

Schedule a Personal Zoom Meeting – Outlook

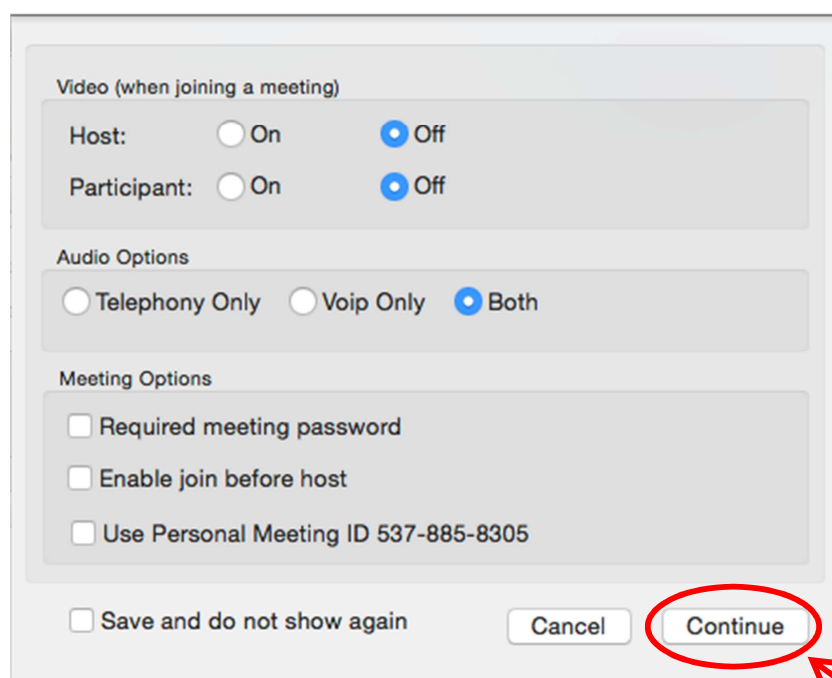
Last Revised: January 5, 2015

Prerequisites: Zoom Outlook Plugin, Zoom Client (Mac or PC) – install Zoom software using the links in the getting started guide or by following the Zoom Install links on the WIAA Web Conference website: <http://wiaawi.zoom.us>

1. Open MS Outlook
2. Within the top toolbar in MS Outlook locate the following icon. Click the '**Schedule Zoom meeting icon**'



3. The Zoom meeting options pop-up will display over a new MS Outlook meeting appointment form.



Accept the defaults (unless other options are desired) and click the '**Continue**' button. The meeting links and a default message will load in the MS Outlook meeting email message.

4. Modify the date/time, add recipients, modify the email message as desired.

When finished click the '**Send**' icon / button

The meeting email will be sent to the recipients as well as displaying on your calendar

The screenshot shows the Zoom Meeting Scheduler interface. At the top, there's a toolbar with icons for Send, Scheduling, Cancel, a duration dropdown set to 15 Minutes, Recurrence, Check Names, Categorize, and Private. Below this, the form fields are populated with the following information:

- From:** Wiaawi (Eric Dziak)
- To:** (Empty field)
- Subject:** Eric Dziak's Zoom Meeting
- Location:** <https://wiaawi.zoom.us/j/136508316>
- Starts:** 1/ 4/2016 at 9:00 AM
- Ends:** 1/ 4/2016 at 9:30 AM
- Duration:** 30 Minutes
- ☐ All day event

At the bottom of the form, there are buttons for 'Change Settings' and 'Remove Zoom Meeting'. A status message at the bottom left states: 'This invitation has not been sent.' Below the form, there are tabs for 'Message' and 'Scheduling Assistant'.

The email body content is as follows:

Hi there,

Eric Dziak is inviting you to a scheduled Zoom meeting.

Join from PC, Mac, Linux, iOS or Android: <https://wiaawi.zoom.us/j/136508316>

Or join by phone:

+1 646 558 8656 (US Toll) or +1 408 638 0968 (US Toll)
 Meeting ID: 136 508 316
 International numbers available: <https://wiaawi.zoom.us/join?m=bGuMgRY1d-AQDZ2B8WaqAnJTW00qMahg>

A sample view of the meeting on your calendar as shown below:

The screenshot shows a calendar view for the week of January 3-9, 2016. The calendar is displayed in a grid format with columns for each day of the week. The meeting 'Eric Dziak's Zoom' is scheduled for Monday, January 4, 2016, from 9:00 AM to 9:30 AM. The meeting is represented by a blue bar with the title 'Eric Dziak's Zoom' and a small icon of a person with a speech bubble.

