

## Scheduling meetings

### Overview

Zoom offers multiple methods to schedule a meeting. A host has control over the options for their scheduled meetings except for settings that an administrator has locked for all users in the account or for all members of a specific group.



1. Open your Zoom client and sign in to Zoom.
2. Click on the **Schedule** icon.



Schedule

This will open the scheduler window.

3. Select your meeting settings. Note that some of these options might not be available if they were disabled and locked to the off position at the account or group level.

# Schedule a Meeting

## Topic:

Grant MacLaren's Zoom Meeting

Start: Tue January 8, 2019 11:00 AM

Duration: 1 Hr 0 Min

Time Zone: (GMT-08:00) Pacific Time (US and Canada)

Recurring meeting

## Video

Host:  On  Off      Participants:  On  Off

## Audio

Telephone       Computer Audio       Telephone and Computer Audio

Dial in from United States [Edit](#)

## Options

List on Public Calendar [?](#)

Require meeting password

[Advanced Options](#) ▼

## Calendar

Outlook       Google Calendar       Other Calendars

Schedule

Cancel

- **Topic:** Enter a topic or name for your meeting.
- **Start:** Select a date and time for your meeting. You can start your meeting at any time before the scheduled time. You can also manually enter any time. For example, you can enter **15** in the minutes field to schedule a time in a 15-minute increment.
- **Duration:** Choose the approximate duration of the meeting. This is only for scheduling purposes. The meeting will not end after this length of time.
- **Time Zone:** By default, Zoom will use your computer's time zone. Click the drop-down menu to select a different time zone.
- **Recurring meeting:** Choose if you would like a recurring meeting (the meeting ID will remain the same for each session).
- **Video**

- **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.
- **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.
- **Audio:** Choose whether to allow users to call in via **Telephone** only, **Computer Audio** only, **Both**, or **3rd Party Audio** (if enabled for your account).
- **Advanced Options:** Click on the arrow to view additional meeting options.
  - **Require meeting password:** You can select and input your meeting password here. Joining participants will be required to input this before joining your scheduled meeting.  
**Note:** The meeting password must meet these requirements.
    - 10 characters maximum
    - Passwords are case sensitive
    - We recommend using alphanumeric characters and these special characters: @ \* \_ -
    - The Zoom desktop client allows alphanumeric characters and these special characters: @ \* \_ -
    - The Zoom web portal allows any characters, but the these characters are not allowed: & < > \
  - **Enable join before host:** Allow participants to join the meeting without you or before you join. The meeting will end after 40-minutes for Basic (free) users if 3 or more people join the meeting.
  - **Mute participants on entry:** If join before host is not enabled, this will mute participants as they join the meeting. Participants can unmute themselves after joining the meeting.  
**Use Personal Meeting ID:** Check this if you want to use your Personal Meeting ID. If not selected, a random unique meeting ID will be generated.
  - **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 (zoom.us/recording).
  - **List on Public Event List:** Post the meeting on the public meeting/webinar list so that anyone can view it. We recommend you add a meeting password to secure your meeting.
  - **Schedule For:** If you have scheduling privilege for another user, you will be able to choose who you want to schedule for from the drop-down menu.
- **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.
- **Calendar:** Select a calendar service to add the meeting to and send out invites to participants.
  - **Outlook-** This will generate an .ics file that will open in Outlook, Windows Mail, or iCal.
  - **Google Calendar-** Will launch the user's default browser and open the invite in Google Calendar.
  - **Other Calendars-** Will open a new window, where the meeting text can be copied pasted into the user's preferred communication method.

