

How to Schedule a Meeting in Zoom

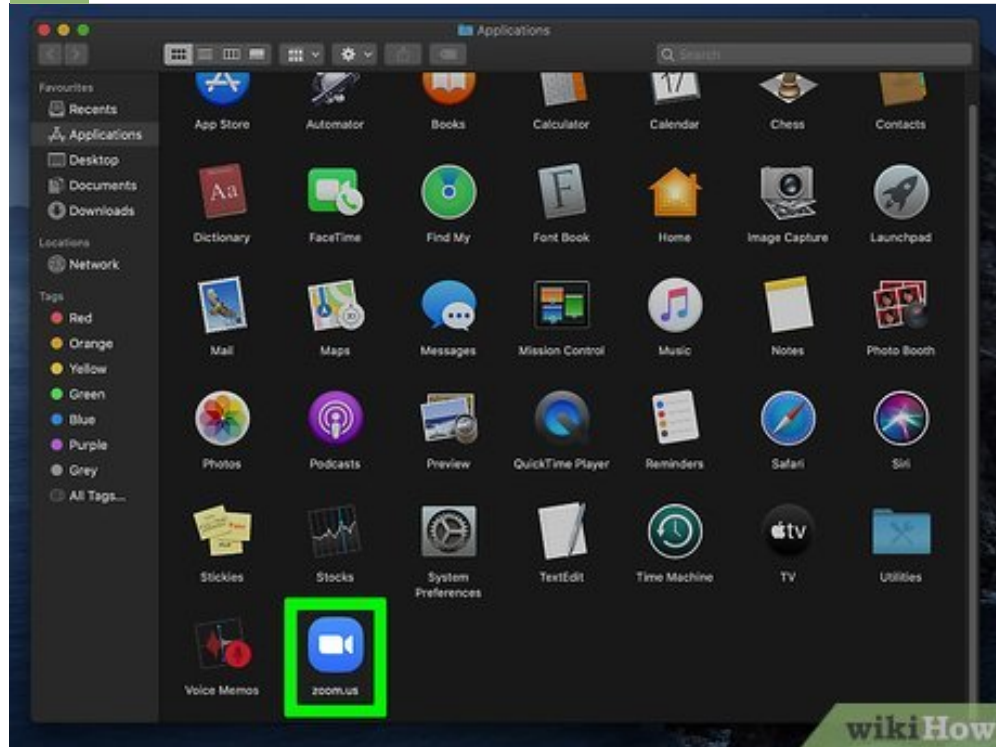
Explore this Article [Using the Zoom App on a Computer](#) [Using the Zoom Web Portal](#)
[Using the Zoom App on a Phone or Tablet](#) [Tips and Warnings](#) [References](#)

Co-authored by [wikiHow Staff](#) and 8 contributors

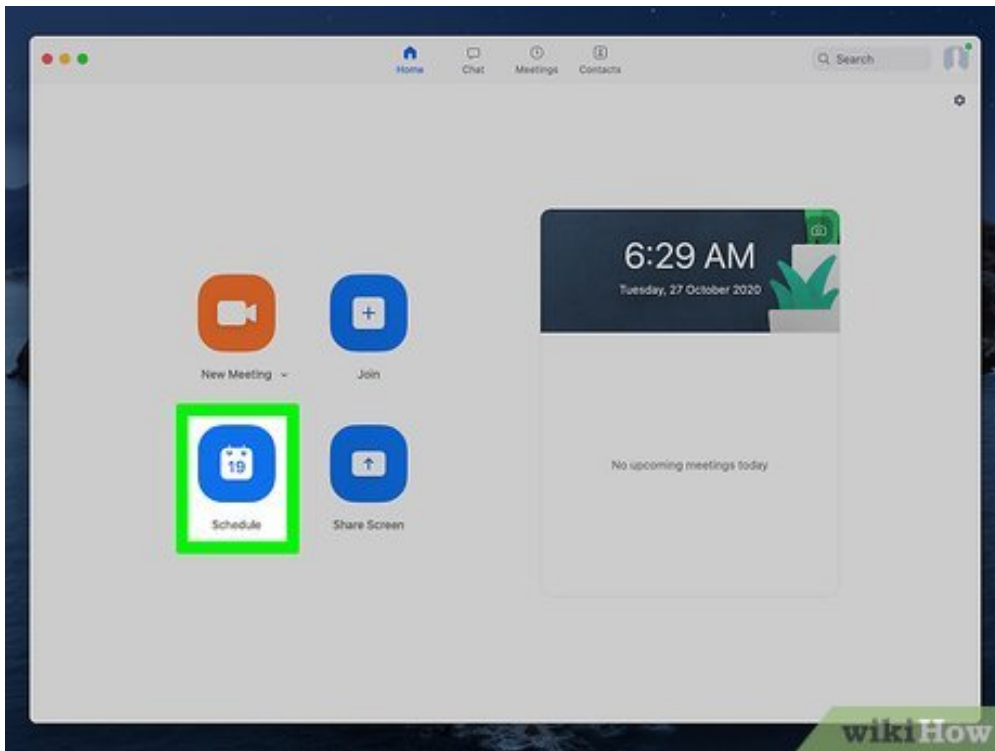
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This wikiHow teaches you how to create a Zoom meeting that occurs at a specific date and time. No matter where you access Zoom, you can quickly schedule a meeting by clicking the **Schedule** icon and filling out a simple form.

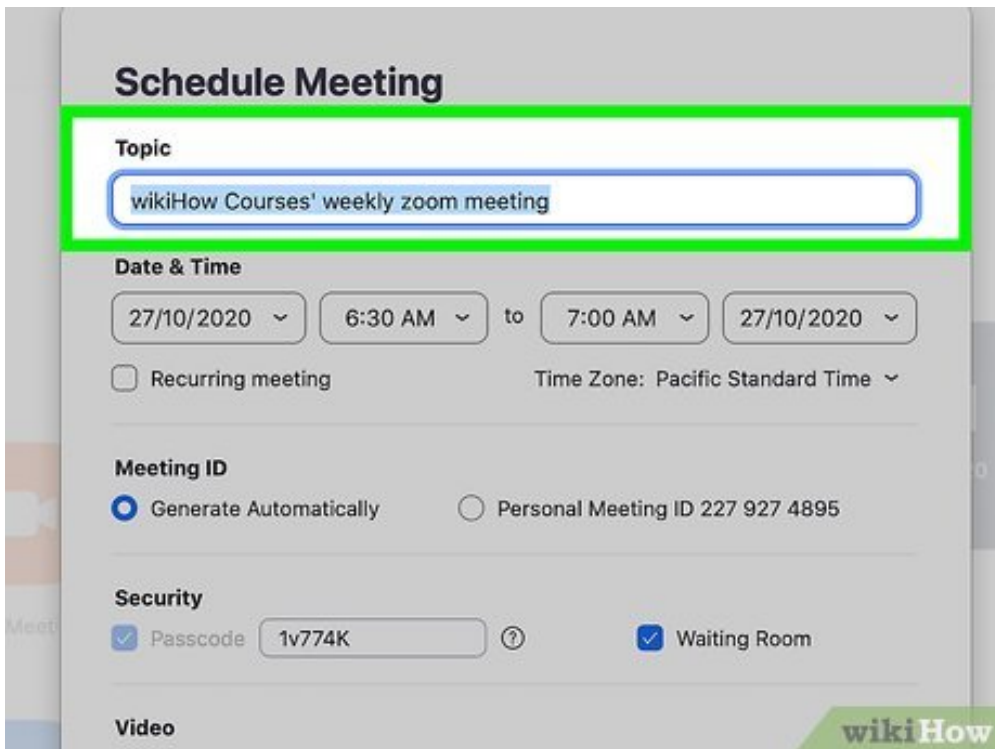
Method 1 Using the Zoom App on a Computer



- 1 **Open the Zoom application on your PC or Mac.** It'll be in the Windows menu on a PC, and in the Applications folder on a Mac. If you're not already signed in, you'll be prompted to do so now.



2 Click the blue **Schedule** icon. It's the calendar icon near the bottom-left corner of Zoom.



3 Enter a topic for your meeting. In the Topic field, type a descriptive name for the event such as *Staff Meeting* or *Live Performance*.

Schedule Meeting

Topic

wikiHow Courses' weekly zoom meeting

Date & Time

27/10/2020 6:30 AM to 7:00 AM 27/10/2020

Time Zone: Pacific Standard Time

Recurring meeting
 Personal Meeting ID 227 927 4895

Security

Passcode 1v774K Waiting Room

Video

wikiHow

- 4** Enter the meeting's time, date, and duration. Select a start time and date for the meeting, and then choose a duration from the drop-down menu to automatically create an end time. If the meeting is happening more than once, check the box next to "Recurring meeting" and choose additional timing preferences.

