Southern Connecticut State University

# Zoom: Schedule Meeting in Zoom Client

Introduction

Zoom is a cloud-based video communications app that allows you to set up virtual video and audio conferencing, webinars, live chats, screen-sharing, and other collaborative capabilities. The following steps will walk you through how to schedule a meeting within the Zoom client.

Scheduling a meeting

1. Open Zoom and select "Schedule" from the "Home" tab.
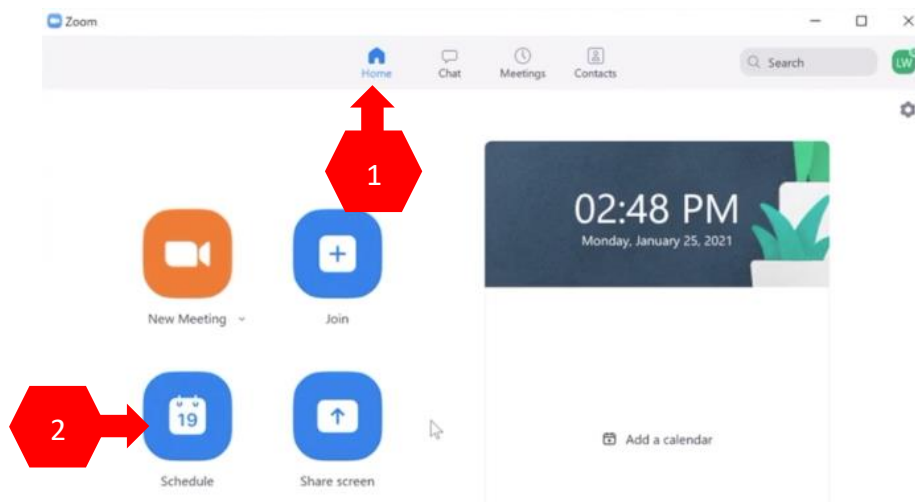
2. Enter the details of your meeting such as topic, date and time, duration, and if it will be recurring.
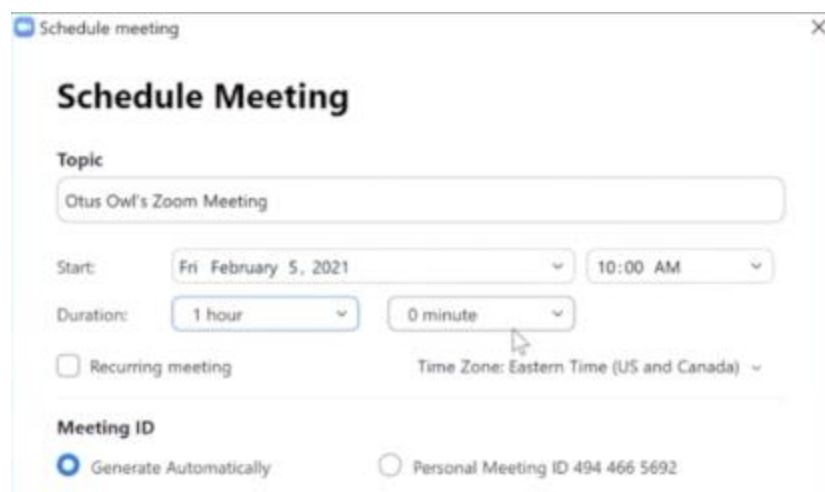
3. By default, meetings will generate a passcode as a way for attendees to access the meeting. Users may also join the meeting with an invite link. You may edit this passcode if you wish or deselect this option and enable another security option instead.
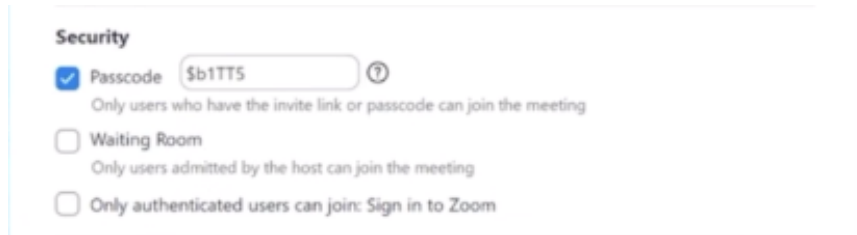
4. Apply any desired video, audio, or other meeting options
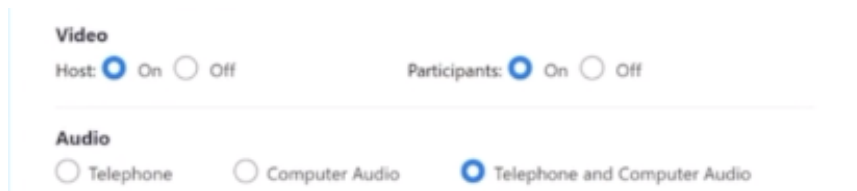
5. To add this meeting to your Outlook calendar, select "Outlook" under "Calendar". Select "Save" when finished.

6. Once saved, a meeting window will launch in Outlook. Add required and/or optional attendees and "Send" when finished.