Zoom Scheduling: Scheduling Zoom Meetings from Outlook

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Download the Zoom Outlook Plugin by searching "Software Center" on your Com-Issued PC.

Scheduling Zoom Room meetings with Outlook

You can schedule a meeting with a Zoom Room in Outlook. Booking the room adds a link to the Zoom Room controller to start the meeting. This also shows the room as busy for other users, and they are not able to book the room for that time.

When it is time for the scheduled meeting, you can tap **Start** on the controller to begin the meeting. The host does not need to sign in or start from an additional device as the host if they are on the same Zoom account.

This article covers:

- How to schedule meetings with Windows or Mac Outlook plugin
    - Making a meeting private
- How to schedule meetings with Zoom desktop client
- How to schedule meetings with Zoom web portal

How to schedule meetings with Windows or Mac Outlook plugin

If this is your first time scheduling a meeting, download the Zoom Outlook Plugin.

To schedule meetings with Windows or Mac Outlook plugin:

1. Schedule a meeting. For more information, learn how to schedule a meeting with Microsoft Outlook plugin (desktop).
2. Add the resource (conference rooms) by directly booking a resource in Outlook.
3. (Optional) Choose to display or hide your meeting topic. To display the meeting topic, ensure that the **Private** option (security lock icon) in the top right pane is not selected.

Making a meeting private

To make a meeting private:

1. To hide the meeting topic, select the **Private** option (security lock icon) in the top right pane.
2. In Zoom Rooms, the iPad controller will replace the meeting topic with the **User's Zoom Meeting**.

Note: If you have previously scheduled meetings without making them Zoom meetings, they will appear without the **Start** button when you tap **Home** on the Zoom Rooms controller. You can add the URL, https://zoom.us/j/meetingID, to the body of the invitation, and it will then list the **Start** button. It does not yet support personal vanity URL.

How to schedule meetings with Zoom desktop client

To schedule a meeting with Zoom desktop client:

1. Schedule a meeting and enter your meeting settings.
2. Under **Calendar**, select **Outlook.**
3. Click **Save**.
   Outlook will open with the Zoom text in the meeting invitation.
4. Ensure that the meeting link (i.e. https://zoom.us/j/123123123) is included in the meeting invitation.

5. Add the room in the **To:** field by entering the room's email address. You can use the Scheduling Assistant to search for the room or click **Rooms**.
   Note: If asked if you want to change the **Location** box to the selected room, select **No**.
6. Click **Send** to send the invitation out to recipients.
   This will book the room and save it to your calendar.

How to schedule meetings with Zoom web portal

To schedule a meeting with Zoom web portal:

1. Sign in to the Zoom web portal.
2. In the navigation panel, click **Meetings**.
3. Click the **Schedule a Meeting** button.
4. Enter your meeting information.
5. Click **Save**.
6. Under **Time**, next to **Add to**, click **Outlook Calendar**.
   This will download a .ics file, which you can open in Outlook. The .ics file will include the meeting details and automatically populate the invitation.
7. Add the room in the **To:** field by entering the room's email address of the room. You can use the **Scheduling Assistant** to search for the room or click **Rooms**.
   Note: If asked if you want to change the **Location** field to the selected room, select **No**.
8. Click **Send** to send the invitation out to recipients.
   This will book the room and save it to your calendar.