



## COM-Zoom Scheduling Procedures (Windows)

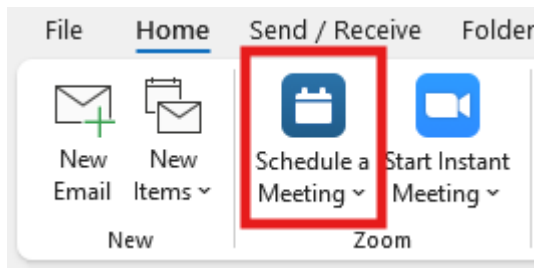
Samantha Starr - 2025-04-28 - Classroom/Conference Room Technology

# COM-Zoom Scheduling Procedures (Windows)



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
  1. 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
    1. Best practice - add the Ed Tech team to start meetings on your behalf (if necessary)

Zoom - Schedule Meeting

Host ☐ On ☒ Off Participants ☐ On ☒ Off

**Audio**

☐ Telephone ☐ 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

☐ Enable focus mode when meeting starts

☒ Include invite link in location field

☐ Insert Zoom meeting invitation above existing text

Select a language for meeting invitation:

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

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

Alternative hosts:

☐ Allow alternative hosts to add or edit polls

Import into Mediasite:  (Optional)

Module ID:  (Optional)

☐ Do not show me again

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>

zoom

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