Schedule Meeting

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wikiHow Courses' weekly zoom meeting

Date & Time

27/10/2020 6:30 AM to 7:00 AM 27/10/2020

Recurring meeting Time Zone: Pacific Standard Time

Meeting ID

Generate Automatically Personal Meeting ID 227 927 4895

Security

Passcode 1v774K Waiting Room

Video

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- 5** Fill out the "Security" section. In this section, you can adjust your password preferences and control whether to use a Waiting Room for participants:
- Passwords are enabled and created by default. You can change the password to something else if you'd like, or disable it altogether by removing the checkmark from the "Passcode" box. If you have a free Zoom account, you must use a password.[1]
 - If you'd like participants to wait in a virtual waiting room before you allow them to join the meeting, leave the "Waiting Room" option selected (recommended). If you'd rather people with the password be able to join without your intervention, remove the checkmark.

Schedule Meeting

Topic
wikiHow Courses' weekly zoom meeting

Date & Time
27/10/2020 6:30 AM to 7:00 AM 27/10/2020
 Recurring meeting Time Zone: Pacific Standard Time

Meeting ID
 Generate Automatically Personal Meeting ID 227 927 4895

Security
 Passcode uwq7d7 Waiting Room

Video

wikiHow

6 Select a Meeting ID option. If you want to use your personal meeting ID to set up this meeting, select **Personal Meeting ID** under "Meeting ID." This would allow you to apply any changes you make here to all meetings that use this ID. If this is a one-off type of meeting, select **Generate Automatically** to create a unique ID.

wikiHow Courses' weekly zoom meeting

Date & Time
27/10/2020 6:30 AM to 7:00 AM 27/10/2020
 Recurring meeting Time Zone: Pacific Standard Time

Meeting ID
 Generate Automatically Personal Meeting ID 227 927 4895

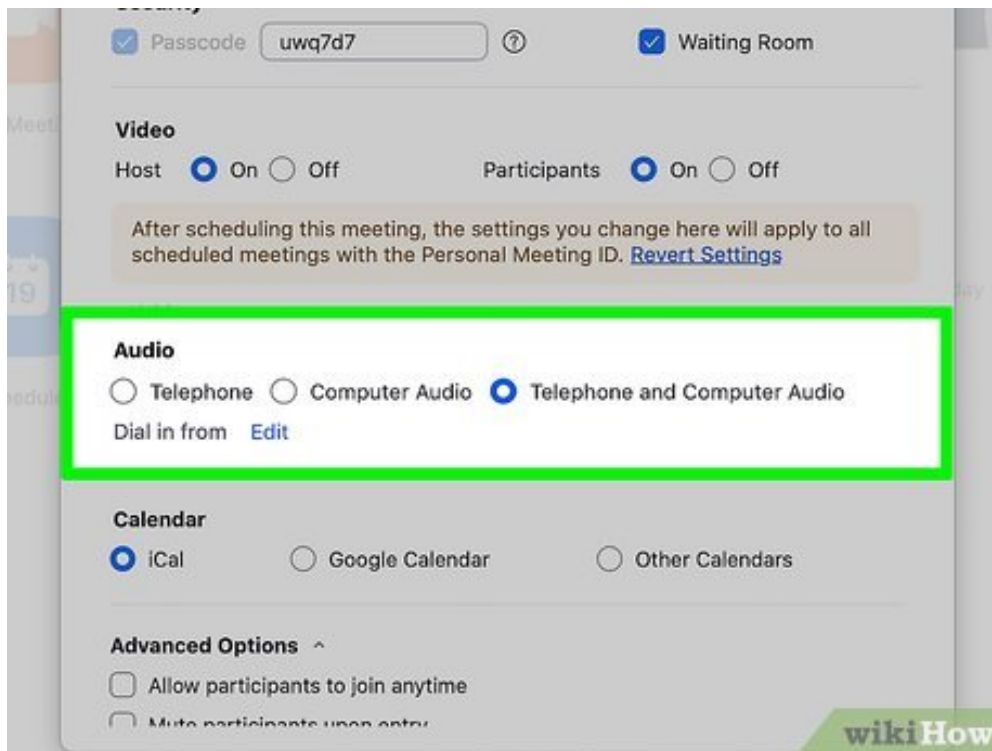
Security
 Passcode uwq7d7 Waiting Room

Video
 Host On Off Participants On Off

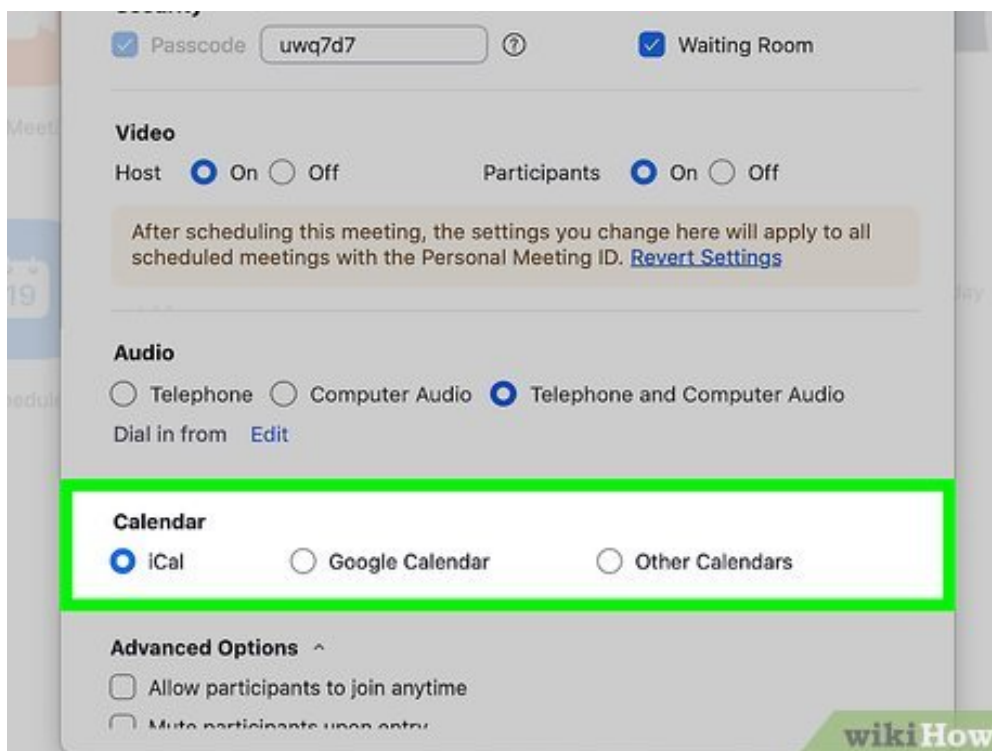
After scheduling this meeting, the settings you change here will apply to all scheduled meetings with the Personal Meeting ID. [Revert Settings](#)

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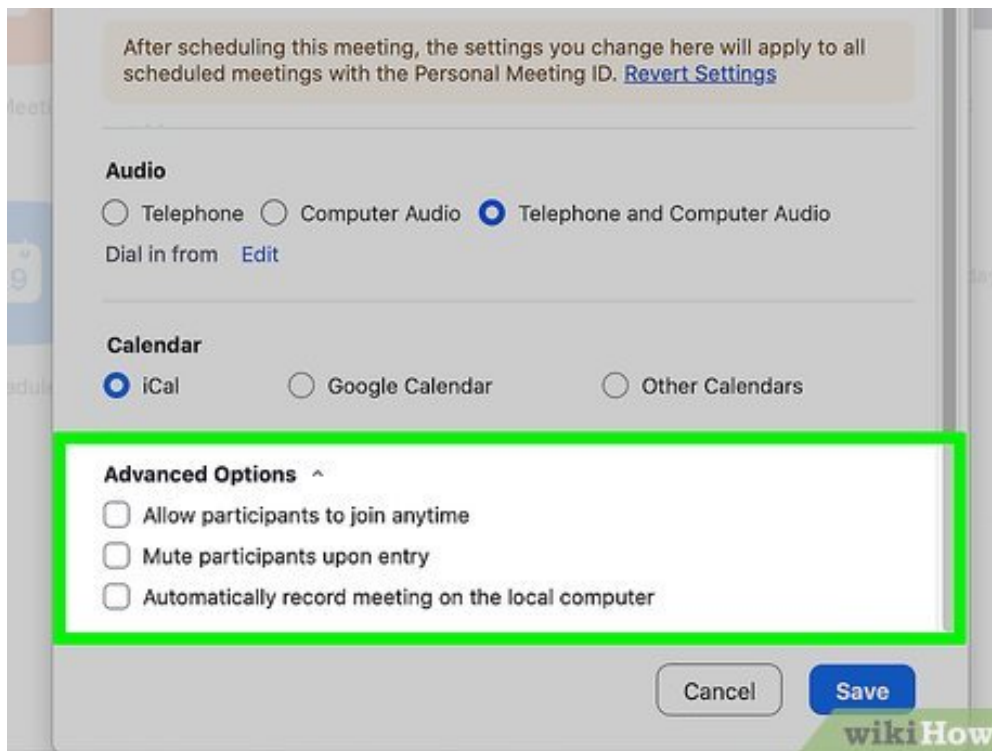
7 Choose who can broadcast video immediately. In the "Video" section, you can choose whether the host and/or participants should be sharing video as soon as the meeting begins. Both are set to "off" by default, which means nobody's camera will be enabled at first—anyone can enable their cameras later if they wish.



