

zoom

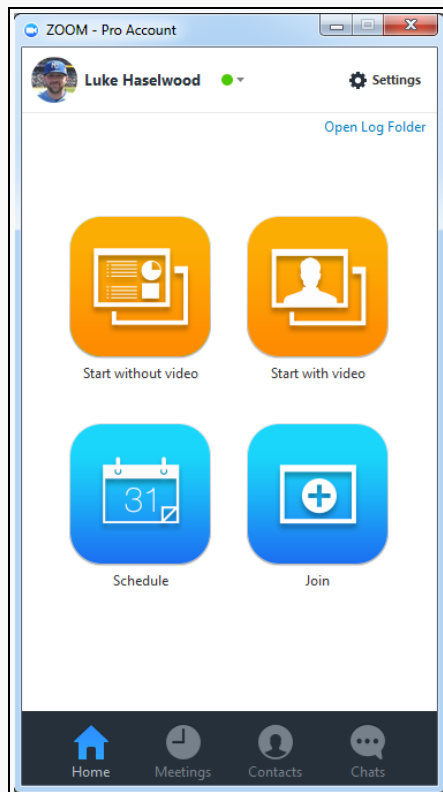
Search

Zoom Support Center > PC and MAC > Scheduling

How Do I Schedule Meetings?

Scheduling on the Zoom Application

Open your zoom application and log in to Zoom, then click-on the "Schedule" icon (see below)



Scheduling

Once you have opened the zoom scheduler, You can then start to set-up your future zoom meeting. See below for details -

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Note: All scheduled meetings can be started by the host at anytime.

Regardless of the date and time settings.

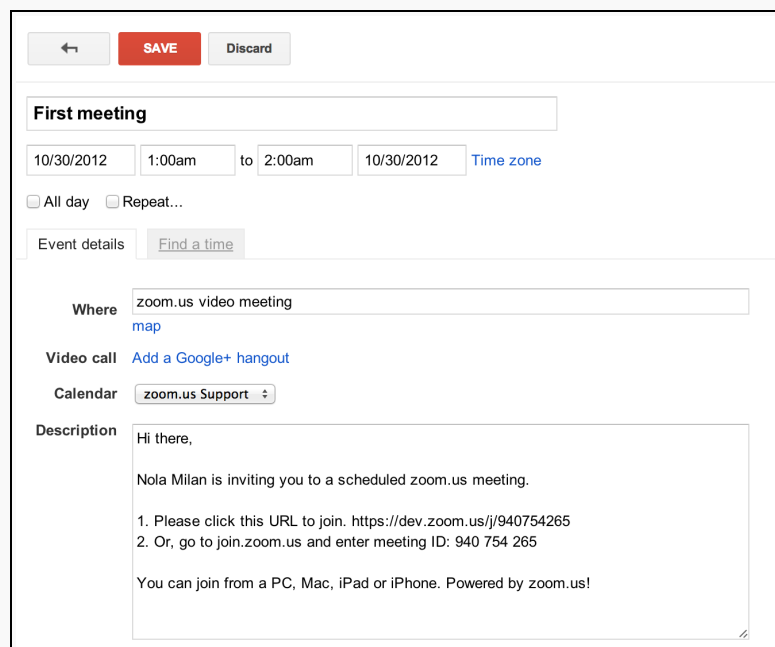
- Topic: Choose a topic/name for your meeting.
- When: Select a date, and time of your meeting.
- Timezone: By default, zoom will use your computers time zone setting. To change the time zone, click on the highlighted link.
- Recurring meeting: Choose if you would like a recurring meeting ().
- Video (when joining meeting): default video to on or off for host and/or participants
- Audio Options: choose whether to allow users to call in via Telephone, VOIP, or both
- Password: You can select and input your password here. Joining participants will be required to input this before joining your scheduled meeting.

- **Enable join before host:** Allow participants to join your meeting before you. **Note:** The meeting will end after 40-minutes if the host never joins.
- **Calendar:** Add to any selected calendar and send out invites to participants.
- **Schedule:** Click here to finish and open up which ever calendar you have selected.

