

# How do I schedule a Zoom Meeting?

To schedule a Meeting from the website:

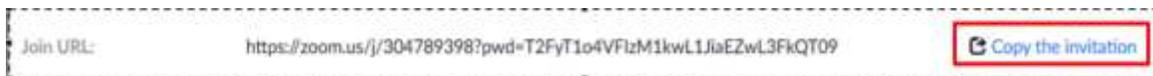
- 1) Go to <https://laurentian.zoom.us/meeting> and Sign in with your LU credentials.



- 2) Then enter your meeting details...

Once you complete and click **Save**. Then you have a chance to add this event to “Google Calendar” or “Outlook Calendar”.

- a) But before your choice, please **Copy the invitation** first.



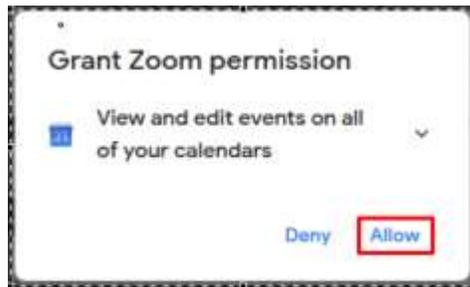
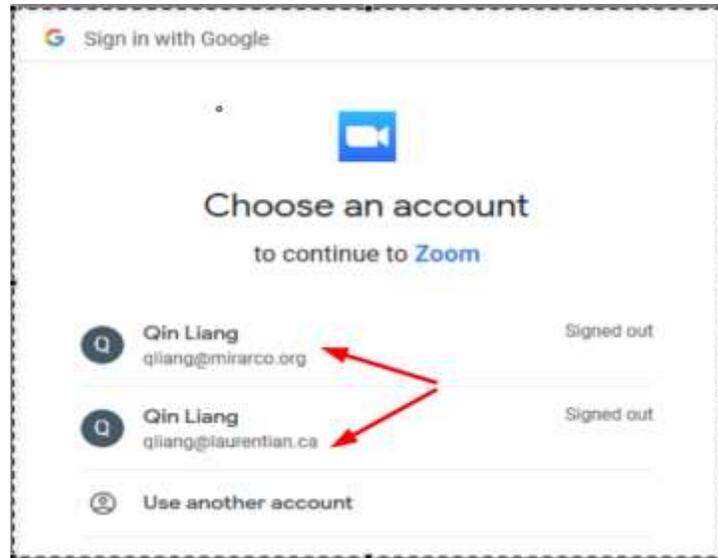
Click “Copy the invitation” (it contains all info that the meeting requested), then past into an email (using Outlook or web interface, it doesn’t matter) as (part of) email content. So you can send the email to people you invite.

Next, make your choice:

- b) to add this event to **Google Calendar** 

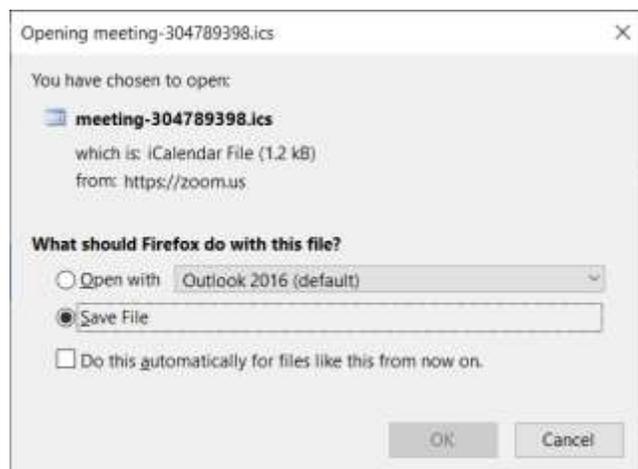
### Important Notes 1:

It depends which account you choose. The booking info will only show on the Calendar that you select to login here, even you setup forwarding one account to another, the booking info will not sync between the accounts.



It will open a web page to let you review things. After confirmed, click **Save**

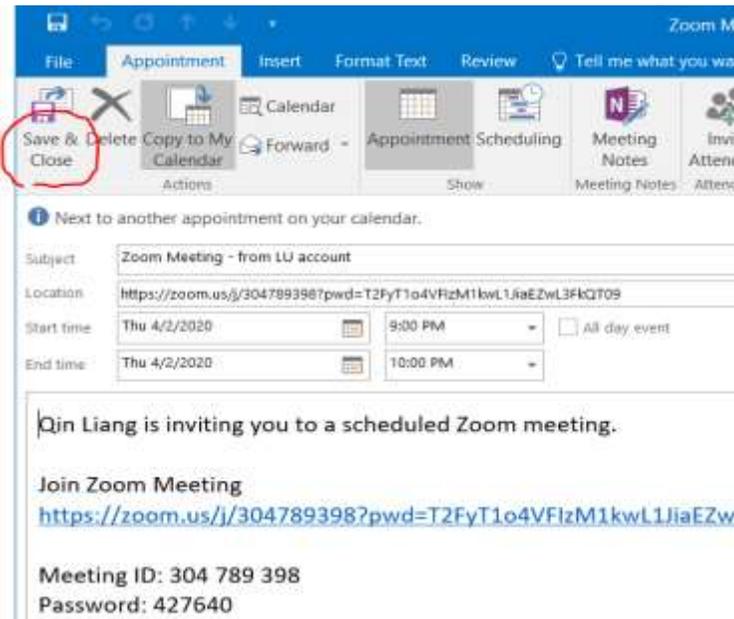
c) to add this event into **Outlook Calendar**.



## Important Notes 2:

- If select “**Open with [MS Outlook (default)]**”, (assuming your Outlook was configured with MIRARCO email account), it will open in your Outlook.

Now you can review/edit meeting info and invite people at this time, and save it. It doesn't matter you scheduled the Zoom meeting with your MIRARCO or LU account, the event booking will be saved in your MIRARCO calendar.



- If select “**Save File**”

This will download a .ics file, which people can open it with Outlook. The .ics file will include the meeting details and automatically populate the invitation.

Also you can send this .ics file as attachment along with content you copied in Step 2



(-----) to others, so they can open/save it into their calendar if needed.

**For the Basic Zoom meeting license, later you will see the message:**

Your Zoom Basic plan has a 40-minute time limit on meetings with 3 or more participants. Upgrade now to enjoy unlimited group meetings. [Upgrade Now](#)

Do not show this message again

To request unlimited Zoom meeting time, you may need contact LU IT to get Zoom Pro license.