

# How do I schedule a Zoom Meeting?

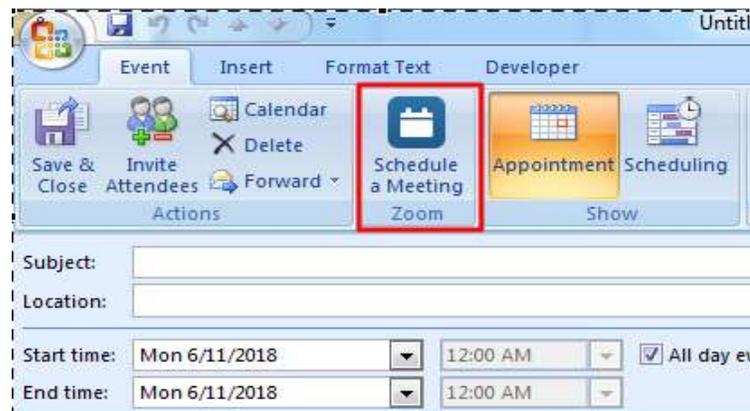
## To Schedule a Meeting Directly within Outlook Plugin

1. Download and install the [Zoom Plug-in for Microsoft Outlook](https://zoom.us/client/latest/ZoomOutlookPluginSetup.msi)  
(<https://zoom.us/client/latest/ZoomOutlookPluginSetup.msi> )

After installation, you will see the Zoom icons in your Outlook app when you create an event.



2. Click the **Schedule a Meeting Zoom** button



Select your meeting preferences:

- **Require meeting password:** If you would like to require a password for your meeting, enter it here.
- **Mute participants upon entry:** Check if you would like new participants to be muted as they join.
- **Use Personal Meeting ID:** Check if you would like to use your Personal Meeting ID. If not checked, a randomly generated Meeting ID will be used.
- **Recording the meeting automatically:** check if you would like the meeting to be recorded automatically. Choose if you would like it recorded locally (to your computer) or to the cloud (if available for your account). (Only host can record the meeting).
- **Alternative hosts:** Enter the email addresses of any alternative hosts you like to set for your meeting. They need to be other Pro users on the same Zoom account.

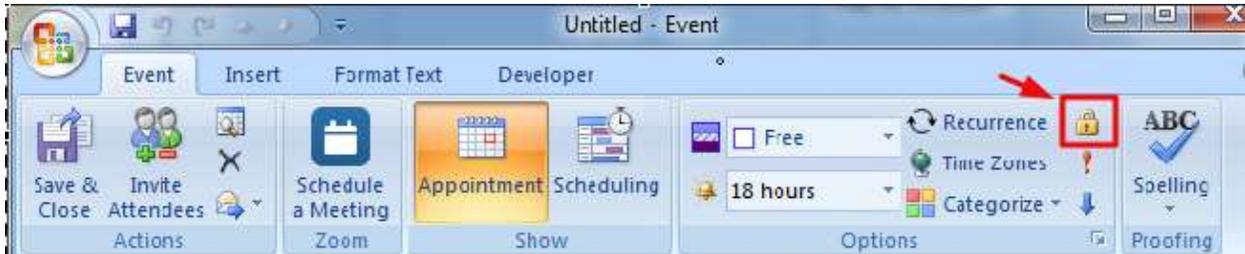
3. Click Continue. The calendar invitation will automatically generate with the Zoom meeting information.

**Note:** You can cancel the Zoom meeting or change the settings of the Zoom meeting in the calendar invitation by selecting the corresponding buttons in the menu.

4. Add your participants to the "To..." field
5. Click **Send**

### Making a Meeting Private

1. To hide the meeting topic, select the **Private** option (security lock icon) located on the top right pane of Outlook



### Tips

- Your "Personal Meeting ID" can be changed at <https://laurentian.zoom.us/profile>. We recommend setting this to your work phone number.
- **The max is 100 participants per session.**

## To Schedule a Meeting with Zoom Desktop Application (Windows)

1. Download and install the [Zoom Client](#) if it is not installed

<https://d11yldzmag5yn.cloudfront.net/prod/4.1.25010.0522/ZoomInstaller.exe>

2. Launch the application by navigating to *Start > Zoom > Start Zoom*
3. Click the **Schedule** button and select your meeting preferences (e.g. Time Zone,...)



4. In the Calendar section, select **Outlook**
5. Click **Schedule**. Outlook should open a new event window with the Zoom meeting details filled in.
6. Add your participants to the **To...** field
7. Click **Send**

A screenshot of the 'Schedule a new meeting' dialog box in the Zoom desktop application. The dialog box is titled 'Schedule a new meeting' and has a close button (X) in the top right corner. It contains several sections for configuring a meeting:

- Topic:** A text field containing 'Molly Parker's Zoom Meeting'.
- When:** A section with 'Start' set to 'Sun January 21, 2018' at '09:00 PM', 'Duration' set to '1 Hr' and '0 Min', and 'Time Zone' set to '(GMT-6:00)Central Standard Time'. There is an unchecked checkbox for 'Recurring meeting'.
- Video (when joining a meeting):** Radio buttons for 'Host' (On) and 'Participants' (On).
- Audio Options:** Radio buttons for 'Telephone Only', 'Computer audio Only', and 'Both' (selected). Below it, it says 'Dial in from United States and other 2 countries' with an 'Edit' link.
- Meeting Options:** An unchecked checkbox for 'Require meeting password' and a link for 'Advanced Options'.
- Calendar:** Radio buttons for 'Outlook' (selected and highlighted with a red box), 'Google Calendar', and 'Other Calendars'.

At the bottom right, there is a blue 'Schedule' button.