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Meetings

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My Meetings > Schedule a Meeting

Schedule a Meeting

Do not show this message again

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TOPIC

Description (Optional)

When

Duration

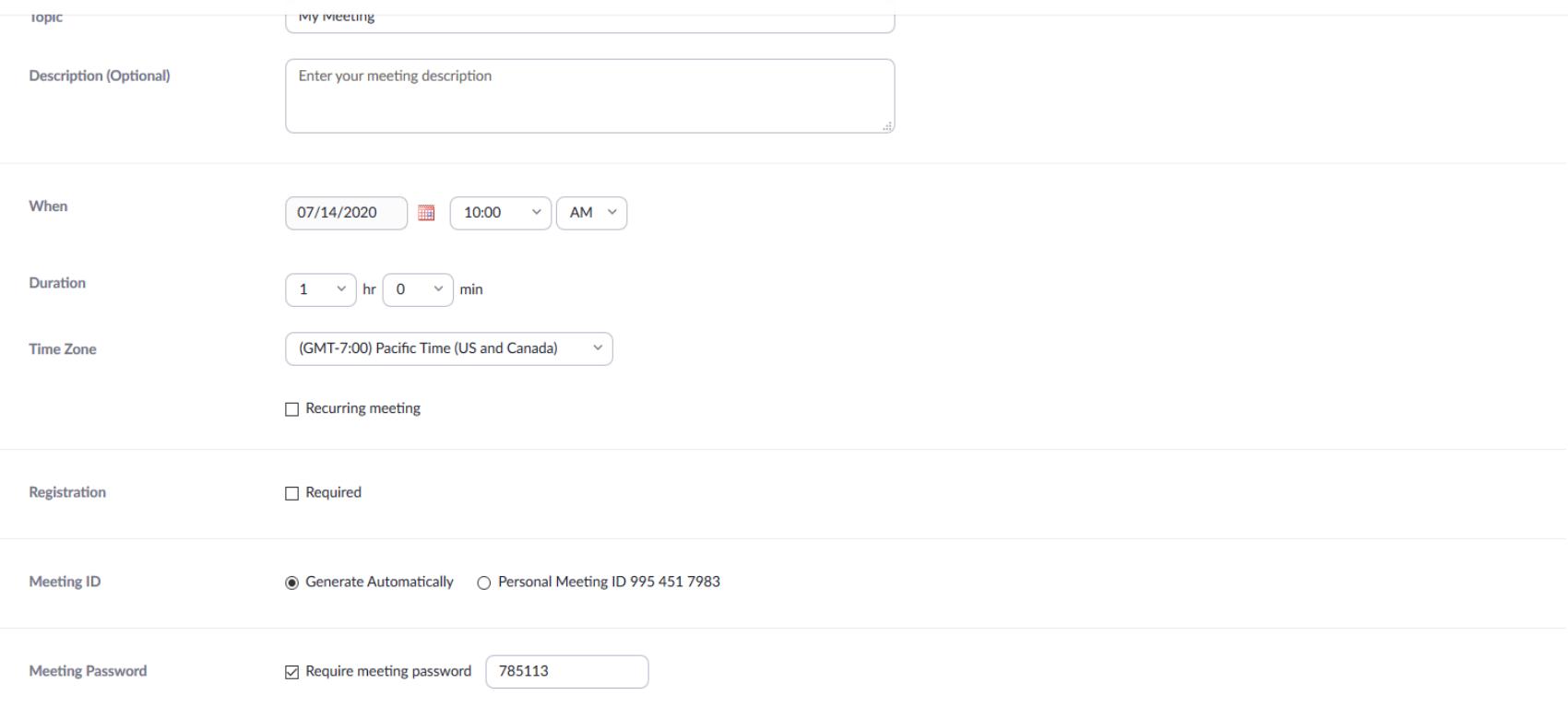
Time Zone

Recurring meeting

Registration Required

Meeting ID Generate Automatically Personal Meeting ID 995 451 7983

Meeting Password Require meeting password

The image shows the Zoom 'Schedule a Meeting' form. It includes fields for the meeting topic, description, date and time, duration, time zone, registration requirements, meeting ID generation, and a password. The 'Generate Automatically' radio button is selected for the meeting ID. The 'Require meeting password' checkbox is checked, and the password '785113' is entered. The form is set against a background of the Zoom account profile sidebar and top navigation bar.

- To Schedule a Meeting you will select the “Schedule a Meeting” option on the top right. Then proceed, please be sure to leave the Meeting ID as “Generate Automatically”.

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zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES Test Meeting

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Topic Test Meeting

Time Jul 14, 2020 10:00 AM Pacific Time (US and Canada)

Add to [Google Calendar](#) [Outlook Calendar \(.ics\)](#) [Yahoo Calendar](#)

Meeting ID 930 9193 8180

Meeting Password ***** [Show](#)

Invite Link <https://zoom.us/j/93091938180?pwd=Q3Nb3hVGZPN1lmVUR4VFR5bXMrZz09> [Copy Invitation](#)

Video Host Off

Participant Off

Audio Telephone and Computer Audio

Dial from United States of America

Meeting Options

- Enable join before host
- Mute participants upon entry 
- Enable waiting room
- Only authenticated users can join
- Record the meeting automatically



- Once you have saved the meeting it will give you the option to add the Meeting to your Outlook Calendar. Once its saved on the Outlook calendar, you can always open it on the calendar. However, you must send the invite link to the participants via email/text by “forwarding” or “cut and paste”. Note that this link can be located under Meetings at any time once the Meeting has been scheduled on Zoom.

* When the participants receive Text or Email with link they will be able to open the Meeting on their internet browser. Therefore, please inform them that they will not need to download the Zoom App.



Meeting Password Require meeting password

Video Host on off

Participant on off

Audio Telephone Computer Audio Both

Dial from United States of America [Edit](#)

Meeting Options Enable join before host

Mute participants upon entry

Enable waiting room

Only authenticated users can join

Record the meeting automatically

Alternative Hosts

Example: mary@company.com, peter@school.edu

[Save](#)

[Cancel](#)



- “Meeting Options” - Click under Video: Host and Participant to “ON”, do not de-select the “Enable waiting room” option or select any additional options. Once you have completed the process of scheduling the Meeting **Save** the Meeting.



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Topic ▾

Meeting ID

Today

My Meeting

919 6218 1932

Start

Delete

08:30 AM

Fri, Jul 17

Policy Council Meeting

910 7080 5795

Start

Delete

09:00 AM

Save time by scheduling your meetings directly from your calendar.

-Under “Meetings” you will be able to access Meetings that have been previously scheduled. This is also how you will be starting your meeting by visiting the “Meetings” option.

