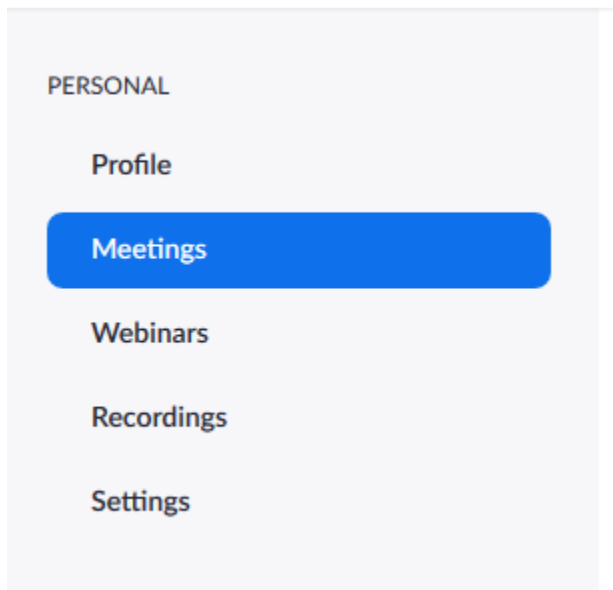# Scheduling Zoom Meetings

There are several ways to schedule Zoom meetings, but we will focus on two. The first and most basic way is via the UAHS Zoom web portal. The second will be using the Outlook plugin.

Scheduling via the Web Portal

- Log into https:/   .zoom.us
- Make sure you are in the Meetings section of your account. Menu is on the right side of your screen:

- At the top of the page, click on Schedule a New Meeting:
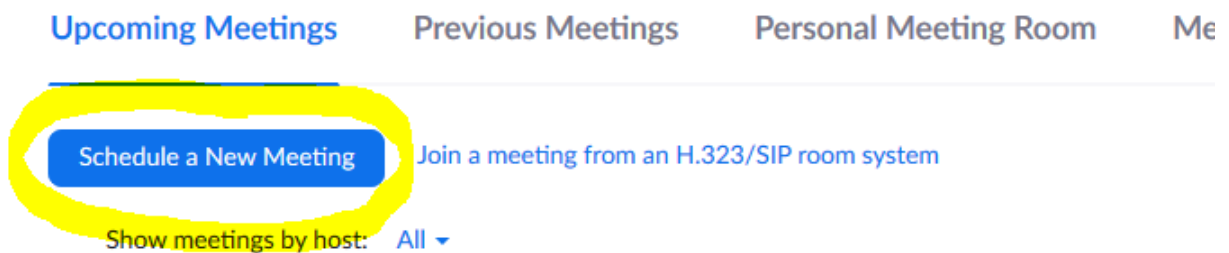
- Fill out your meeting details as needed:

Schedule a Meeting

Topic

Sample Meeting

Description (Optional)

This is a sample meeting.

When

03/19/2020   🗓   4:00   ⌄   PM   ⌄

Duration

1   ⌄   hr   0   ⌄   min

Time Zone

(GMT-7:00) Arizona   ⌄

☐ Recurring meeting

- Select your meeting options:

~~Dial from United States of America   Edit~~

Meeting Options

☑ Enable join before host

☑ Mute participants upon entry 🅥

☐ Enable waiting room

☐ Only authenticated users can join

☐ Record the meeting automatically

- When finished, select Save. You will be taken to the next page where you can download and forward an Outlook Calendar invite, a Google Calendar invite, or a Yahoo Calendar invite. Alternately, if you don't know what calendar your participants use, you can copy the meeting invitation details by clicking on the Copy the Invitation link on the right side of the page:

Meeting Password   ✕ Require meeting password

Invite Attendees   Join URL: https://uahs.zoom.us/j/933061342   🔗 Copy the invitation

Using the Zoom Outlook Plugin

- Make sure you have exited your Microsoft Outlook program and then go to https://arizona.zoom.us/download#client_4meeting.
- Click on Download under Zoom Client for Microsoft Outlook.

Zoom Plugin for Microsoft Outlook

The Zoom Plugin for Outlook installs a button on the Microsoft Outlook tool bar to enable you to start or schedule a meeting with one-click.

Download   Version 4.8.17303.0117

Add Zoom as an Add-in for Outlook on the web

- Once your download is complete, double click to install the plugin.
- Open Outlook and go to your calendar.
- In the toolbar you will now see two new icons:

Schedule a Meeting   Start Instant Meeting
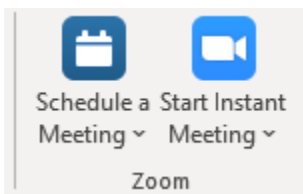
Zoom

- Click on Schedule a Meeting
- Select the options you would like to use for your meeting and click Continue.

- Please note: if you are not currently logged into your Zoom desktop client, you will be given an opportunity to do so before proceeding. Make sure you select Sign in with SSO on the right side of the screen to log in.
- Once you hit continue, a regular Outlook meeting window will open with all of your Zoom information pre-populated.

- Complete the meeting info as you would normally and send it. If you are using a Zoom Room at the College of Nursing, make sure you invite the room as well so your meeting will show up on the screen in your meeting room.