4. Click **Schedule** to finish, and open the selected calendar service to add the meeting.

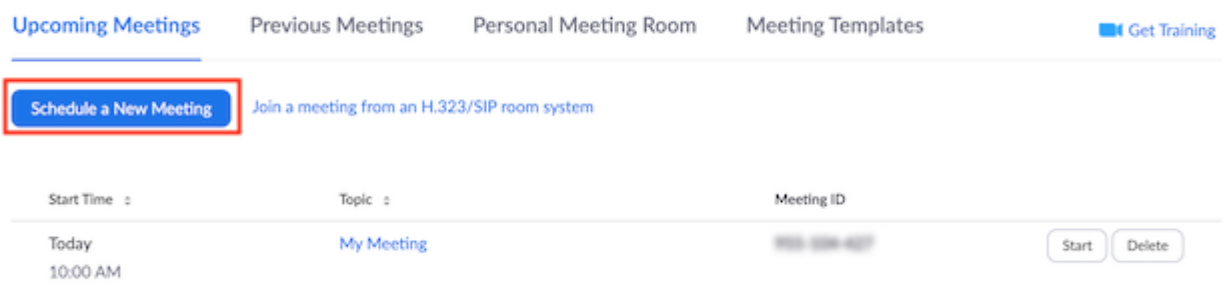
**Note:**

- If you are scheduling a recurring meeting, you will need to set the recurrence in your calendar service.
- Choosing **Other Calendars** will allow you to copy and paste the scheduled meeting information such as date, time, and meeting URL.



## Web

1. Sign in to the Zoom web portal.
2. Click **Meetings**, and click **Schedule A New Meeting**.


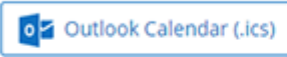




3. Select the meeting options. Note that some of these options might not be available if they were disabled and locked to the off position at the account or group level.
  - **Topic:** Enter a topic or name for your meeting.
  - **Description:** Enter in an option meeting description.
  - **When:** Select a date and time for your meeting. You can manually enter any time and press enter to select it. For example, you can enter **15** in the minutes field to schedule a time in a 15-minute increment.
  - **Duration:** Choose the approximate duration of the meeting. This is only for scheduling purposes. The meeting will not end after this length of time.
  - **Time Zone:** By default, Zoom will use the time zone set in your profile. Click the drop-down menu to select a different time zone.
  - **Recurring meeting:** Check if you would like a recurring meeting (the meeting ID will remain the same for each session). This will open up additional recurrence options.
    - **Recurrence:** Select how often you need the meeting to recur: **Daily**, **Weekly**, **Monthly**, or **No Fixed Time**. It can recur up to 50 times. If you need more than 50 recurrences, use the **No Fixed Time** option.
    - The other recurrence options will depend on how often the meeting recurs. You can configure the meeting to end after a set amount of occurrences or have the recurring meeting end on a specific date.
  - **List this Meeting in Public Event List:** If your account has the Public Event List enabled, check this option to include this meeting in the list.
  - **Registration:** Check this option if your meeting will require registration. Instead of a join link for your participants, you will be provided a registration link. If registration is required and the meeting is reoccurring, choose one of these options:

