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How to Add a Zoom Link to Microsoft Bookings Page

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

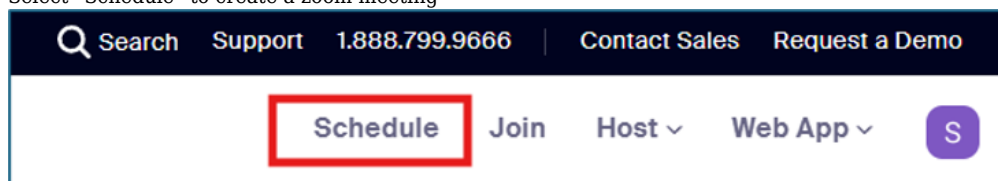
How to Add a Zoom Link to Microsoft Bookings Page

*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 are as follows:

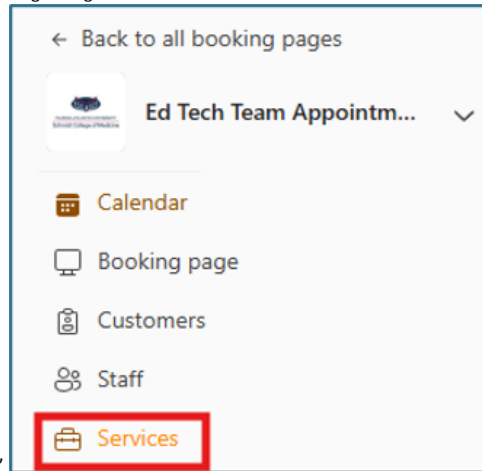
- a**: A red box highlights the 'Topic' field, which contains 'M4 Career Coach Meeting'.
- b**: A red box highlights the 'Recurring meeting' checkbox, which is checked. Below it, the recurrence is set to 'Daily'.
- c**: A red box highlights the 'No Fixed Time' option in the recurrence dropdown menu.
- d**: A red box highlights the 'Select who should go into the waiting room for this meeting' radio button, which is selected. Below it, the dropdown menu is open, and 'Everyone' is highlighted with a red box.

4. Copy the Zoom Invite Link

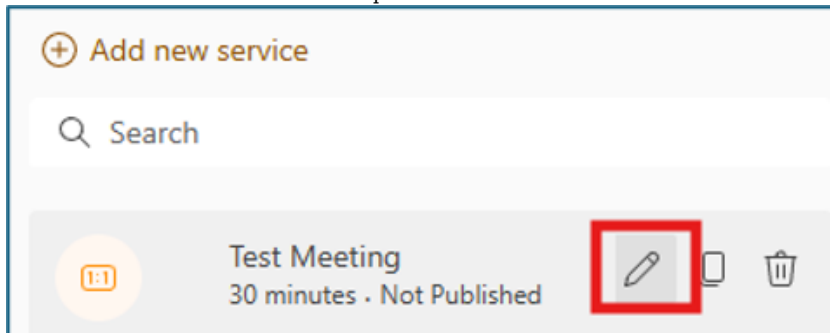
The screenshot shows the 'Manage Meeting' page for 'M4 Career Coach Meeting'. The 'Invite Link' is displayed as <https://fau-edu.zoom.us/j/86225749620?pwd=bCMu8alWEe9CyVR5sAv4b2NioCbjBW.1>. A red box highlights the copy icon next to the link.

Step 2: Add the Zoom Link to Microsoft Bookings Page

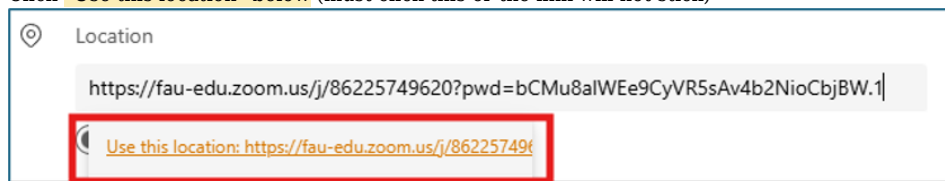
1. Go to Microsoft Bookings <https://bookings.cloud.microsoft/bookings/homepage>
2. Select your Bookings Page



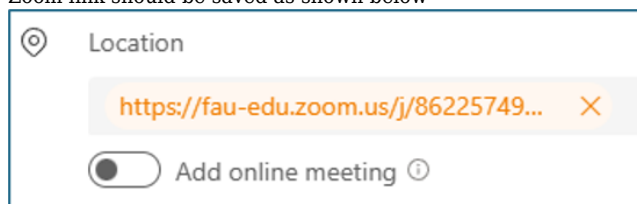
3. Click "Services"
4. Hover over the service then click the pencil icon



