

Zoom: Schedule a Meeting on the Web

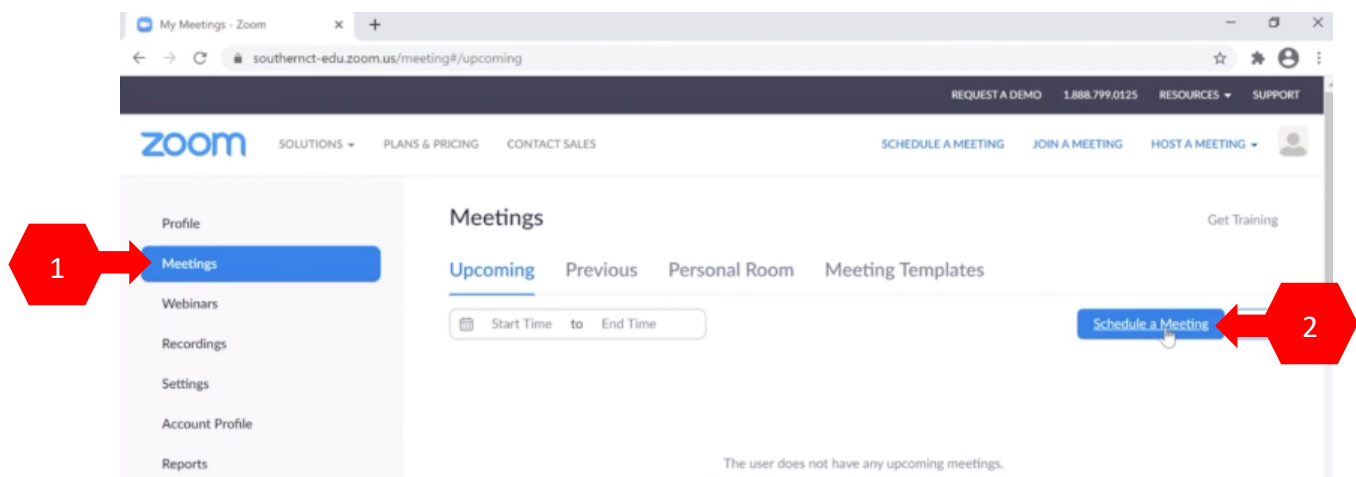
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Introduction

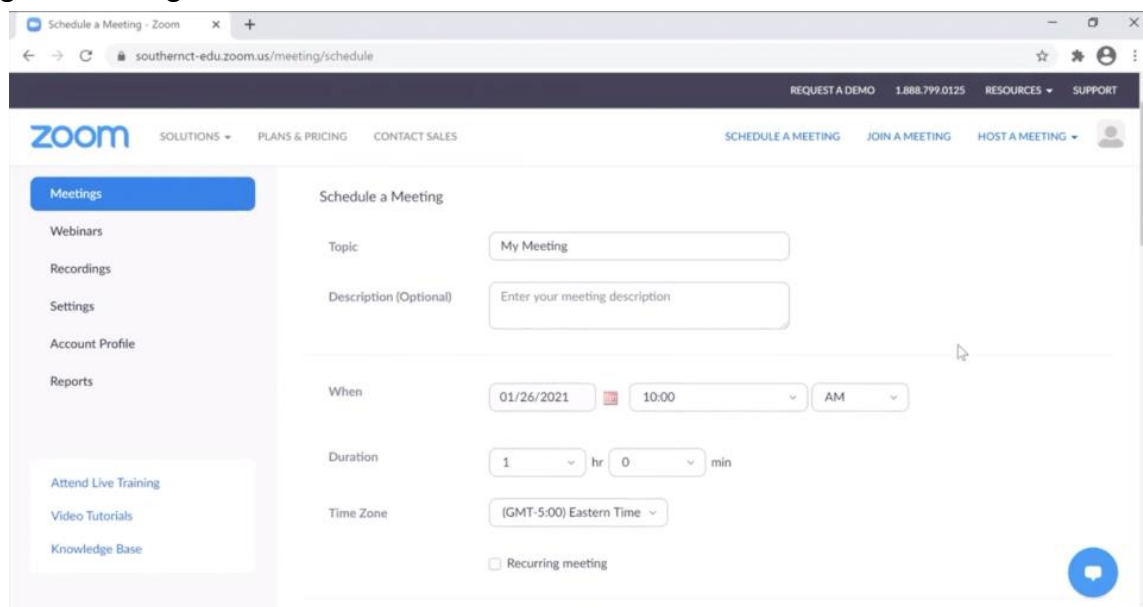
Zoom is a cloud-based video communications app that allows you to set up virtual video and audio conferencing, webinars, live chats, screen-sharing, and other collaborative capabilities. The following steps will walk you through how to schedule a meeting on Zoom’s website.