8 Select your audio and call-in preferences. If your account allows people to phone in to meetings, you can allow calls from telephones, computer audio, and/or 3rd party devices. You can also select which regional call-in numbers to include in the meeting.

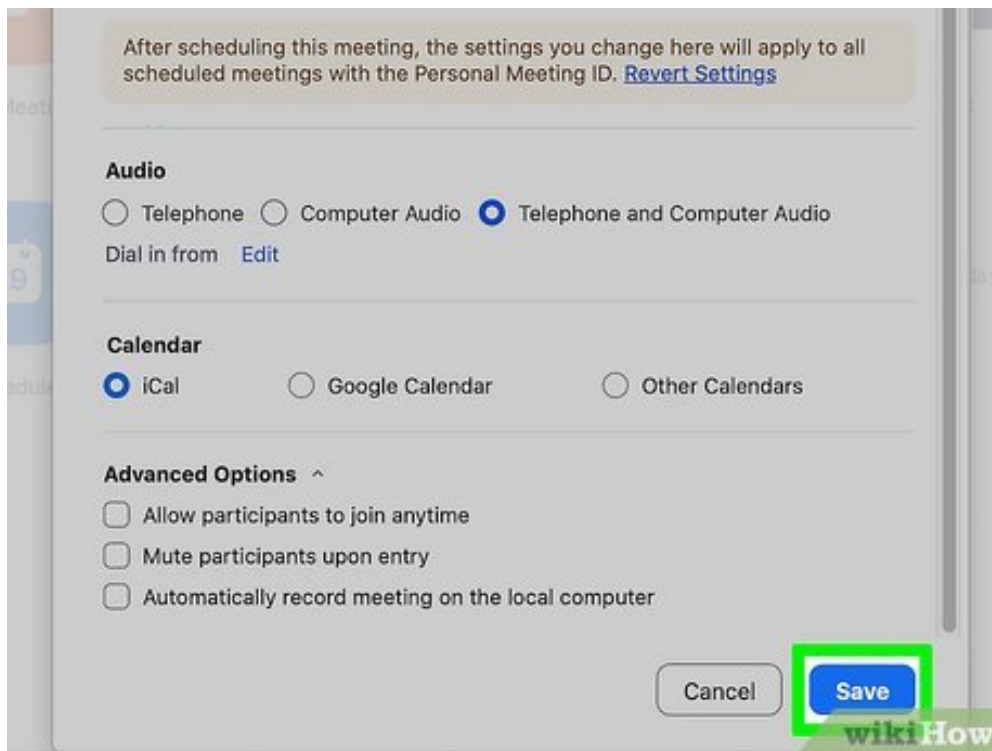


9 Select a calendar option. If you want to add the meeting to your calendar immediately and quickly send an invitation, choose **Google Calendar**, **Outlook**, or **Other Calendars** as needed. After you create the meeting, you'll be taken to a new pre-filled calendar event that you can edit and use for invitations.



10 Click **Advanced Options** to expand more options for participants. This includes the option to allow participants to join before the host, as well as the option to mute participants immediately upon entry. Depending on your account type, you may also find some or all of the following options here:

- To restrict access, select the option to allow only authenticated users to join.
- If you have scheduling privileges for someone else in your organization, you can select that person from the drop-down menu. The Alternative Hosts option also lets you add the email address for another licensed Zoom user who should also have full host access.
- If language interpretation is available, you can configure your settings here.
- To add an additional host from your organization, enter the email address of the other host in the "Alternative Hosts" section.
- To allow participants to join before the host, enable "Join before host." With this setting, you can also start the meeting with all participants muted until the host arrives by selecting **Mute participants on entry**.

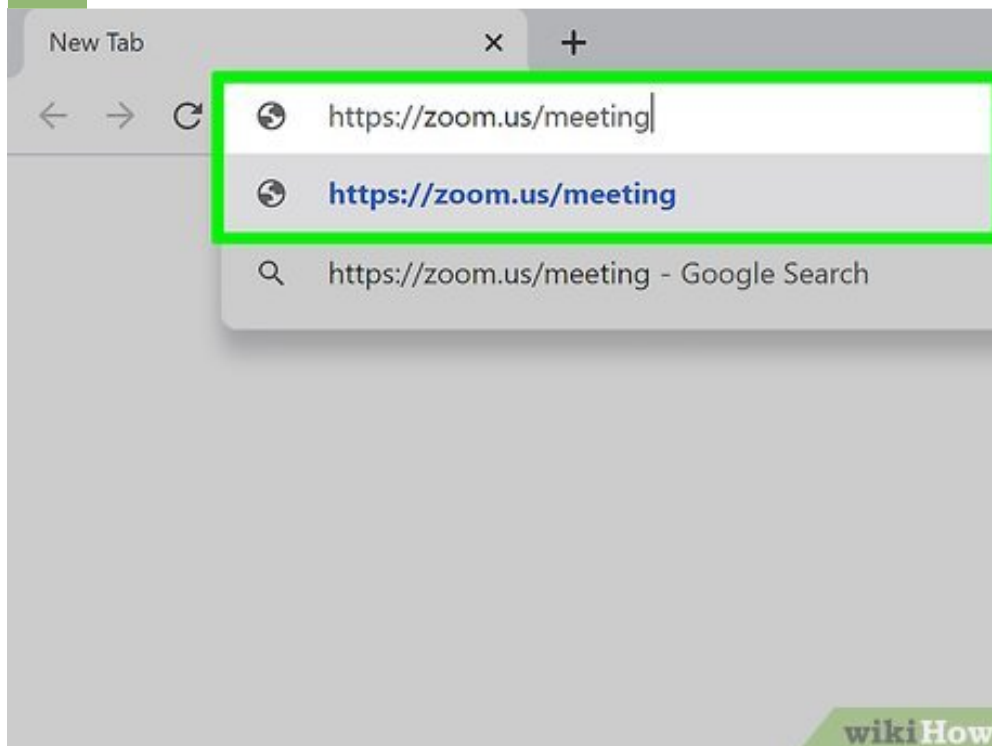


11 Click **Save** to create the meeting. Now that the meeting is scheduled, the selected calendar service will open, allowing you to add the meeting to your calendar, add guests, and set up recurring meeting times (if applicable).