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

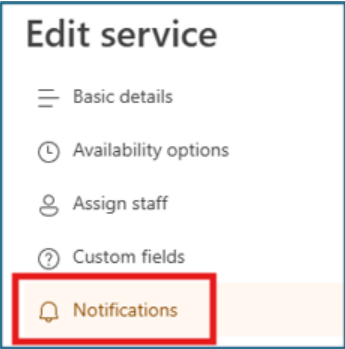


6. Toggle off "Add online meeting"

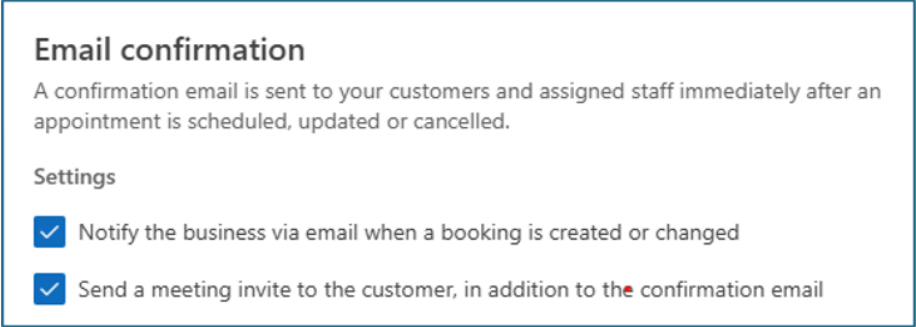


7. Click "Save changes"

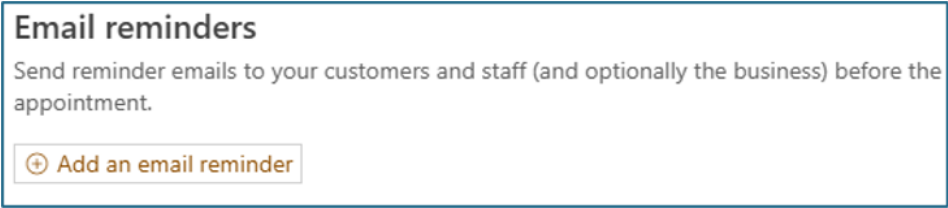
Bonus step: Add an email notification with Zoom details



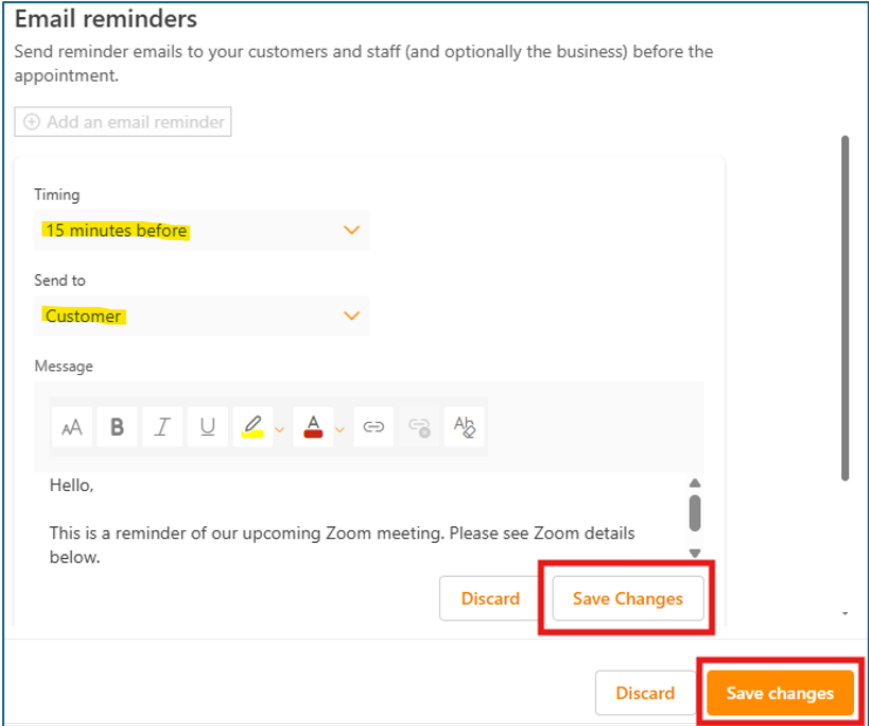
- In the Edit Service window, click “Notifications”
- Check the box for “Notify the business via email when a booking is created or changed” and “Send a meeting invite to the customer, in addition to the confirmation email”



- Scroll down and click “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”



- Click “Save changes”

Reminder email view:

Reminder: Test Meeting - [REDACTED] Summarize


Ed Tech Team Appointments
To [REDACTED] Reply Reply All Forward ...

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=bCMu8alWEe9CyVR5sAv4b2NioCbjBW.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=bCMu8alWEe9CyVR5sAv4b2NioCbjBW.1>

Response Accepted [Change Response](#)

Your appointment will be with [REDACTED]

Ed Tech Team Appointments