Scheduling a meeting

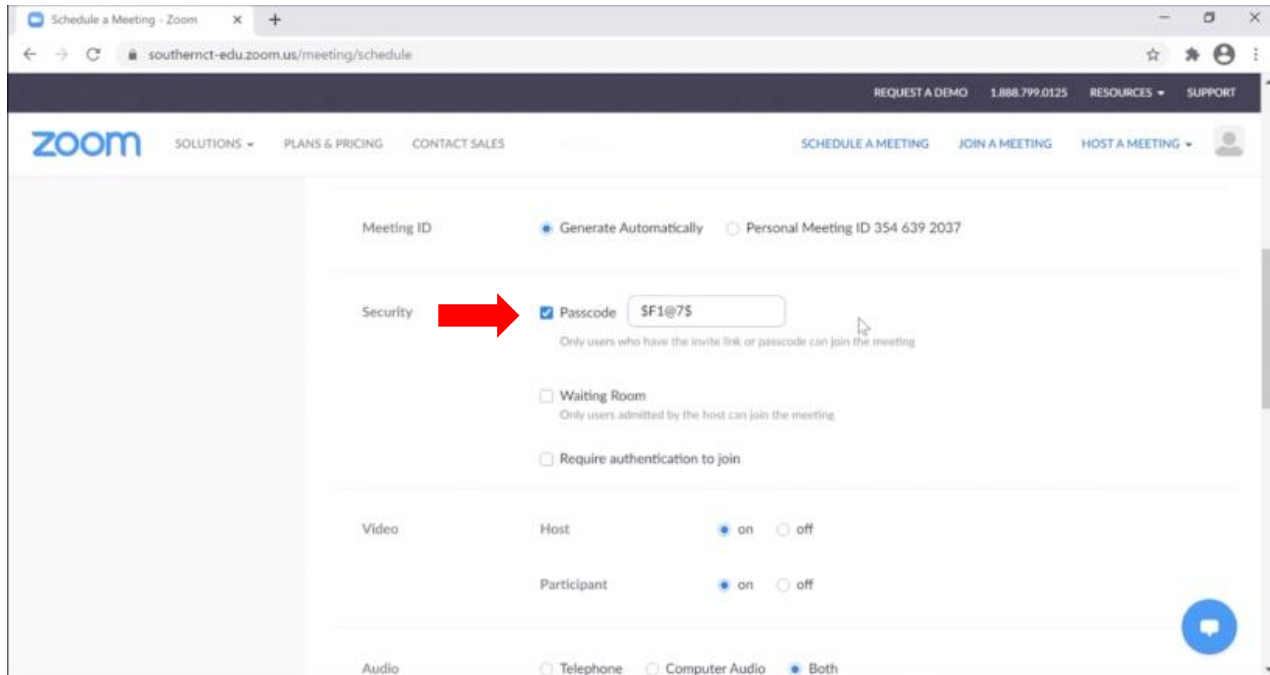
1. Start by selecting “Meetings” tab from the left menu, then click on “Schedule a Meeting”.



