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How to Add a Zoom Link to Microsoft Bookings Page

Samantha Starr - 2026-06-25 - [Instructional Resources](#)

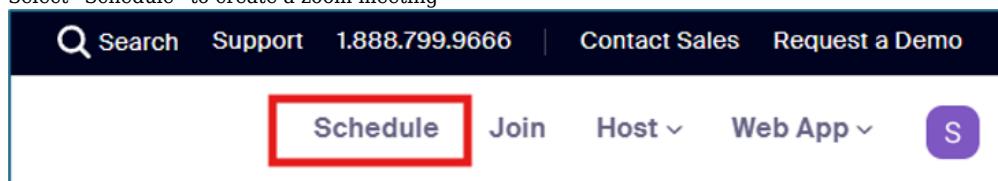
How to Add a Zoom Link to Microsoft Bookings Page

*This process demonstrates how users can add a Zoom link to the **Location** field in a Microsoft Bookings page. The Zoom link used should be a recurring meeting link with no fixed time, allowing it to be reused without generating a new link for each appointment. This ensures the same open, ongoing Zoom link can be used consistently. A separate recurring Zoom link should be created for each individual Bookings service.*

Step 1: Create a Zoom Link (Zoom Web Portal)



1. Sign in to fau-edu.zoom.us with your FAU credentials
2. Select "Schedule" to create a zoom meeting



3. Fill out the Zoom meeting details
 1. a. Fill out the Topic
 2. b. Click the checkbox for "Recurring meeting"
 3. c. Next to Recurrence, select "No Fixed Time"
 4. d. Under Waiting Room, click the option for "Select who should go into the waiting room for this"

meeting" the select "Everyone"

1. This will allow you to select who may enter your meeting.

5. Click "Save"

The screenshot shows the 'Schedule Meeting' form in Zoom. Annotations include: (a) a red box around the 'Topic' field containing 'M4 Career Coach Meeting'; (b) a red box around the 'Recurring meeting' checkbox, which is checked, with a dropdown menu open showing 'Daily' selected; (c) a red box around the 'No Fixed Time' option in the recurrence dropdown; and (d) a red box around the 'Select who should go into the waiting room for this meeting' radio button, which is selected, with a dropdown menu open showing 'Everyone' selected.

Schedule Meeting

Schedule For: Myself

a Topic: M4 Career Coach Meeting

+ Add Description

When: 06/24/2026 1:00 PM

Duration: 1 hr 0 min

Time Zone: (GMT-4:00) Eastern Time (US and Canada)

b ☒ Recurring meeting Every day, until Jun 30, 2026, 7 occurrence(s)

Recurrence: Daily

Repeat every: Daily

End date: 06/30/2026

c No Fixed Time

Security

☒ Passcode uBJ0Yf

Only users who have the invite link or passcode can join the meeting

☒ Waiting Room

Only users admitted by the host can join the meeting

d ☐ Follow Zoom web portal setting

☒ Select who should go into the waiting room for this meeting

Users who are not in your account and not part of your whitelis...

☒ Everyone

☐ Rec Users not in your account

☐ Users who are not in your account and not part of your whit...

☐ Users not on the meeting invite

☐ Users not in your organization

Encryption

4. Copy the Zoom Invite Link

The screenshot shows the 'Manage Meeting' page for 'M4 Career Coach Meeting'. The 'Details' tab is selected. The 'Invite Link' is displayed as a URL, and a red box highlights the copy icon next to it.

My Meetings > Manage "M4 Career Coach Meeting"

Details Polls/Quizzes Survey Live Streaming Q&A

Topic: M4 Career Coach Meeting

Time: Recurring meeting

Meeting ID: [Redacted]

Security: ☒ Passcode ***** Show

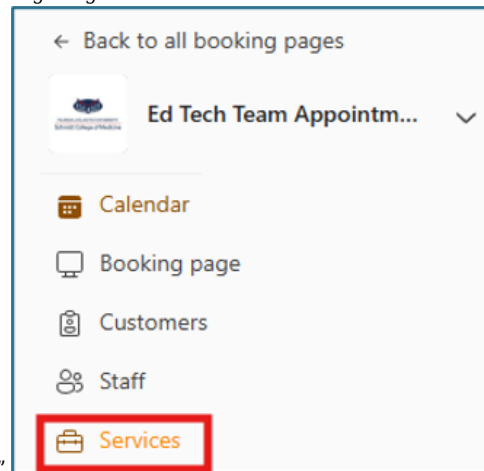
☒ Everyone goes into the waiting room

Invite Link: <https://fau-edu.zoom.us/j/86225749620?pwd=bCMu8alWEe9CyVR5sAv4b2NioCbjBW.1>

