

Scheduling Zoom Meetings

Reference URL: <https://support.zoom.us/hc/en-us/articles/201362413-How-Do-I-Schedule-Meetings->

Overview

Zoom offers multiple methods to schedule a meeting. A host has control over the options for their scheduled meetings except for settings that an administrator has locked for all users in the account or for all members of a specific group.

- Schedule from the Zoom desktop client or mobile app
- Schedule from the Zoom [web portal](#)
- [Schedule for someone else](#) - PDF Guides for Executive Assistants ([Outlook](#), [Google](#))

For instructions on scheduling using our plugins and extensions, see:

- [Scheduling from the Outlook add-in](#)
- [Scheduling from the Outlook plugin](#)
- [Scheduling from the Chrome Google Calendar extension](#)
- [Scheduling from the Firefox Google Calendar extension](#)
- [Scheduling using the Gsuite Google Calendar add-in](#)



1. Open your Zoom client and sign in to Zoom.
2. Click on the **Schedule** icon.



Schedule

This will open the scheduler window.

3. Select your meeting settings. Note that some of these options might not be available if they were disabled and locked to the off position at the account or group level.

Schedule a Meeting

Topic:

Grant MacLaren's Zoom Meeting

Start:

Tue January 8, 2019

11:00 AM

Duration:

1 Hr 0 Min

Time Zone:

(GMT-08:00) Pacific Time (US and Canada)

Recurring meeting

Video

Host: On Off

Participants: On Off

Audio

Telephone

Computer Audio

Telephone and Computer Audio

Dial in from United States [Edit](#)

Options

List on Public Calendar [?](#)

Require meeting password

[Advanced Options](#) [v](#)

Calendar

Outlook

Google Calendar

Other Calendars

Schedule

Cancel

- o **Topic:** Enter a topic or name for your meeting.
- o **Start:** Select a date and time for your meeting. You can start your meeting at any time before the scheduled time.
- o **Duration:** Choose the approximate duration of the meeting. This is only for scheduling purposes. The meeting will not end after this length of time.

- **Time Zone:** By default, Zoom will use your computer's time zone. Click the drop-down menu to select a different time zone.
- **Recurring meeting:** Choose if you would like a [recurring meeting](#) (the meeting ID will remain the same for each session).
- **Video**
 - **Host:** Choose if you would like the host video on or off when joining the meeting. Even if you choose off, the host will have the option to start their video.
 - **Participant:** Choose if you would like the participants' videos on or off when joining the meeting. Even if you turn off, the participants will have the option to start their video.
- **Audio:** Choose whether to allow users to call in via **Telephone** only, **Computer Audio** only, **Both**, or [3rd Party Audio](#) (if enabled for your account).
- **Advanced Options:** Click on the arrow to view additional meeting options.
 - **Require meeting password:** You can select and input your meeting password here. Joining participants will be required to input this before joining your scheduled meeting.

Note: The meeting password must meet these requirements.

 - 10 characters maximum
 - Passwords are case sensitive
 - We recommend using alphanumeric characters and these special characters: @ * _ -
 - The Zoom desktop client allows alphanumeric characters and these special characters: @ * _ -
 - The Zoom web portal allows any characters, but the these characters are not allowed: & < > \
 - **Enable [join before host](#):** Allow participants to join the meeting without you or before you join. The meeting will end after 40-minutes for Basic (free) users if 3 or more people join the meeting.
 - **Mute participants on entry:** If [join before host](#) is not enabled, this will mute participants as they join the meeting. Participants can unmute themselves after joining the meeting.

Note: To mute all participants currently in a meeting, see the options to [manage participants](#).
 - **Use Personal Meeting ID:** Check this if you want to use your [Personal Meeting ID](#). If not selected, a random unique meeting ID will be generated.
 - **Record the meeting automatically:** Check this if you want the meeting to be automatically recorded. Select if you want it to be recorded [locally](#) (to your computer) or [to the cloud](#) (zoom.us/recording).
 - **List on Public Event List:** Post the meeting on the [public meeting/webinar list](#) so that anyone can view it. We recommend you add a meeting password to secure your meeting.
 - **Schedule For:** If you have [scheduling privilege](#) for another user, you will be able to choose who you want to schedule for from the drop-down menu.
 - **Alternative hosts:** Enter the email address of another Zoom user who is Licensed, on your account to allow them to start the meeting in your absence. [Read more about Alternative Host.](#)

- **Calendar:** Select a calendar service to add the meeting to and send out invites to participants.
4. Click **Schedule** to finish, and open the selected calendar service to add the meeting.

Note:

- If you are [scheduling a recurring meeting](#), you will need to set the recurrence in your calendar service.
- Choosing **Other Calendars** will allow you to copy and paste the scheduled meeting information such as date, time, and meeting URL.



[Web](#)



[Linux](#)



[Android](#)



[iOS](#)

Notes:

- A non-recurring meeting ID will expire **30 days** after the meeting is scheduled for. You can restart the same meeting ID as many times as you would like, within the 30-day period.
- A recurring meeting ID will expire **365 days** after the meeting is started on the last occurrence. You can re-use the meeting ID for future occurrences.
- Scheduled meetings can be started at any time before the scheduled time. The links will not expire or become invalid unless it is past the 30 day period for a non-recurring meeting, has not been used for over 365 days for a [recurring meeting](#), or has been deleted from your Zoom account. An instant meeting link will expire as soon as the meeting is over.

- [Outlook for Executive Assistants.pdf](#) (1000 KB)
- [Google for Executive Assistants.pdf](#) (1 MB)