- **Attendees register once and can attend any of the occurrences:** Registrants can attend all of the occurrences. All dates and times of the meeting will be listed and the registrant will be registered for all occurrences.
- **Attendees need to register for each occurrence to attend:** Registrants need to register separately for each occurrence to attend. They can only choose one date and time on the registrant page.
- **Attendees register once and can choose one or more occurrences to attend:** Registrants register once and can choose one or more occurrences to attend. They will need to select which dates and times they would like to attend and they will only be registered for those occurrences. They can choose multiple options.
- **Host Video:** 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.
- **Participant Video:** Choose if you would like the participants' videos on or off when joining the meeting. Even if you choose off, the participants will have the option to start their video.
- **Audio Options:** Choose whether to allow users to join using **Telephone** only, **Computer Audio** only, **Telephone and Computer Audio** (both), or **3rd Party Audio** (if enabled for your account).
- **Dial in From:** If **Telephone** or **Telephone and Computer Audio** is enabled for this meeting, click **Edit** to select the dial-in countries that you would like included in the invitation. By default, this includes your **Global Dial-In Countries** listed in My Meeting Settings.
- **Require meeting password:** You can select and input your meeting password here. Joining participants will be required to input this before joining your scheduled meeting.  
**Note:** The meeting password must meet these requirements.
  - 10 characters maximum
  - Passwords are case sensitive
  - We recommend using alphanumeric characters and these special characters: @ \* \_ -
  - The Zoom desktop client allows alphanumeric characters and these special characters: @ \* \_ -
  - The Zoom web portal allows any characters, but the these characters are not allowed: & < > \
- **Enable join before host:** Allow participants to join the meeting without you or before you join. The meeting will end after 40-minutes for Basic (free) users if 3 or more people join the meeting.
- **Mute participants on entry:** If join before host is not enabled, this will mute participants as they join the meeting. Participants can unmute themselves after joining the meeting.  
**Note:** To mute all participants currently in a meeting, see the options to manage participants.
- **Use Personal Meeting ID:** Check this if you want to use your Personal Meeting ID. If not selected, a random unique meeting ID will be generated.
- **Enable waiting room:** Allows the host to control when participants join the meeting by placing them in a waiting room.
- **Only signed-in users can join this meeting:** Restrict access to the meeting so that only signed-in users can join.
- **Default to HD Video:** If you enable this option, the participant view will always default to HD video automatically (if the feature is available in the Account Settings).

- **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 (zoom.us/recording).
  - **Schedule For:** If you have scheduling privilege for another user, you will be able to choose who you want to schedule for from the drop down.
  - **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.
4. Click **Save** to finish.

Once finished, you can either select a calendar option to add the scheduled meeting to your calendar or select **Copy The Invitation** to send out the invitation to your Zoom meeting.

Time	Apr 9, 2019 12:00 PM Pacific Time (US and Canada)
Add to	 Google Calendar  Outlook Calendar (.ics)  Yahoo Calendar
Meeting ID	586-981-6226
Join URL:	<a href="https://aidancrosbie.zoom.us/j/5869816226">https://aidancrosbie.zoom.us/j/5869816226</a>  <a href="#">Copy the invitation</a>

**Copy the Invitation** will open up a window where you can copy the full invitation to send out via email.

**Note:** Using the Outlook Calendar option, will also launch the .ics in iCal if Outlook is not the default email program in macOS.

# Copy Meeting Invitation



## Meeting Invitation

Molly Morris is inviting you to a Zoom meeting.

Join Zoom Meeting

<https://success.zoom.us/j/8924190324?pwd=...>

Password: [REDACTED]

Topic: Molly Morris' Personal Meeting Room

One tap to join audio: +16699006833,,8924190324# (US Toll)

Or, Dial: +1 669 900 6833 or +1 646 876 9923 (US)

877 853 5247 or 888 788 0099 (US, Toll Free)

+1 647 558 0588 (Canada)

855 703 8985 (Canada, Toll Free)

Meeting ID: 892 419 0324

Password: [REDACTED]

More International Numbers: <https://success.zoom.us/u/ako65KIP7>

Or, join by SIP

8924190324@zoomcrc.com

Password: [REDACTED]

Copy Meeting Invitation

Cancel



Linux

1. Sign in to your Zoom application, then select the **Schedule** icon.



Schedule

2. Select the options for you meeting. Some of these options might not be available if they were disabled and locked to the off position at the account or group level.