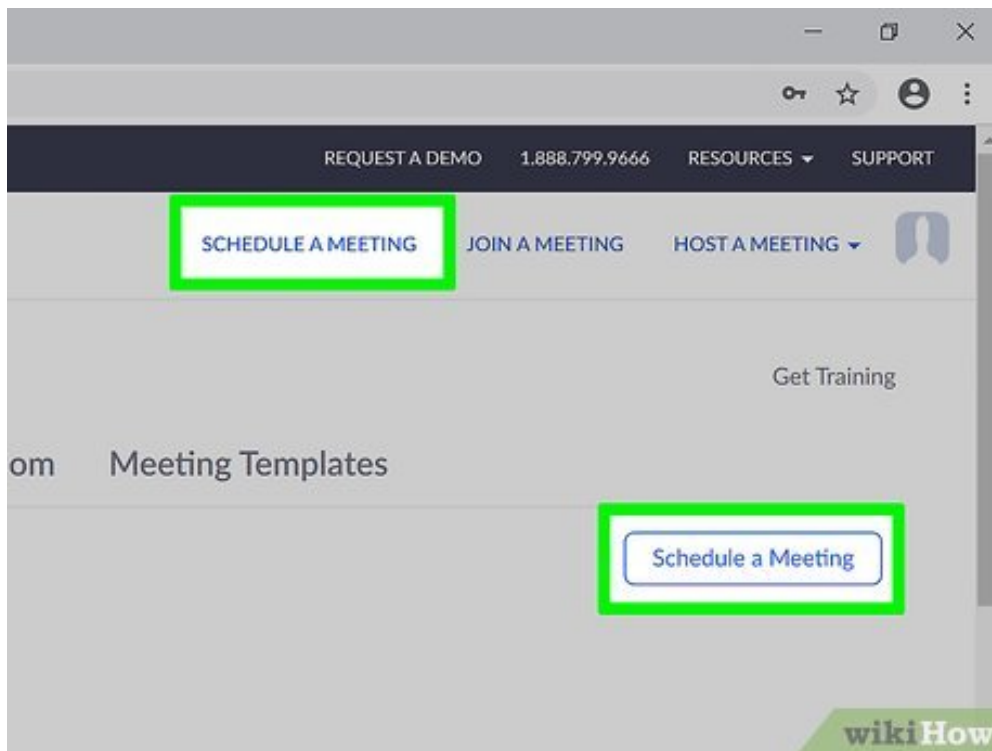
- If you want to view or edit the meeting, click the **Meetings** tab at the top, and then select the meeting.
- To send invitations without using your calendar, click **Copy invitation**, and then paste the copied content into an email, message, or post.

Method 2

Using the Zoom Web Portal



1 Go to <https://zoom.us/meeting> in a web browser. If you're signed in to Zoom, this displays the Meetings page. If you're not signed in, follow the on-screen instructions to do so now.



- 2** Click the **Schedule a Meeting** button. It's the blue button near the top-right corner of your meetings list.
- The options you see on the form vary by account type and organizational/group settings.

- 3** Enter a topic and description for your meeting. In the Topic field, type a descriptive name for the event such as *All Staff Meeting* or *Poetry Reading*. You can also type a description of the event into the "Description" field—it's not optional, but it can be helpful.^[2]

Topic

Description (Optional)

When

Duration

Time Zone

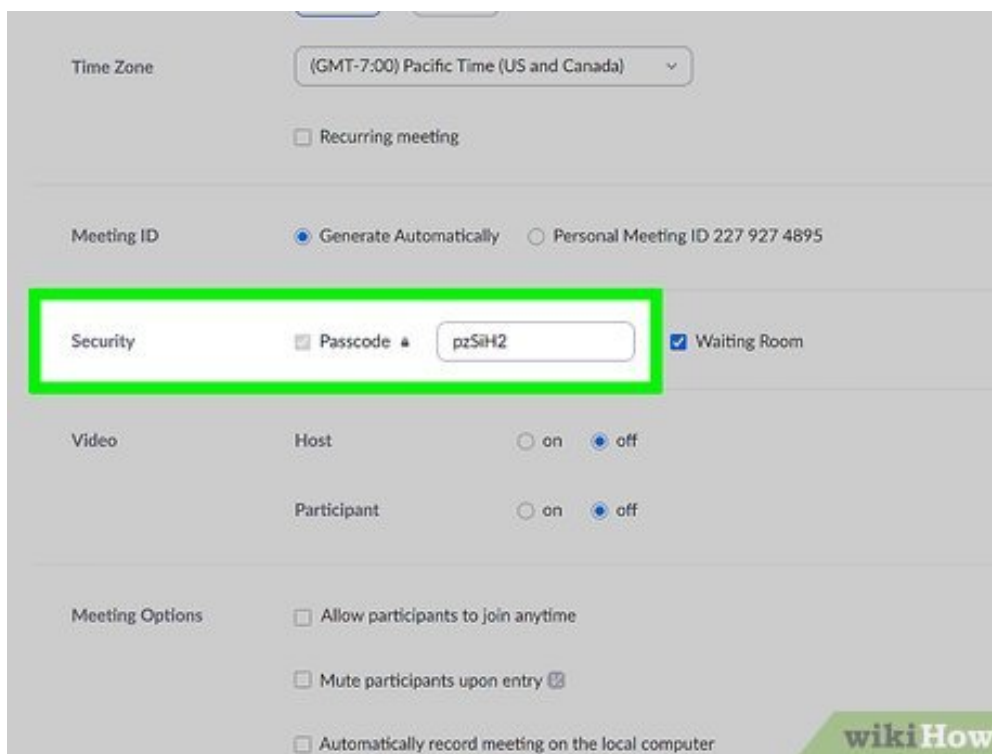
Meeting ID Generate Automatically Personal Meeting ID 227 927 4895

Security Passcode Waiting Room

wikiHow

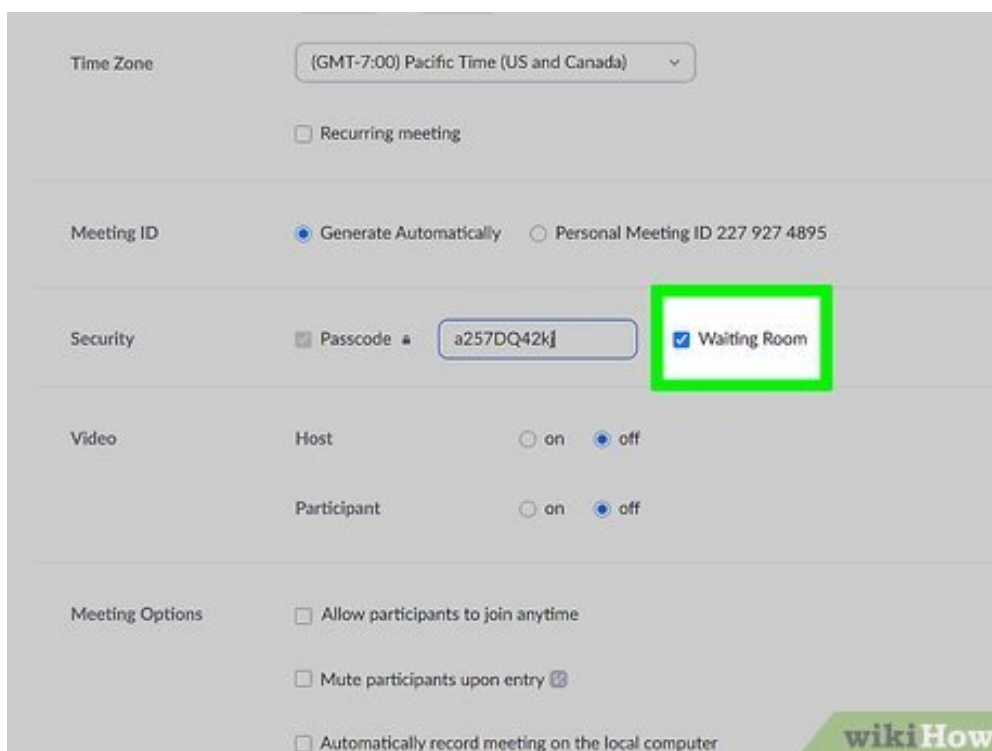
4 Enter the meeting's time and date.

- Type the date into the field or click the calendar icon to use the visual calendar.
- Select the time the meeting should begin from the drop-down menus. If you're not using 24-hour time, remember to select **AM** or **PM** as needed.
- Use the "Duration" drop-down menus to set how long the meeting will run.
- Choose the time zone in which the meeting's start time applies.
- If the meeting will happen more than once, check the box next to "Recurring meeting" and choose your preferences.



5 Customize the password. Passwords are enabled and created by default, but you can change the password to something else if you'd like. If you don't want to require a password, remove the checkmark from the "Passcode" box.

- If you have a free Zoom account, you are required to have a password for your meeting.
- To manage your password preferences, click the **Settings** tab in the left panel and adjust your preferences under the "Security" header.

