETING'. A 'Meetings' button is highlighted in the left sidebar. The main content area features a 'Schedule a New Meeting' button and a table of scheduled meetings.

Start Time	Topic	Meeting ID	
Today 08:00 PM	My Meeting	400-126-799	<input type="button" value="Start"/> <input type="button" value="Delete"/>
Wed, Mar 25 04:00 PM	Evan El	389-606-671	<input type="button" value="Start"/> <input type="button" value="Delete"/>
Tue, Mar 31 11:30 AM	Melanie IFSP	911-686-104	<input type="button" value="Start"/> <input type="button" value="Delete"/>

Save time by scheduling your meetings directly from your calendar.

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