

Knowledgebase > Classroom/Conference Room Technology > COM-Zoom Scheduling Procedures (Windows)

COM-Zoom Scheduling Procedures (Windows) Samantha Starr - 2025-04-28 - Classroom/Conference Room Technology

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Zoom Outlook Plug-In

- 1. Open your Outlook App associated with your FAU credentials
- 2. Select "Schedule a Meeting" in the Outlook ribbon



- 3. Zoom scheduler will appear
 - Select your template [most used-College of Medicine Non-HIPAA Internal Meetings]
 - 2. Waiting Room required
 - 3. Select Alternative Host(s) required for large meetings
 - Best practice add the Ed Tech team to start meetings on your behalf (if necessary)

Host 🔾 On 🔾 Off	Participants	🔘 On	Off			
Audio						
Telephone	O Computer	O Computer Audio				
Telephone and Computer Audio	Telephone and Computer Audio 3rd Party Audio					
Dial in from United States Edit						
Advanced Options						
Allow participants to join anytime						
🗸 Q&A						
Mute participants upon entry						
Automatically record meeting	Automatically record meeting					
Enable focus mode when meeting	starts					
Include invite link in location field						
Insert Zoom meeting invitation abo	ove existing text					
Select a language for meeting invit	ation: English	~				
Approve or block entry for users fro	om specific countries/	/regions				
Block users from: India, Russia, Bela	arus Edit					
Alternative hosts:						
Example:john@company.com;peter@school.edu						
Allow alternative hosts to add	or edit polls					
Import into Mediasite:			- ti D			
Madula IDi		· (0	ptional)			
		~ (0	ptional)			

4. Select "Save"

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

- 5. Change the Meeting Title
- 6. Add your required recipients
 - 1. Include alternative host(s)
- 7. Change the Date/Time

8. Select "Send" to complete scheduling Zoom meeting

Send	From Title	Zoom Meeting
	Required	
	Optional	
	Start time	Mon 4/28/2025 🗧 2:30 PM 🔍 🗌 All day 🗌 🍥 Time zones
	End time	Mon 4/28/2025 📰 3:00 PM 👻 🕂 Make Recurring
	Location	https://fau-edu.zoom.us/j/85930526676?pwd=uBHsWEzVdqajcyfD03DgKXf5a9vXdV.1



- 9. 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			
schedule			
Zoom			