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## COM-Zoom Scheduling Procedures (Windows)

Samantha Starr - 2026-02-25 - [Classroom/Conference Room Technology](#)

## COM-Zoom Scheduling Procedures (Windows)



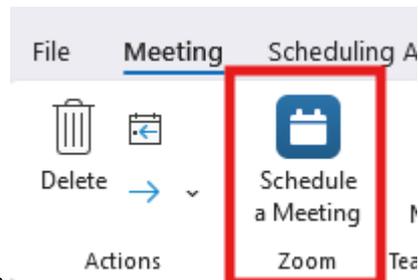
Zoom Outlook Plug-In

1. Open your Outlook associated with your FAU email
2. Select "New Items" then "Meeting"
3. Add Meeting details: Recipients, date, time

A screenshot of the Outlook meeting creation form. The 'Send' button is on the left. The 'From' field is empty. The 'Title' field contains 'Zoom Meeting'. Below the title are 'Required' and 'Optional' recipient lists. The 'Start time' is set to 'Mon 4/28/2025' at '2:30 PM'. The 'End time' is set to 'Mon 4/28/2025' at '3:00 PM'. There are checkboxes for 'All day' and 'Time zones', and a 'Make Recurring' button. The 'Location' field contains a Zoom URL: <https://fau-edu.zoom.us/j/85930526676?pwd=uBHsWEzVdqaiyfD03DgKXf5a9vXdV.1>

zoom

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4. Select "Schedule a Meeting" in the Outlook ribbon
5. Zoom scheduler will appear

1. Select your template [most used-College of Medicine Non-HIPAA Internal Meetings]
2. Waiting Room required-select who should go in the waiting room

**Template**

College of Medicine - Non-HIPAA Internal Meetings

You used an admin meeting template. [View Template Details](#)

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**Security**

Passcode  ⓘ  
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

Follow Zoom web portal setting

Select who should go into the waiting room for this meeting

Everyone

3. Select Alternative Host(s) - required for large meetings
  1. Best practice - add the Ed Tech team to start meetings on your behalf (if necessary)

**Advanced Options** ▲

- Allow participants to join anytime
- Q&A
- Mute participants upon entry
- Automatically record meeting
- Enable focus mode when meeting starts
- Include invite link in location field

Select a language for meeting invitation:

- Approve or block entry for users from specific countries/regions

Block users from: [Russia, India, Belarus](#) [Edit](#)

Alternative hosts:

- Allow alternative hosts to add or edit polls

Import into Mediasite:  (Optional)

Meeting Type:  (Optional)

Module ID:  (Optional)

Do not show me again

6. Select "Save"

1. Zoom link is in the location field for easy access

7. Select "Send" to complete scheduling Zoom meeting

8. Need to make changes/edits prior to start of meeting?

1. Locate the meeting in your calendar
2. Double-click to open the meeting invite
3. Make changes to the date, time, recipients
4. Add/remove Zoom settings: select "Change Settings" then "Save" when finished

5. Select "Send Update"

- Tags
- [meeting](#)
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