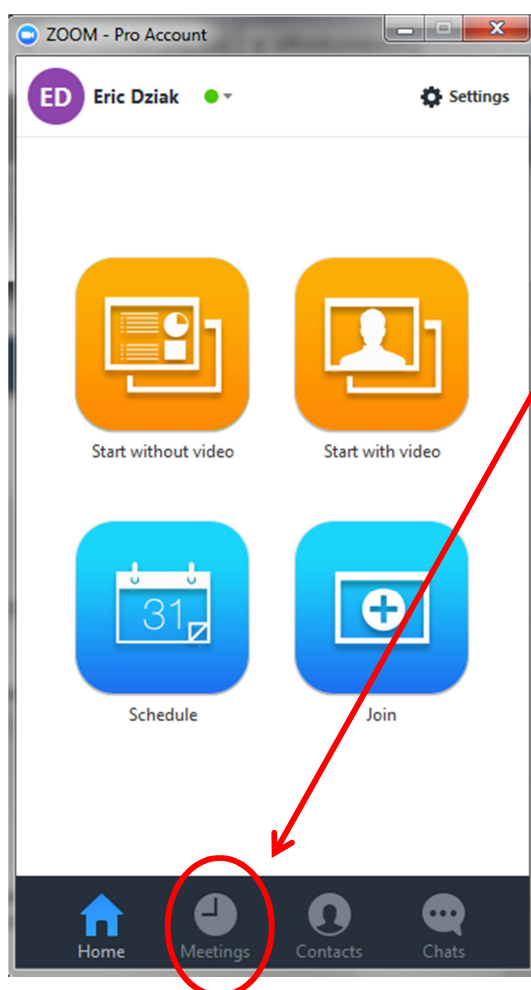
	3 Sun	4 Mon
all day		
9 am		
10 am		Eric Dziak's Zoom
11 am		

You should also see the scheduled meeting within the Zoom client.

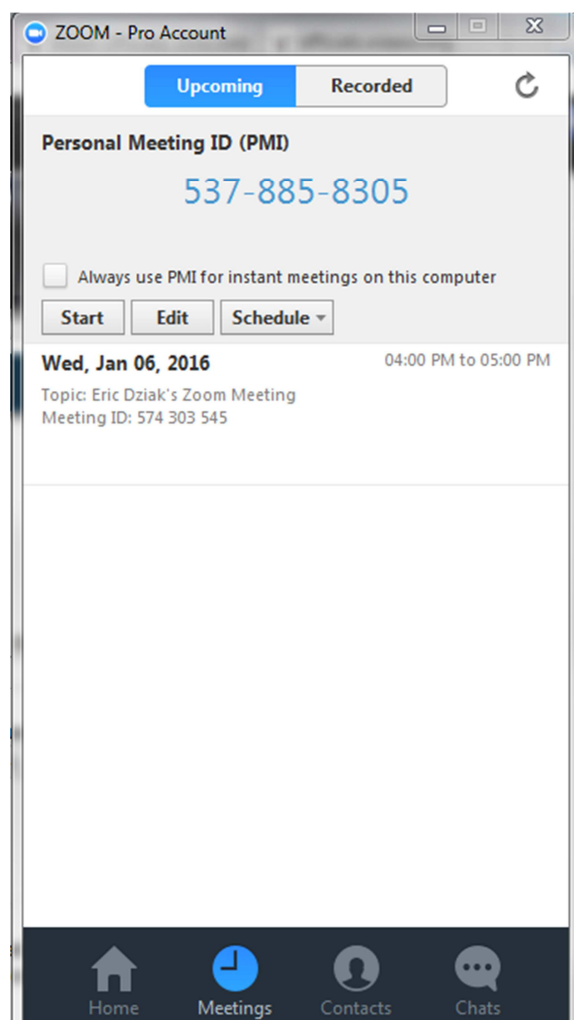
A. To view this, launch the Zoom client from your applications



B. Then towards the bottom of the Zoom client locate the '**Meetings**' icon from the toolbar and click it.



- C. A list of your upcoming meetings will appear. If they do not please ensure the '**Upcoming**' button is selected.



Note: Meetings can be launched from the Zoom client by clicking on the '**Start**' button located next to the scheduled item.