**Zoom - Schedule a Meeting**

Topic:

**When**

Start Time:   PM

Duration:  Hr  Min

Time Zone: [GMT-8:00 Pacific Standard Time](#)

Recurring meeting

**Video (when joining a meeting)**

Host:  On  Off

Participant:  On  Off

**Audio Options**

Telephony Only  Voip Only  Both

**Meeting Options**

Require meeting password

Enable join before host

Use Personal Meeting ID **337-503-7381**

**Calendar**

Thunderbird

Google Calendar

Other Calendars

- **Topic:** Enter a topic or name for your meeting.
- **Start:** Select a date and time for your meeting. You can manually enter any time and press enter to select it. For example, you can enter **15** in the minutes field to schedule a time in a 15-minute increment.
- **Duration:** Choose the approximate duration of the meeting. Note that this is only for scheduling purposes. The meeting will not end after this length of time.
- **Time Zone:** By default, Zoom will use your computer's time zone. Click the drop-down menu to select a different time zone.
- **Recurring meeting:** Choose if you would like a recurring meeting (the meeting ID will remain the same for each session).
- **Video**



- **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.
  - **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.
  - **Audio Options:** Choose whether to allow users to call in via **Telephone** only, **Computer Audio** only, **Both**, or **3rd Party Audio** (if enabled for your account).
  - **Dial in from:** If **Telephone** or **Telephone and Computer Audio** is enabled for this meeting, click **Edit** to select the dial-in countries that you would like included in the invitation.
  - **Require Meeting Password:** You can select and input your meeting password here. Joining participants will be required to input this before joining your scheduled meeting.
  - **Advanced Options:** Click on the arrow to view additional meeting options.
    - **Enable join before host:** Allow participants to join the meeting without you or before you join. The meeting will end after 40-minutes for Basic (free) users if 3 or more people join the meeting.
    - **Mute participants on entry:** If join before host is not enabled, this will mute participants as they join the meeting. Participants can unmute themselves after joining the meeting.  
**Note:** To mute all participants currently in a meeting, see the options to manage participants.
    - **Use Personal Meeting ID:** Check this if you want to use your Personal Meeting ID. If not selected, a random unique meeting ID will be generated.
    - **Only signed-in users can join this meeting:** Restrict access to the meeting so that only signed-in users can join.
    - **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 (zoom.us/recording).
    - **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.
  - **Calendar:** Select a calendar service to add the meeting to and send out invites to participants.
3. Click **Schedule** to finish, and open the selected calendar service to add the meeting.  
**Note:** Choosing **Other Calendars** will allow you to copy and paste the scheduled meeting information such as date, time, and meeting URL.



## Android

1. Log in to the Zoom application.

2. Select **Schedule**.



**Schedule**

3. Select the meeting options. Some of these options might not be available if they were disabled and locked to the off position at the account or group level.

A screenshot of the Zoom mobile app's 'Schedule Meeting' screen. At the top, there are navigation buttons for 'Cancel', 'Schedule Meeting', and 'Schedule'. The meeting title is 'Molly Parker's Zoom Meeting'. Below this, there are fields for 'Date' (11/16/2017), 'From' (5:00 PM), 'To' (6:00 PM), 'Time Zone' (GMT-6:00, Central Standard Time), and 'Repeat' (Never). There is a toggle for 'Use personal meeting ID' which is currently off. Below this is a note: 'If this option is enabled, any meeting options that you change here will be applied to all meetings that use your personal meeting ID.' Under the heading 'MEETING OPTIONS', there are three items: 'Host video on when starting' (toggle on), 'Participant video on when joining' (toggle off), and 'Audio option' (Device audio/Telephone). There is a field for 'Meeting password' with '(optional)' next to it. Below this is a link for 'Advanced Options'. At the bottom, there is a 'Schedule For' dropdown set to 'Myself' and an 'Add to Calendar' toggle which is on.

- **Topic:** Enter a topic or name for your meeting.
- **Date, From, To:** Select a date and time for your meeting.
- **Time Zone:** By default, Zoom will use your device's time zone setting. To change the time zone, click this field.
- **Repeat:** Choose if you would like a recurring meeting (the same meeting ID for all occurrences).
- **Use personal meeting ID:** Check this if you want to use your Personal Meeting ID. If not selected, a random unique meeting ID will be generated.
- **Host video on when starting:** 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.