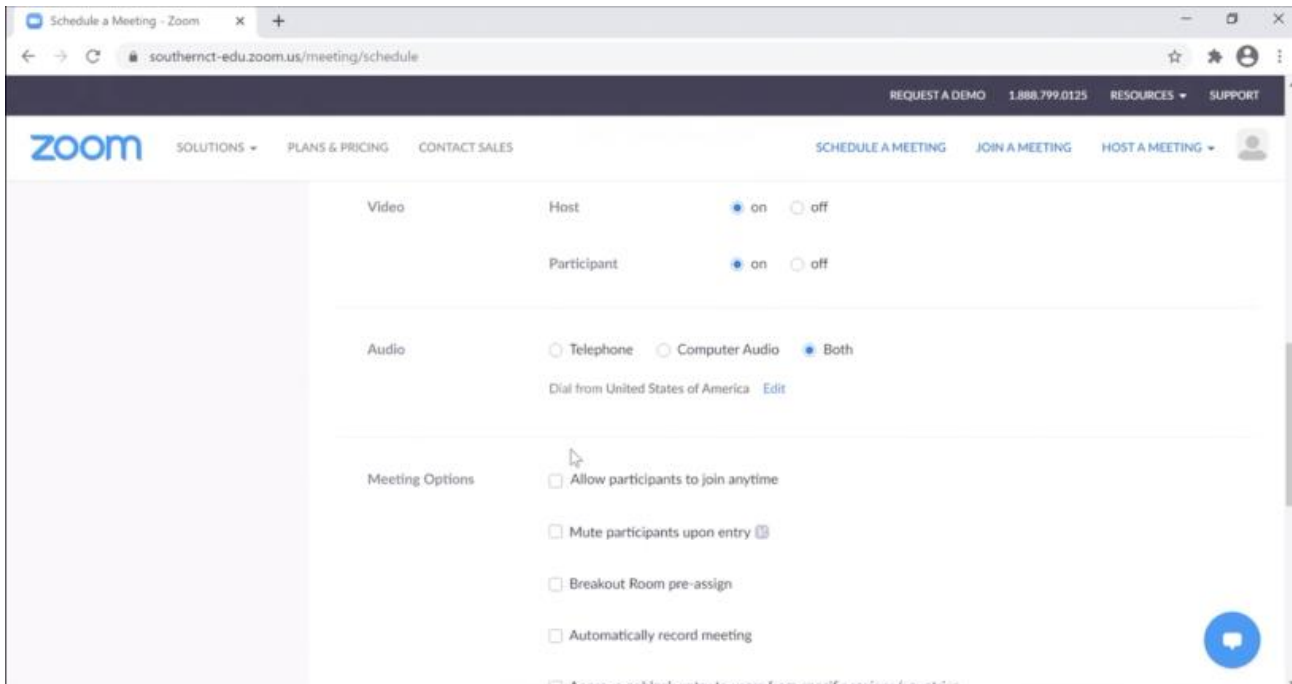
2. Enter the details of your meeting such as the topic and description as well as the date, time, and if the meetings is recurring.



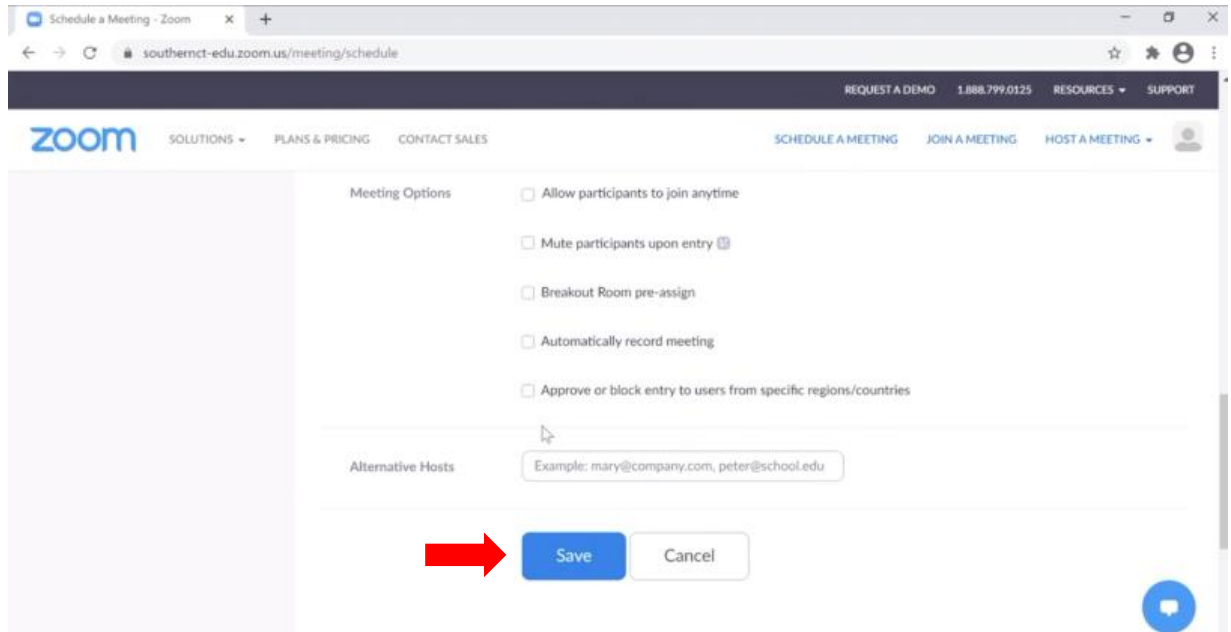
3. By default, Zoom will generate a passcode to access the meeting. User may also join the meeting with an invite link. You may edit this passcode if you wish or deselect this option and enable another security option instead.