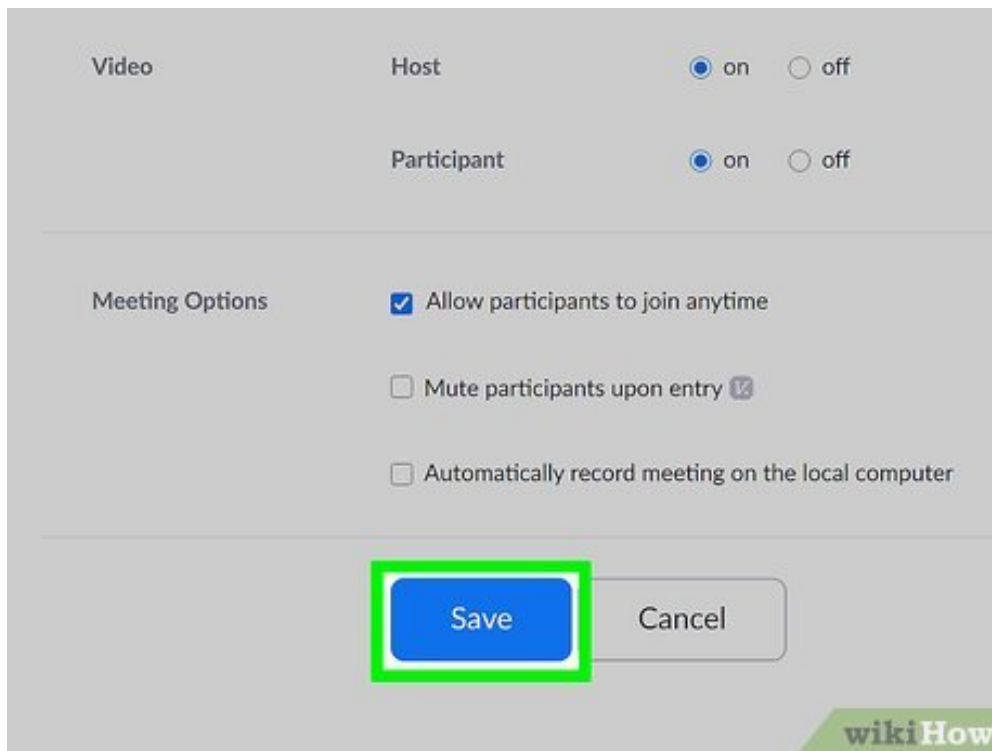


6 Select a waiting room preference. If you'd like participants to wait in a virtual waiting room before you allow them to join the meeting, leave the "Waiting Room" option selected (recommended). If you'd rather people with the password be able to join without your intervention, remove the checkmark.

The image shows a screenshot of the Zoom meeting settings interface. It is divided into three main sections: Security, Video, and Meeting Options. The Security section includes a Passcode field with the value 'a257DQ42kj' and a checked 'Waiting Room' option. The Video section has 'Host' and 'Participant' options, both set to 'on'. The Meeting Options section, which is highlighted with a red border, contains three unchecked checkboxes: 'Allow participants to join anytime', 'Mute participants upon entry', and 'Automatically record meeting on the local computer'. At the bottom, there are 'Save' and 'Cancel' buttons. The 'wikiHow' logo is visible in the bottom right corner.

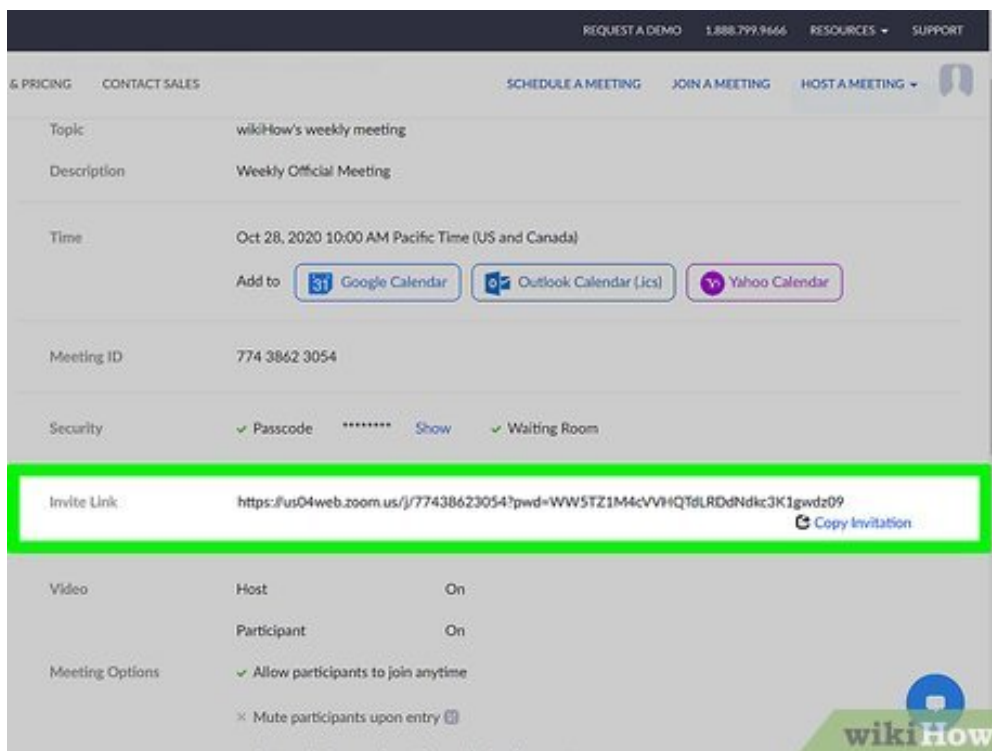
7 Choose additional meeting options. The remaining options vary depending on the type of account you have.

- In the "Video" section, you can choose whether the host and/or participants should be sharing video as soon as the meeting begins. Both are set to "off" by default, which means nobody's camera will be enabled at first—people can enable their cameras later if they wish.
- If you were asked to schedule the meeting for someone else, you can select the host from a drop-down menu.
- If your meeting requires registration, locate the "Registration" section and check the box next to "Required." Meetings that require registration must be joined from the desktop or mobile Zoom app (not the web portal).[3]
- Use the options in the "Audio" section to choose audio and phone-in preferences.
- Enable "Join Before Host" if you want to allow participants to join the meeting before you join (or without your approval).



8 Click **Save** to schedule the meeting. This saves your preferences and displays the details of your meeting.

- You can find your meeting in the **Meetings** tab on the left side of Zoom.
- To make changes, click the **Edit this Meeting** button at the bottom.
- To save the meeting to your calendar, click one of the calendar options (e.g., **Google Calendar**) at the top.



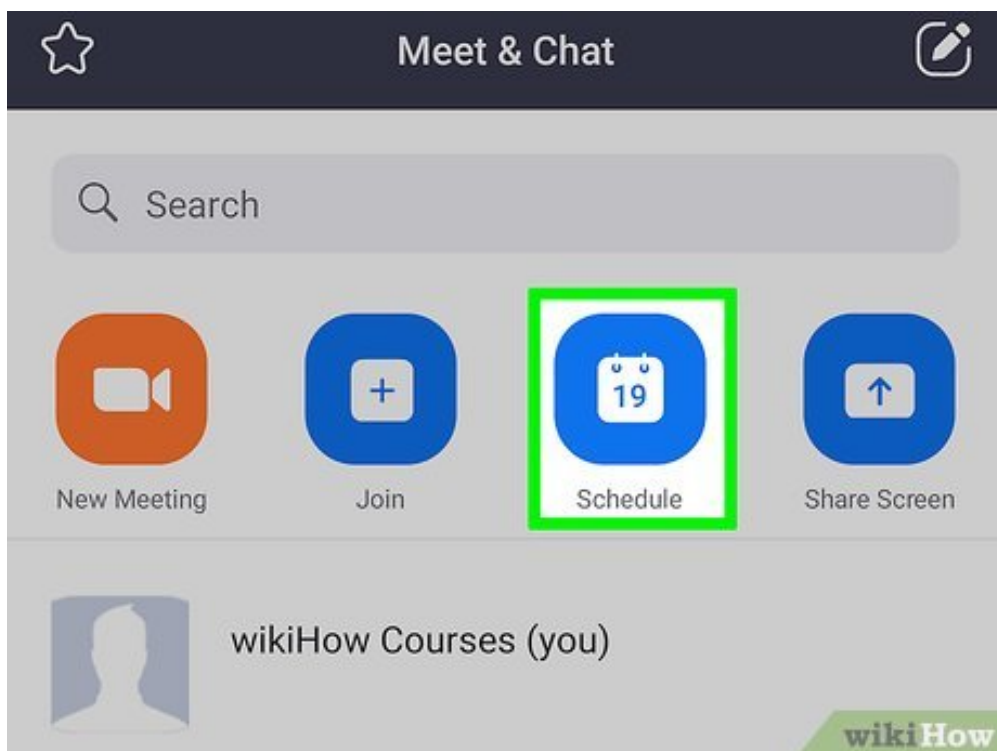
9 **Invite others to the meeting.** You'll see a very long web address next to "Invite Link" about halfway down the page. To share this link along with all the information required for joining, click the **Copy Invitation** link to the right of the link to open a pre-made invitation.

- To copy the invitation, click the **Copy Meeting Invitation** button at the bottom of the invitation text. Then, paste it into an email, message, or post by right-clicking the typing area and selecting **Paste**.