- **Participant video on when joining:** Choose if you would like the participants' videos on or off when joining the meeting. Even if you choose off, the participants will have the option to start their video.
  - **Audio option**
    - **Pick your audio connection:** Choose whether to allow users to call in via **Device audio, Telephone, or Both.**
    - **Select dial-in country:** Select dial-in numbers to display in the meeting invite. Tap and drag each country to re-arrange the order.
  - **Meeting password:** Enter a password that participants will be required to input before joining your scheduled meeting.
  - **Advanced Options**
    - **Allow join before host:** Allow participants to join your meeting before you. The meeting will end after 40-minutes for Basic (free) users if 3 or more people join the meeting.
    - **Record meeting automatically:** Check this if you want the meeting to be automatically recorded.
    - **Record location:** Select if you want it to be recorded locally (to your computer) or to the cloud (zoom.us/recording).
    - **Alternative hosts:** Select users in the same organization to allow them to start the meeting in your absence.
    - **Add to Calendar:** Add the meeting to your default calendar app.
4. Tap **Done** to finish scheduling.

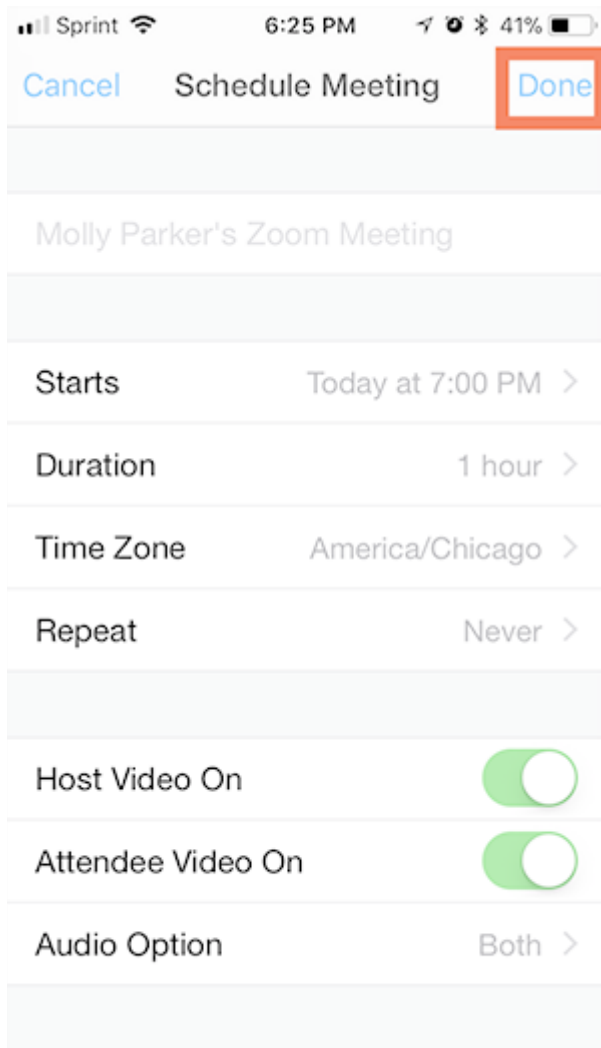


1. Log in to the Zoom app on your iOS device.
2. Tap **Schedule**.



**Schedule**

3. Select the meeting options. Note that some of these options might not be available if they were disabled and locked to the off position at the account or group level.