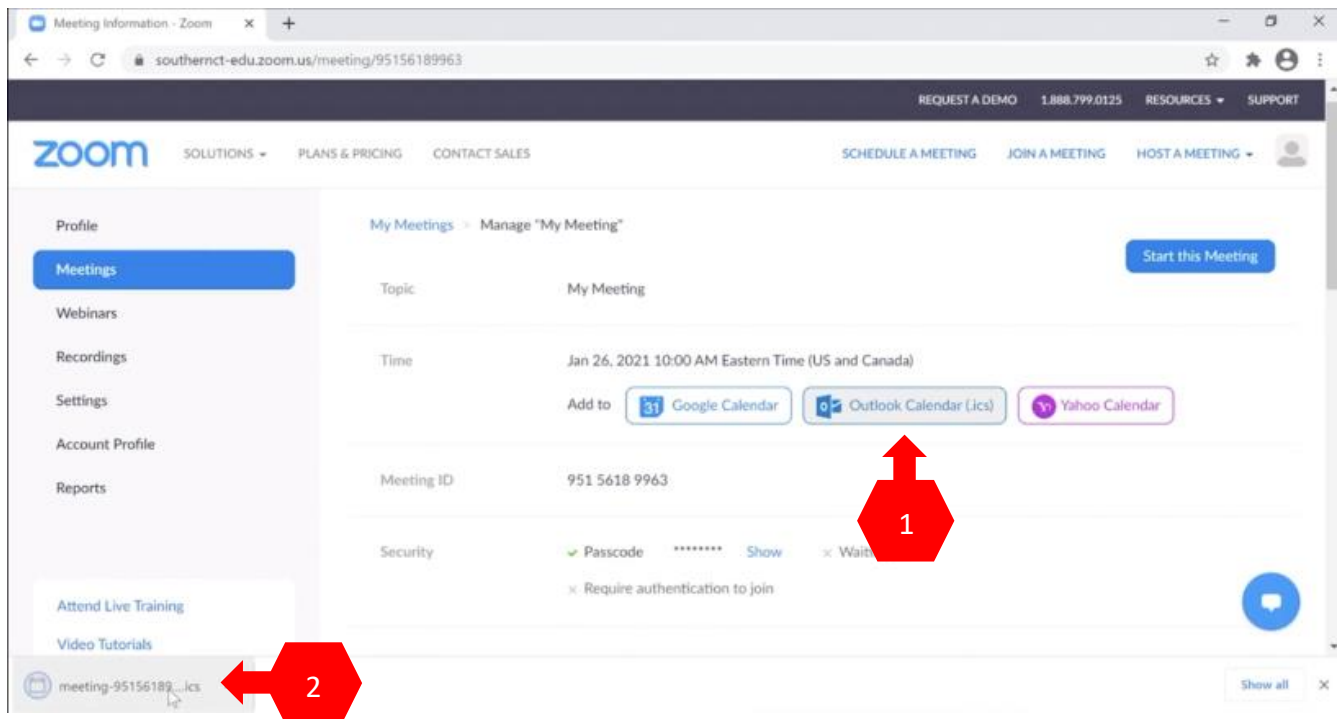
4. Apply any desired video, audio, or other meeting options.