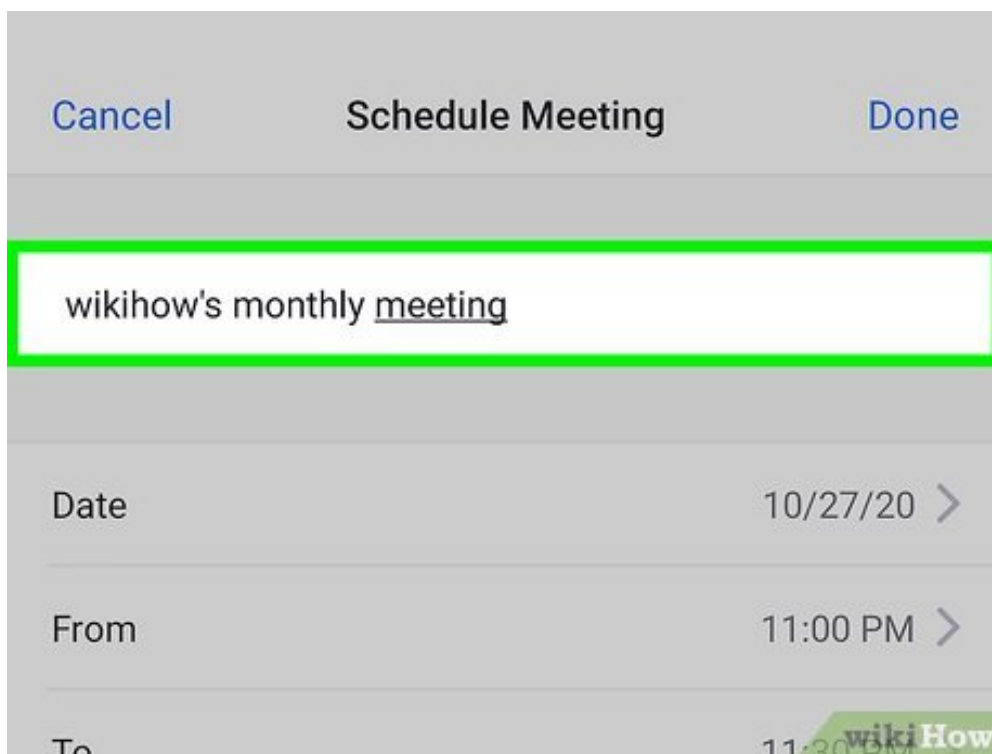
Using the Zoom App on a Phone or Tablet



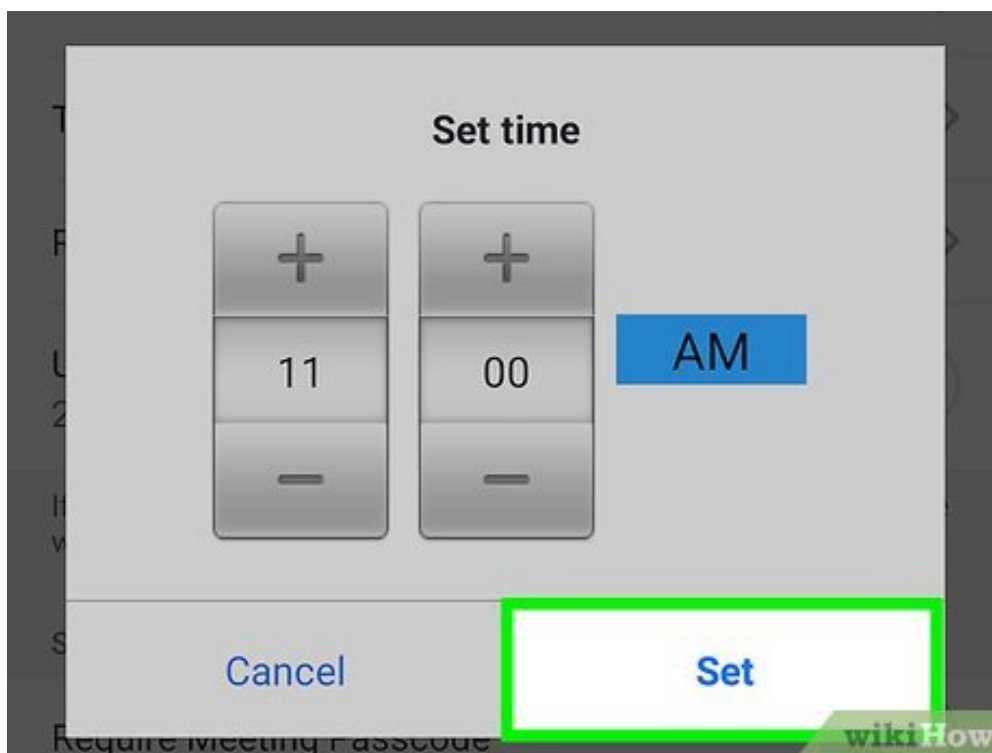
- 1 Open the Zoom app on your Android, iPhone, or iPad. It's a blue icon with a white video camera inside. You'll usually find it on the home screen, in your app list, or by searching.



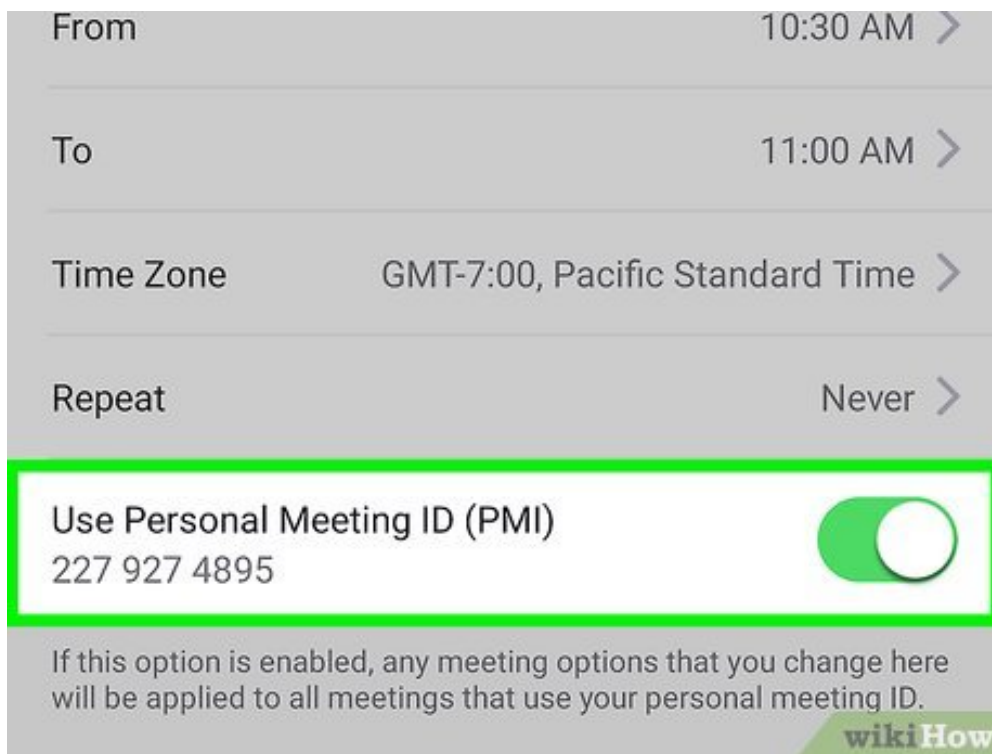
- 2 Tap **Schedule**. It's the blue icon with a white calendar inside. This opens the Schedule Meeting screen.