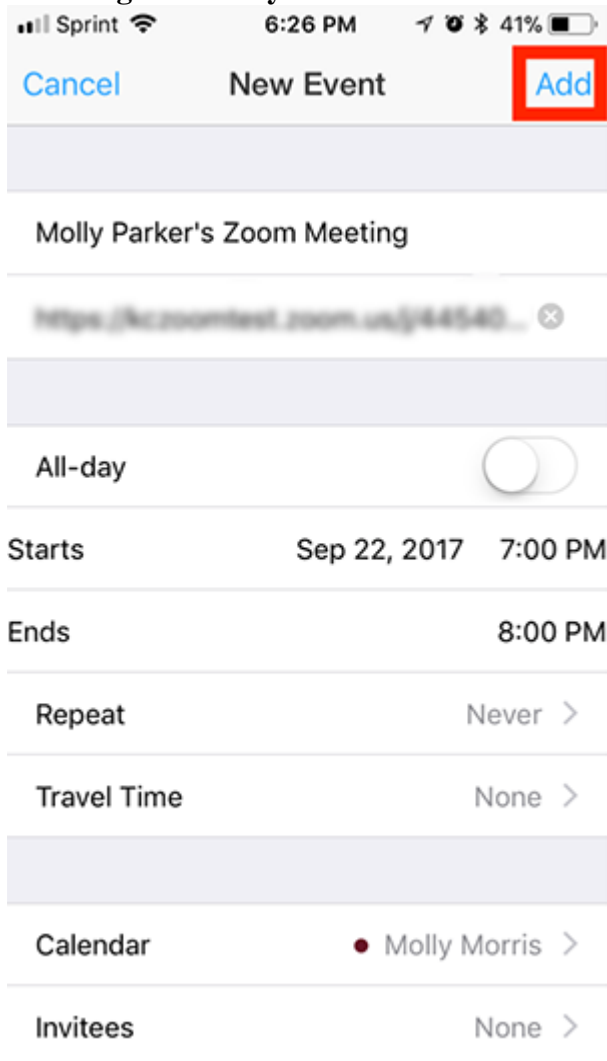


- **Topic:** Enter a topic or name for your meeting.
- **Starts:** Select the date and time of your meeting.
- **Duration:** Choose the approximate length of your meeting. This is for scheduling purposes only. The meeting will not end after this length of time has passed.
- **Timezone:** By default, zoom will use your device's time zone setting. Tap on this field.
- **Repeat:** Choose if you would like a recurring meeting (meeting ID will remain the same for each session).
- **Use personal meeting ID:** Choose this if you want to use your Personal Meeting ID. If you do not choose this option, a random, unique meeting ID will be generated.
- **Host Video On when starting:** Toggle on if you want the host video on by default when joining the meeting.
- **Attendee Video On when joining:** Toggle on if you want the attendee video on by default when joining the meeting.
- **Audio Option:** Choose whether to allow users to call in via **Device audio**, **Telephone**, or **Both**.
- **Meeting Password (Optional):** You can select and input your password here. Participants will be required to input this before joining your scheduled meeting.
- **Advanced Options:** Click to view additional meeting options.

- **Allow join before host:** Allow participants to join your meeting before you. The meeting will end after 40-minutes for Basic (free) users if 3 or more people join the meeting.
  - **Record the meeting automatically:** Check this if you want the meeting to be automatically recorded.
  - **Schedule for:** If you have scheduling privilege for another Zoom user, you will have the scheduling privilege option and can choose who you want to schedule for.
  - **Alternative Hosts:** Select users in the same organization to allow them to start the meeting in your absence.
4. Tap **Done** to finish scheduling.

You are prompted to add the meeting to your iOS calendar, where you can invite attendees.

**Note:** If you are not able to add the meeting to your iOS calendar, navigate to **Settings > Privacy > Calendars** on iOS and enable Zoom.



**Notes:**

- A non-recurring meeting ID will expire **30 days** after the meeting is scheduled for. You can restart the same meeting ID as many times as you would like, within the 30-day period.
- A recurring meeting ID will expire **365 days** after the meeting is started on the last occurrence. You can re-use the meeting ID for future occurrences.

- Scheduled meetings can be started at any time before the scheduled time. The links will not expire or become invalid unless it is past the 30 day period for a non-recurring meeting, has not been used for over 365 days for a recurring meeting, or has been deleted from your Zoom account. An instant meeting link will expire as soon as the meeting is over.