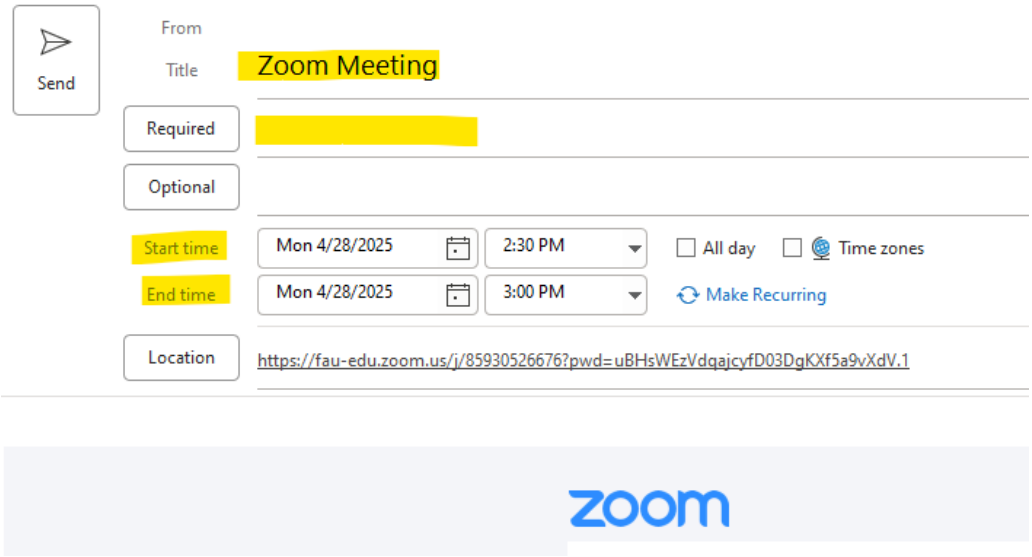
COM-Zoom Scheduling Procedures (Windows)

Samantha Starr - 2026-02-25 - Classroom/Conference Room Technology

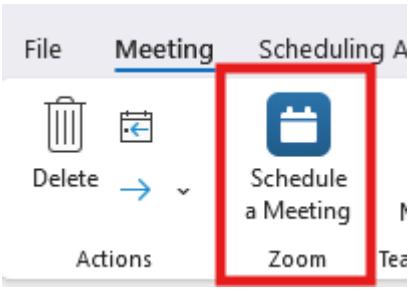
COM-Zoom Scheduling Procedures (Windows)

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



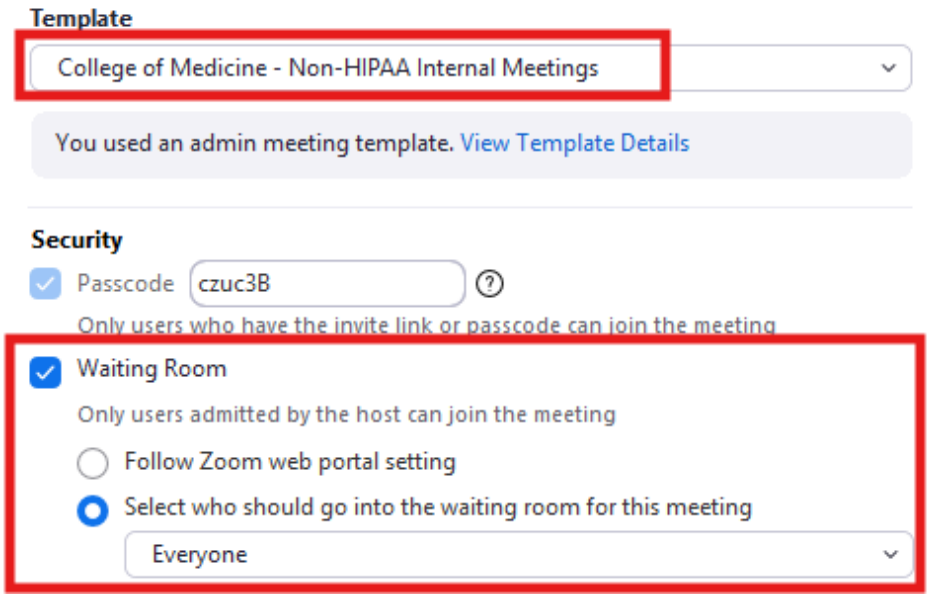
)

