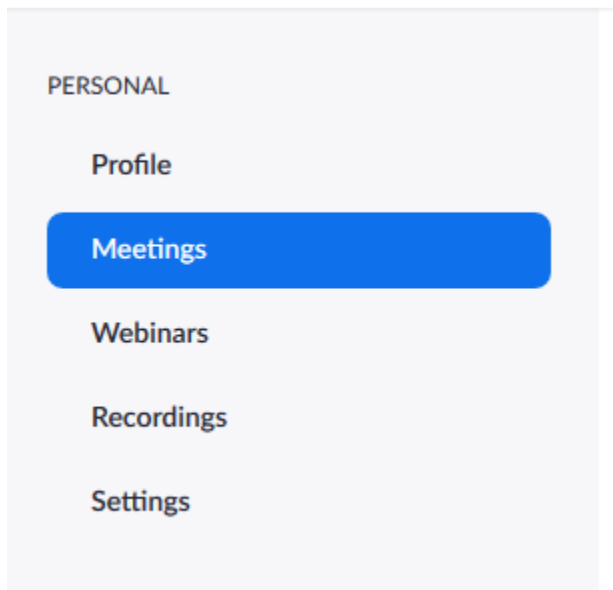


## Scheduling Zoom Meetings

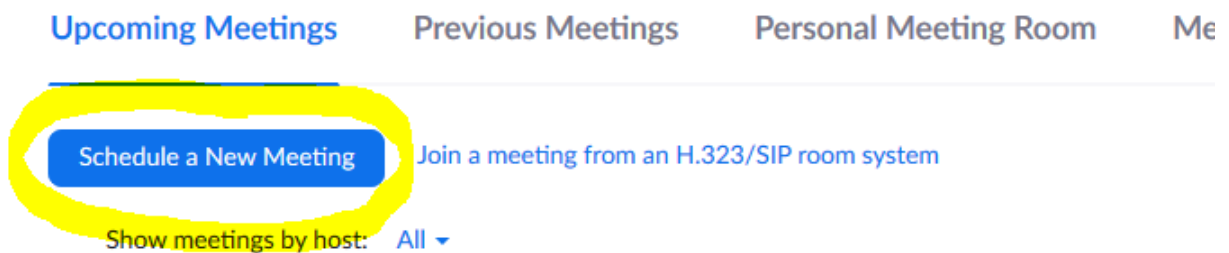
There are several ways to schedule Zoom meetings, but we will focus on two. The first and most basic way is via the UAHS Zoom web portal. The second will be using the Outlook plugin.

### Scheduling via the Web Portal

- Log into [https://\\_\\_\\_\\_\\_.zoom.us](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:

[Link from United States of America](#)

## 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](https://arizona.zoom.us/download#client_4meeting).
- Click on Download under Zoom Client for Microsoft Outlook.

---

## Zoom Plugin for Microsoft Outlook

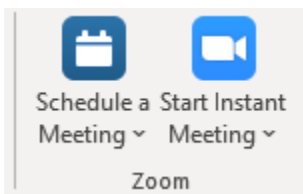
The Zoom Plugin for Outlook installs a button on the Microsoft Outlook tool bar to enable you to start or schedule a meeting with one-click.

[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:



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

Zoom - Schedule Meeting ✕

[Reset to default settings](#)

**Meeting ID**

Generate Automatically  Personal Meeting ID 207-907-9328

---

**Password**

Require meeting password

---

**Video**

Host  On  Off      Participants  On  Off

---

**Audio**

Telephone  Computer Audio  Telephone and Computer Audio

Dial in from United States [Edit](#)

---

**Advanced Options** ▾

Do not show me again

[Continue](#) [Cancel](#)

- 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.

Peg Kearney's Zoom Meeting - Meeting

File Meeting Scheduling Assistant Insert Format Text Review Help Tell me what you want to do

Delete → Forward Calendar Cancel Change Settings Skype Meeting Teams Meeting Meeting Notes Cancel Invitation Address Book Check Names Response Options Show As: Busy Recurrence

Reminder: 15 minutes Options

You haven't sent this meeting invitation yet.

Send

Title Peg Kearney's Zoom Meeting

Required

Optional

Start time Thu 3/19/2020 3:30 PM  All day  Time zones

End time Thu 3/19/2020 4:00 PM Make Recurring

Location <https://uahs.zoom.us/j/2079079328>

Peg Kearney is inviting you to a scheduled Zoom meeting.

Join from PC, Mac, Linux, iOS or Android: <https://uahs.zoom.us/j/2079079328>

Or Telephone:

Dial:

+1 346 248 7799 (US Toll)

+1 669 900 6833 (US Toll)

+1 253 215 8782 (US Toll)

+1 301 715 8592 (US Toll)

+1 312 626 6799 (US Toll)

+1 646 876 9923 (US Toll)

Shared Folder Calendar

- 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.