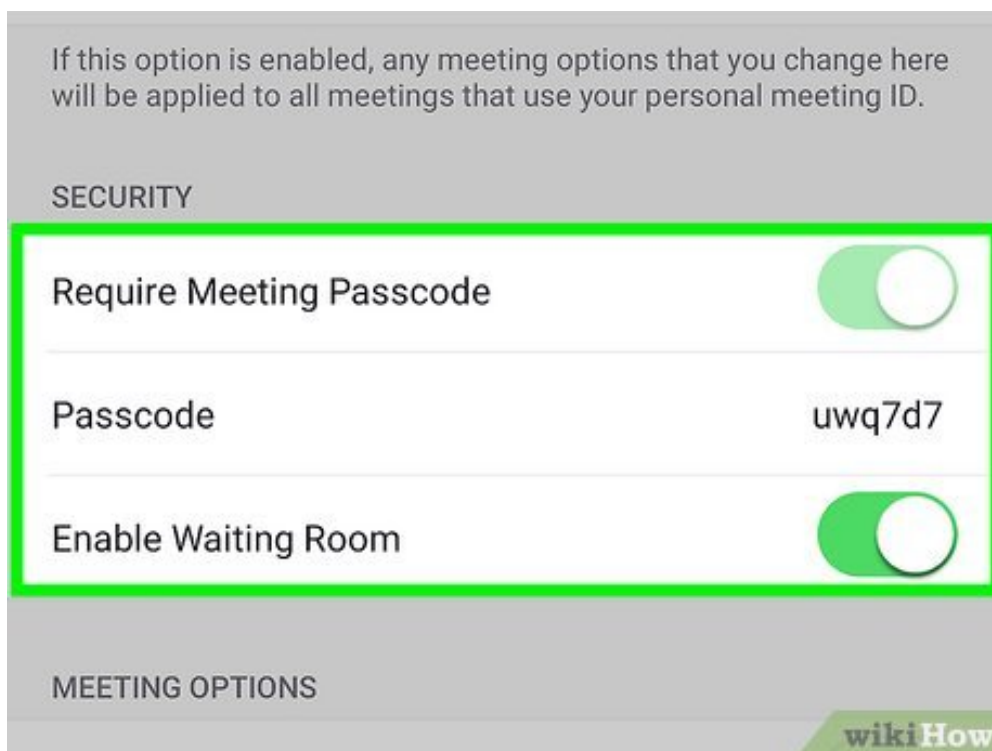
- 3 Name the meeting.** By default, the meeting's name includes your own name followed by "Zoom Meeting." To change this, tap the name at the top and enter your own title. This should be something that describes the meeting, such as *Quarterly Reports* or *Poetry Reading*.



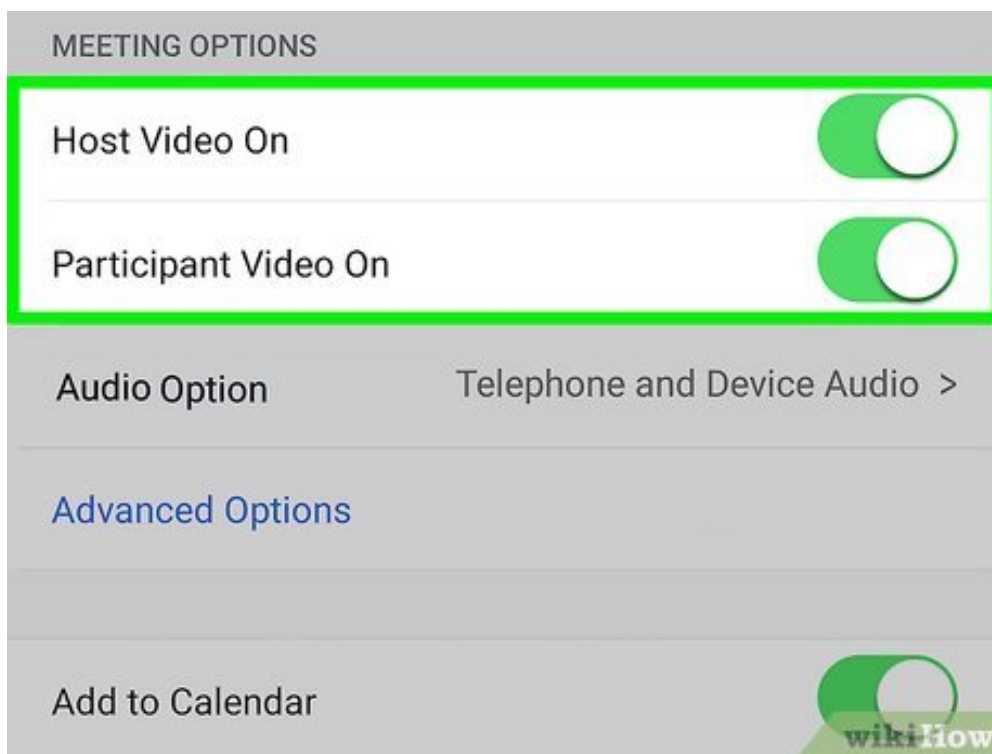
- 4 Set the meeting's start and end time.**
- Tap **Starts** to enter the meeting's date and time. If you're not using 24-hour/military time, be sure to select **AM** or **PM** as needed.
 - Tap **Duration** to set the meeting length. This determines the meeting's end time.
 - If the meeting is to happen more than once, tap **Repeat** and choose a repeat schedule. If not, leave **None** selected.
 - To add the meeting to your calendar immediately after creating it, tap **Calendar** and select your calendar app.



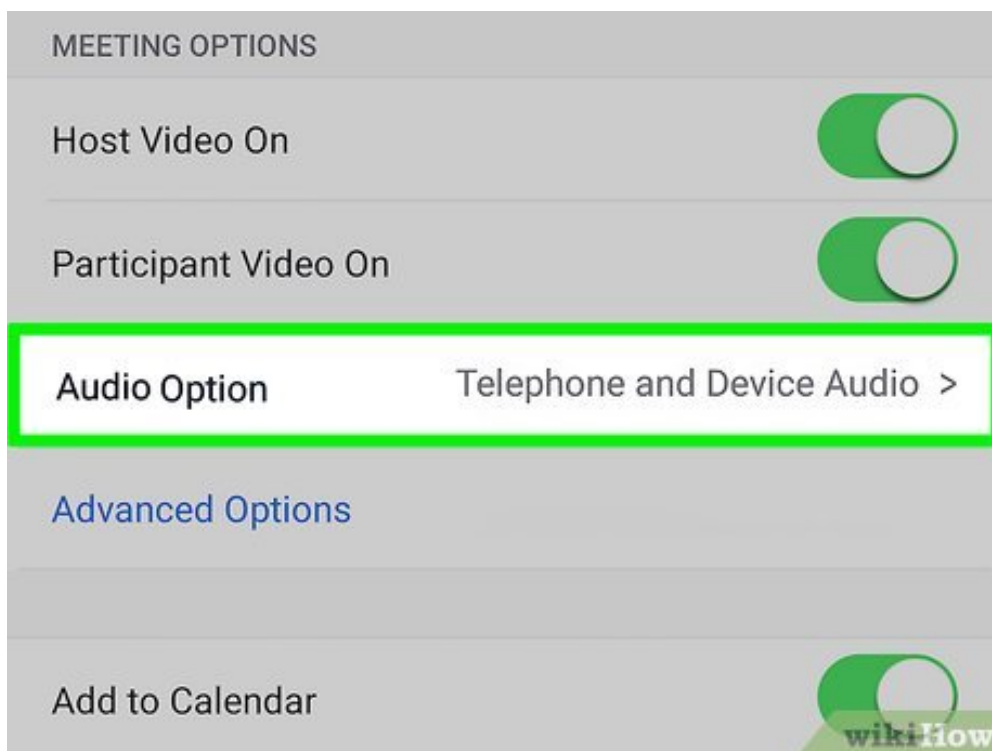
- 5** **Select a Personal ID option.** If you want to use your meeting's personal ID to set up this meeting, toggle the "Use Personal Meeting ID" switch to the On position. This would allow you to apply any changes you make here to all meetings that use this ID.



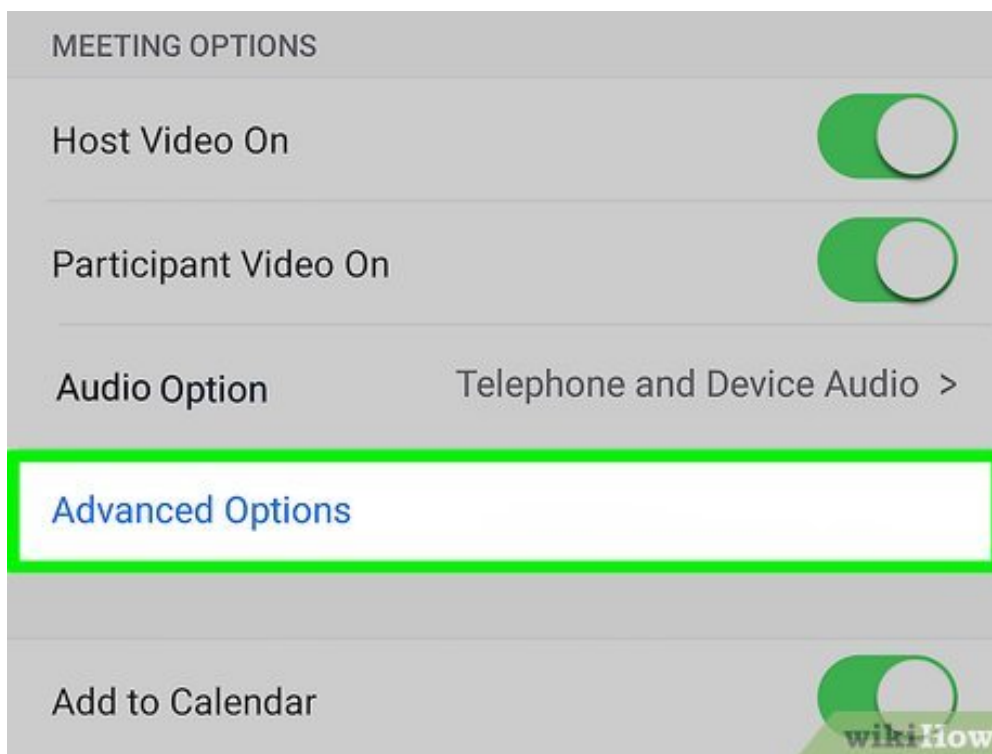
- 6** **Set your security preferences.** In the security section, you can control the following:
- By default, a password is required to join the meeting. If your account permits doing so, you can toggle off the switch to disable a password. You can also change the password if you'd like.
 - If you'd like participants to wait in a virtual waiting room before you allow them to join the meeting, make sure the "Waiting Room" switch is in the On position. If you'd rather people with the password be able to join without your intervention, remove the checkmark.