4. Select “Schedule a Meeting” in the Outlook ribbon 

5. Zoom scheduler will appear

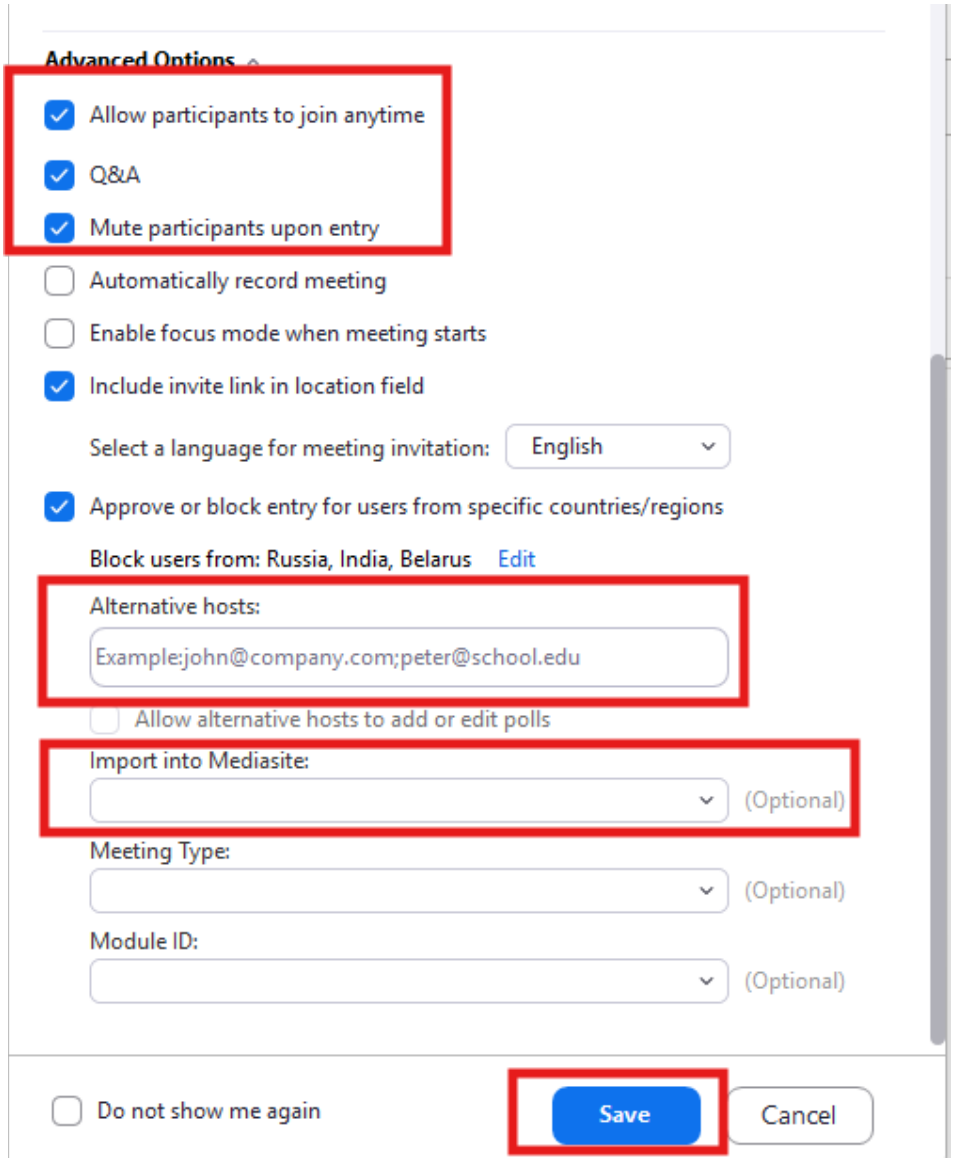
1. Select your template [most used-College of Medicine Non-HIPAA Internal Meetings]

2. Waiting Room required-select who should go in the waiting room



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)



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
- schedule
- Zoom