

## Schedule a Zoom Meeting

### Schedule A Meeting

Zoom offers several methods to schedule a meeting. A meeting can be scheduled from Outlook, the Zoom desktop application, mobile app, or website.

#### To Schedule via the MC Zoom website:

1. Click **Schedule A Meeting** on the top menu bar. Then complete the fields.
2. **Topic:** Enter a topic or name for your meeting.
3. **Description:** Enter the meeting description (optional).
4. **When:** Enter the date and time.
5. **Duration:** Choose the approximate duration of the meeting. This is only for scheduling purposes. The meeting will not end after this length of time.
6. **Time Zone:** By default, Zoom will use your computer's time zone. Click the drop-down menu to select a different time zone.
7. **Recurring meeting:** Choose if you would like a recurring meeting (the meeting ID will remain the same for each session).
8. **Meeting ID:** Check this if you want to use your Personal Meeting ID. If not selected, a random unique meeting ID will be generated.
9. **Meeting Password:** Choose to require a meeting password. Input the meeting password. Joining participants will be required to input the password before joining your scheduled meeting.
10. **Video**
  - a. **Host:** Choose if you would like the host video on or off when joining the meeting. Even if you choose off, the host will have the option to start their video.
  - b. **Participant:** Choose if you would like the participants' videos on or off when joining the meeting. Even if you turn off, the participants will have the option to start their video.
11. **Audio:** Choose whether to allow users to call in via **Telephone only**, **Computer Audio only**, or **Telephone and Computer Audio**.
12. **Meeting Options:** Click on the arrow to view additional meeting options.
  - a. **Enable join before host:** Allow participants to join the meeting without you or before you join.
  - b. **Mute participants on entry:** This will mute participants as they join the meeting. Participants can unmute themselves after joining the meeting.

- c. **Enable waiting room:** As the meeting host, you can admit attendees one by one or hold all attendees in the waiting room and admit them all at once. You can allow participants to wait in a waiting room before joining the meeting.
- d. **Only authenticated users can join:** If checked, participants must sign in to Zoom before accessing the meeting.
- e. **Record the meeting automatically:** Check this if you want the meeting to be automatically recorded. Select if you want it to be recorded locally (to your computer) or to the cloud.
- f. **Alternative hosts:** Enter the email address of another Zoom user who is Licensed, on your account to allow them to start the meeting in your absence.
- g. **Schedule For:** If you have scheduling privilege for another user, you will be able to choose whom you want to schedule for from the drop-down menu.

13. Click **Save** to finish.

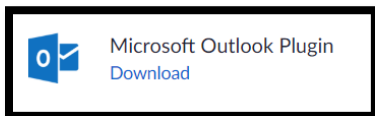
**Notes:**

If you are scheduling a recurring meeting, you will need to set the recurrence in your calendar.

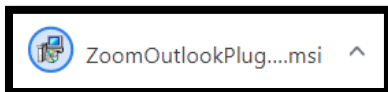
There is an option to copy and paste the scheduled meeting information such as date, time, and meeting URL.

**To Schedule Meetings While in Outlook, download the Zoom Meeting Plugin for Outlook**

1. While in Zoom, go to the **Meeting** menu bar on the left.
2. At the bottom of the page, click the **Download** link for the Microsoft Outlook Plugin

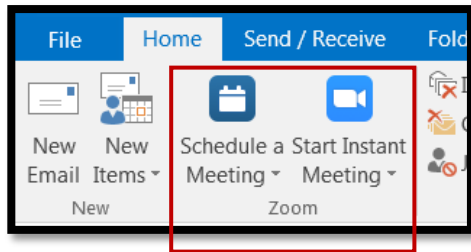


3. The Zoom installation file will go to the bottom of your window.



4. Click the file to begin the installation.
5. Click **Run** and accept all of the defaults by clicking **Next**.
6. Once the installation finishes, close Outlook and then restart it.

7. You will see the Zoom icons.



8. Click the **Schedule a Meeting** icon. Click **Schedule a Meeting**.

9. An email will be prepared with the meeting details enclosed. Insert the email address in the To: field, and then click Send. An email will be sent to the person with all of the meeting details to join the meeting.

Subject	My Meeting		
Location	<a href="https://montgomerycollege.zoom.us/j/857675303">https://montgomerycollege.zoom.us/j/857675303</a>		
Start time	Thu 3/26/2020	6:00 PM	<input type="checkbox"/> All day event
End time	Thu 3/26/2020	7:00 PM	

Tykessa Reed is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting  
<https://montgomerycollege.zoom.us/j/857675303>

Meeting ID: 857 675 303

One tap mobile  
+19292056099,,857675303# US (New York)  
+13126266799,,857675303# US (Chicago)

Dial by your location  
+1 929 205 6099 US (New York)  
+1 312 626 6799 US (Chicago)  
+1 301 715 8592 US  
+1 346 248 7799 US (Houston)  
+1 669 900 6833 US (San Jose)

If you need additional assistance, please contact the IT Service Desk at:  
[ITServiceDesk@montgomerycollege.edu](mailto:ITServiceDesk@montgomerycollege.edu) or (240) 567-7222.S