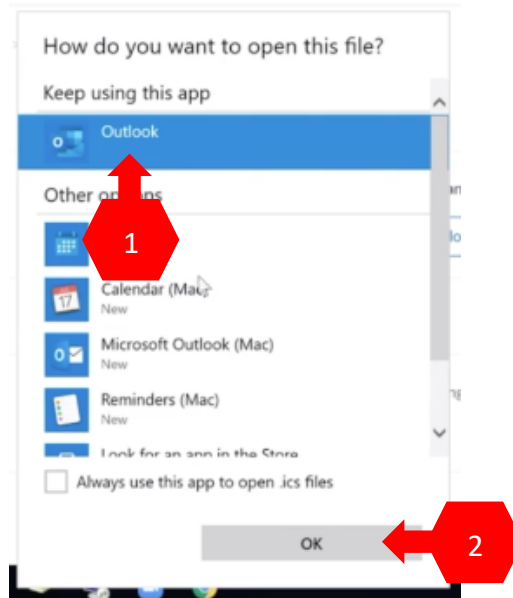
5. An “Alternate Host” may be added here as well, if needed. Select “Save” when finished.



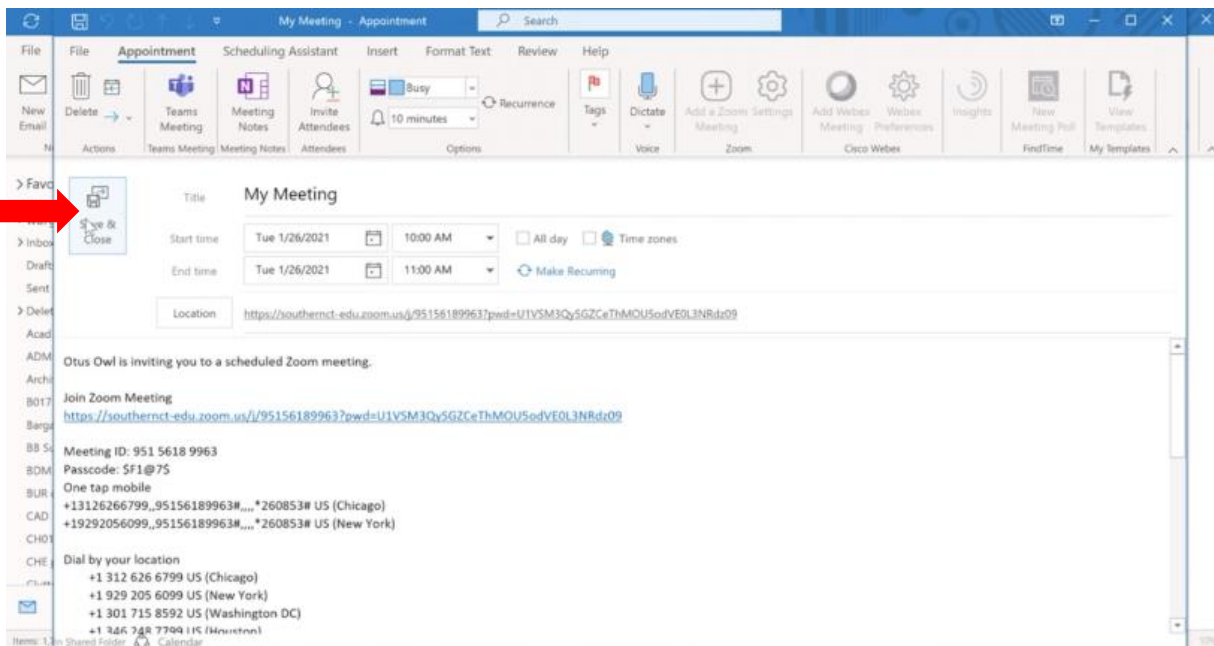
6. From here, you may view the details of the meeting. You may add the meeting to your calendar by selecting “Outlook Calendar” option and open the file that is downloaded.



7. If asked what program to open the file with, select “Outlook” and click “OK”.



8. The meeting will launch in Outlook. Select “Save & Close”.



9. The meeting will now be visible within your calendar.