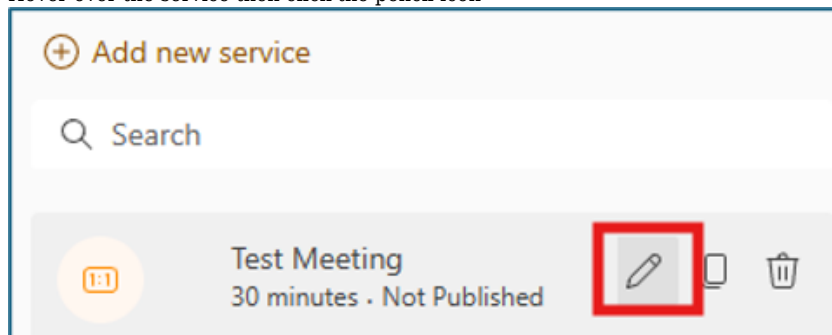
Copy

Step 2: Add the Zoom Link to Microsoft Bookings Page

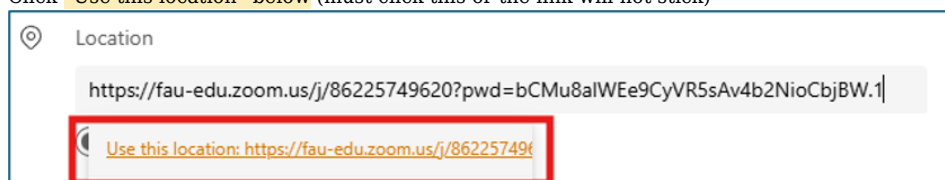
1. Go to Microsoft Bookings <https://bookings.cloud.microsoft/bookings/homepage>
2. Select your Bookings Page



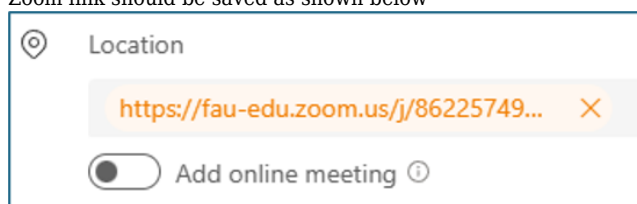
3. Click "Services"
4. Hover over the service then click the pencil icon



5. Click the location field then paste the Zoom invite link
 1. Click "Use this location" below (must click this or the link will not stick)



2. Zoom link should be saved as shown below



6. Toggle off "Add online meeting"



7. Click "Save changes"

Bonus step: Add an email notification with Zoom details

Edit service

Basic details

Availability options

Assign staff

Custom fields

Notifications

- In the Edit Service window, click "Notifications"
- Check the box for "Notify the business via email when a booking is created or changed" and "Send a meeting invite to the customer, in addition to the confirmation email"

Email confirmation

A confirmation email is sent to your customers and assigned staff immediately after an appointment is scheduled, updated or cancelled.

Settings

- ☒ Notify the business via email when a booking is created or changed
- ☒ Send a meeting invite to the customer, in addition to the confirmation email

- Scroll down and click "Add an email reminder"

Email reminders

Send reminder emails to your customers and staff (and optionally the business) before the appointment.

+ Add an email reminder

- Add reminder details
 - Timing - how far in advance do you want to send the email
 - Send to - who should receive the email reminder
 - Message - add details or meeting information
 - Click "Save changes"

Email reminders

Send reminder emails to your customers and staff (and optionally the business) before the appointment.

+ Add an email reminder

Timing

15 minutes before

Send to

Customer

Message

A B I U

Hello,

This is a reminder of our upcoming Zoom meeting. Please see Zoom details below.

Discard

Save Changes

Discard

Save changes

- Click "Save changes"

Reminder email view:

Reminder: Test Meeting - [redacted]

Ed Tech Team Appointments

To [redacted]

Summary

Reply Reply All Forward [redacted]

Wed 6/24/2026 1:15 PM

Ed Tech Team Appointments

Hi [redacted]

You have an upcoming booking.

Appointment reminder

Hello,

This is a reminder of our upcoming Zoom meeting. Please see Zoom details below.
[redacted] inviting you to a scheduled Zoom meeting.

Topic: M4 Career Coach Meeting

Time: This is a recurring meeting Meet anytime

Join Zoom Meeting

<https://fau-edu.zoom.us/j/86225749620?pwd=bCMu8alWFe9CyVR5sAv4b2NioCbjBW.1>

Meeting ID: 862 2574 9620

Passcode: 0ihFRv

One tap mobile

+13052241968,86225749620#,,,,*427715# US

+13017158592,86225749620#,,,,*427715# US (Washington DC)

Outlook Calendar View:

*Double-click the zoom link in the location to open the Zoom link

Test Meeting - [redacted]

Organizer

Ed Tech Team Appointments

Time

Wednesday, June 24, 2026 2:00 PM-2:30 PM

Location

<https://fau-edu.zoom.us/j/86225749620?pwd=bCMu8alWFe9CyVR5sAv4b2NioCbjBW.1>

Response

Accepted Change Response

Your appointment will be with [redacted]

Ed Tech Team Appointments