Note:

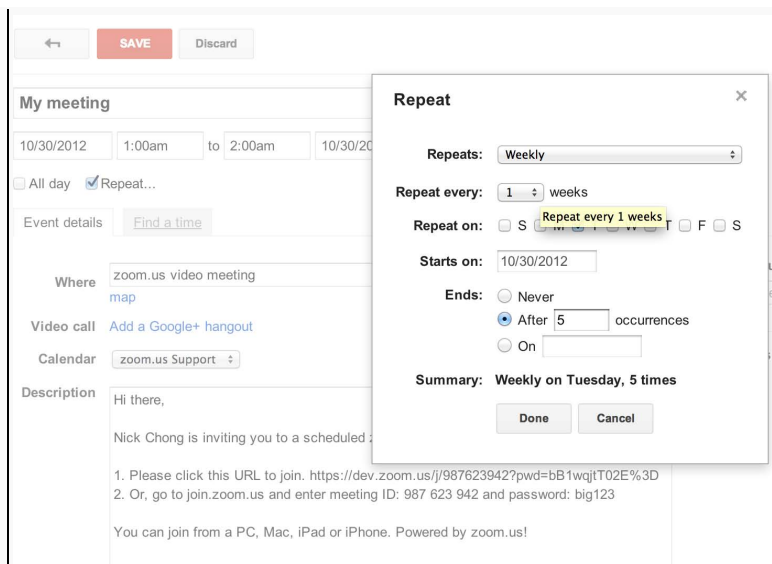
After you are done setting up your Scheduled meeting, "Click-on" the Schedule icon at the lower right-hand side of the window.

1. Non-recurring meeting (one time), example using Google Calendar



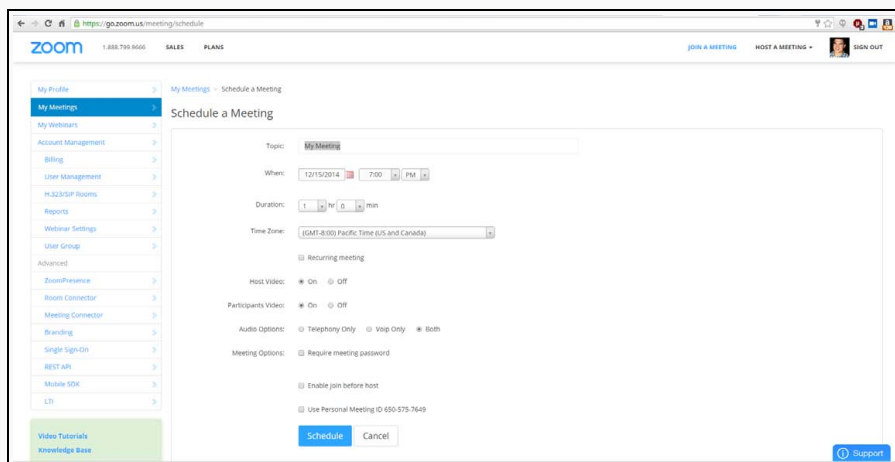
The screenshot shows a Google Calendar event creation interface. At the top, there are three buttons: a back arrow, a red "SAVE" button, and a "Discard" button. Below this is a text input field containing "First meeting". The date and time are set to "10/30/2012 1:00am to 2:00am" on "10/30/2012", with a "Time zone" link. There are checkboxes for "All day" and "Repeat...". Below these are tabs for "Event details" and "Find a time". The "Where" field contains "zoom.us video meeting" with a "map" link. The "Video call" section has a link for "Add a Google+ hangout". The "Calendar" dropdown is set to "zoom.us Support". The "Description" field contains the following text: "Hi there, Nola Milan is inviting you to a scheduled zoom.us meeting. 1. Please click this URL to join. https://dev.zoom.us/j/940754265 2. Or, go to join.zoom.us and enter meeting ID: 940 754 265 You can join from a PC, Mac, iPad or iPhone. Powered by zoom.us!".

2. Recurring meetings, example using Google Calendar



Scheduling on the Web

You can also schedule your meetings through the web at zoom.us/meeting/schedule. Or you can access this by selecting [Schedule Meeting](#) from your profile page, and then selecting the [Schedule Meeting](#) tab as seen below.



Starting your scheduled meetings?

To learn more about how to update an already scheduled meeting, please [click here!](#)

Note:

Non-recurring meeting ID will expire 30 days after the meeting is started. You can re-start the same meeting ID as many times as you would like, within the 30-days.

Recurring meeting ID will expire 365 days after the meeting is started on the first occurrence. You can re-use the meeting ID for future occurrences.

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9 out of 9 found this helpful

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