7 Select your initial video settings. You can choose whether the host and/or participants can share video as soon as the meeting begins. Both switches are toggled off by default, which means nobody's camera will be enabled at first. Both hosts and participants can still enable their cameras later if they'd like.

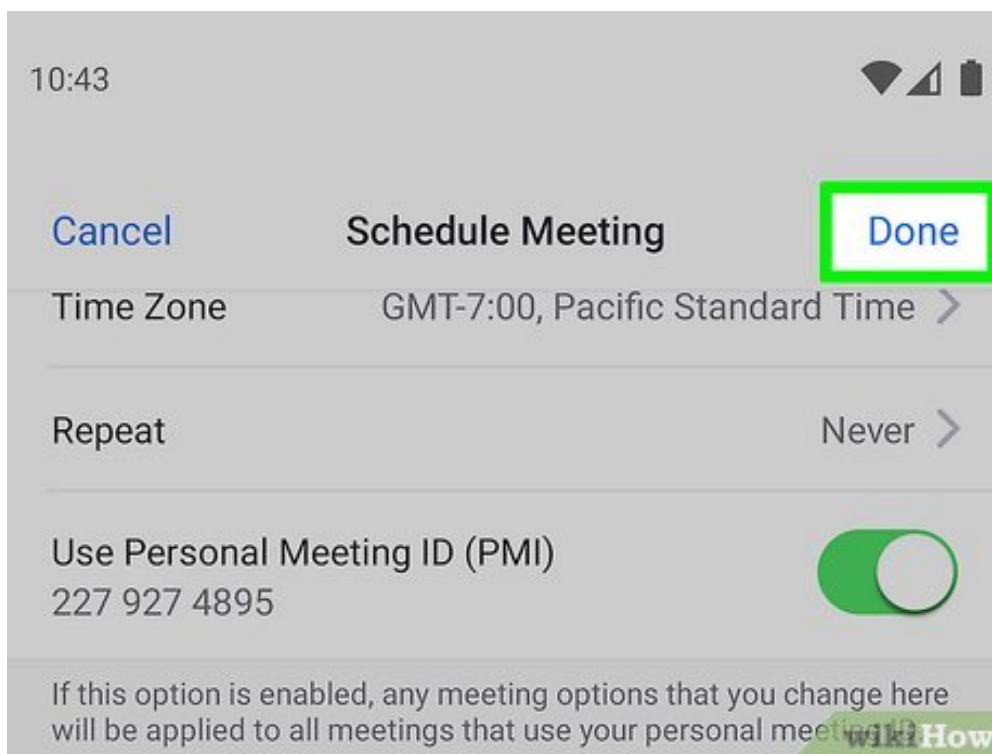


8 Choose your audio/call-in options. If supported by your account type, you'll see options for audio connections. You can allow participants to call in via **Telephone only**, **Telephone and Device Audio**, or **3rd Party Audio**. You can also manage which regions' dial-in numbers to show in the invitation.



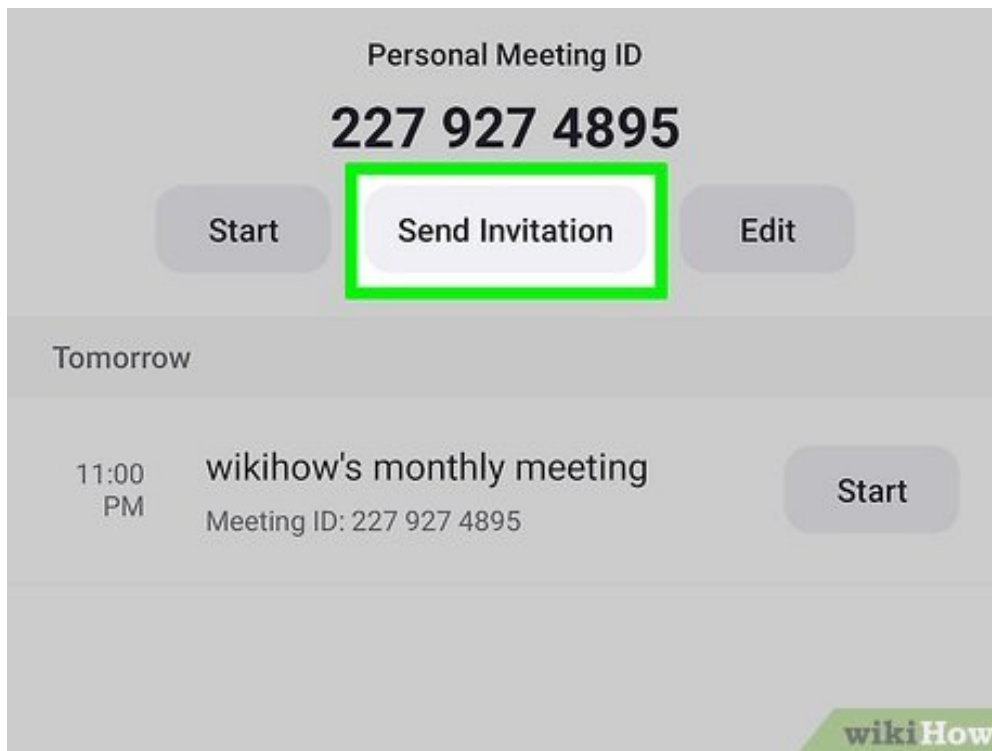
9 **Select advanced options.** You may see additional options depending on your account type, such as:

- **Allow Join Before Host:** Toggle this option On or Off depending on whether you'd like to allow participants to enter the meeting before the host.
- **Automatically Record Meeting:** This option is disabled by default, but you can enable it if you'd like to record the entire meeting to your phone or tablet.
- **Alternative Hosts:** If you'd like to designate someone else from your organization to host the meeting with you, you can select that person here.



10 Tap **Save** to schedule your meeting. This creates a meeting with the selected preferences. You can find the meeting (and make changes if you'd like) in the **Meetings** tab at the bottom of Zoom.

- If you chose the option to add the meeting to your calendar, your calendar's New Event window will appear so you can complete the operation.



11 **Invite others to the meeting.** If your calendar opened up to a New Event screen, use your calendar's controls to send invitations directly from the New Event window. You can also send invitations from the meeting in Zoom using these steps:

- Tap the **Meetings** tab at the bottom of Zoom.
- Tap the meeting.
- Tap **Add invitees**.
- Choose how to invite others (by **Email**, **Message** (text), or **Copy to Clipboard** (which lets you paste the meeting details into any message or app)).
- Follow the on-screen instructions to send the invitation.



Tips

- If you're using the free tier of Zoom, you can schedule a meeting of up to 40 minutes with three or more participants.
- Non-recurring meeting IDs expire after 30 days of the scheduled meeting date, but you can restart the meeting ID before the end of the 30-day period.
- You can start a meeting before the scheduled time.

References

1. ↑ <https://support.zoom.us/hc/en-us/articles/360033559832-Meeting-and-webinar-passcodes>
2. ↑ <https://support.zoom.us/hc/en-us/articles/201362413-Scheduling-meetings>
3. ↑ https://support.zoom.us/hc/en-us/articles/211579443#h_01EDCWZHDR8ATR2ZC7ARGV9H3Z

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Co-authored by:
wikiHow Staff Editor

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