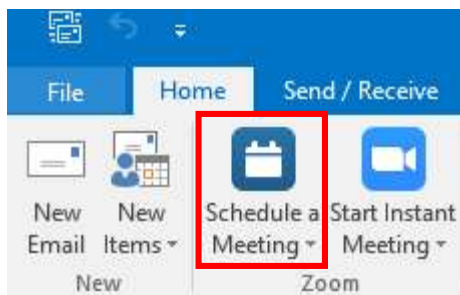# Scheduling Zoom Meetings in Outlook

To schedule a Zoom meeting in Outlook, click the **Schedule a Meeting** icon at the top of your inbox.	
A screen will pop up along with an open Outlook meeting window. You can click **Continue** to accept these settings or alter them to your needs first. Meeting ID: You can choose to generate your meeting ID automatically or you can choose to use your Personal Meeting ID for this particular meeting. Password: You can choose to have a password as an additional level of security for your meeting, but it is not required. Video: You should leave this section as is. The user can choose when to turn their video on during the meeting. Audio: You should leave this section as is. Attendees can join from a phone or computer. Advanced Options: If needed, expand the Advanced Options section by clicking the down arrow to see more options and/or schedule for another person (described in the next section).	

For additional training guides, please visit zoom.us/support.

For more information, email Zoom@baptisthealth.net.

For immediate assistance, please call the IT Telepresence team at 786-596-6729.

Advanced Options (cont.):

Enable Waiting Room:
Place attendees in a virtual waiting room until the host lets everyone in. Will take precedence even if "enable join before host" is checked.

Enable join before host:
Allow participants to join the meeting before the host joins.

Automatically record meeting:
You must have recording access granted through the network security team to utilize this feature.

Force include Join URL in location field:
The meeting website will automatically populate in the Outlook invite when scheduled.

Insert Zoom meeting invitation above existing text:
This will place the invite links above any existing text in the Outlook invite.

Schedule for:
To schedule a meeting for someone other than yourself if you have access to do so. You will see the names of who you can schedule for listed in the drop down box. Refer to Delegate Access guide to set up this feature for your account.

Alternative hosts:
If the host will be joining late, leaving early, etc, you may want to list yourself or another person as an alternative host so the meeting will continue without the host present. You can also add someone once the meeting has begun in the meeting screen.

Click **Continue** when finished.

Advanced Options ^

☐ Enable Waiting Room

☑ Enable join before host

☐ Mute participants upon entry

☐ Automatically record meeting on the local computer

☑ Force include Join URL in location field

☐ Insert Zoom meeting invitation above existing text

Select a language for meeting invitation: [English ˅]

☐ Schedule for:

[Zoom User   ˅]

Alternative hosts:

[Example:john@company.com;peter@school.edu]

☐ Do not show me again   [**Continue**]   [Cancel]

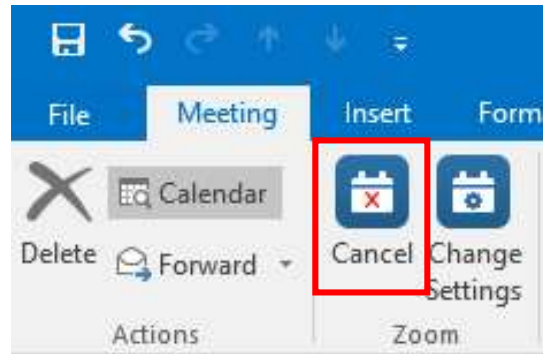For additional training guides, please visit zoom.us/support.

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The Outlook screen will now be populated. You can edit the meeting name, date and time at the top. You can also make this a reoccurring meeting, if needed. Add email address(es) in the "To" section as you normally would. Click **Send** when complete. The meeting will now be sent to recipients and added to your Outlook calendar.
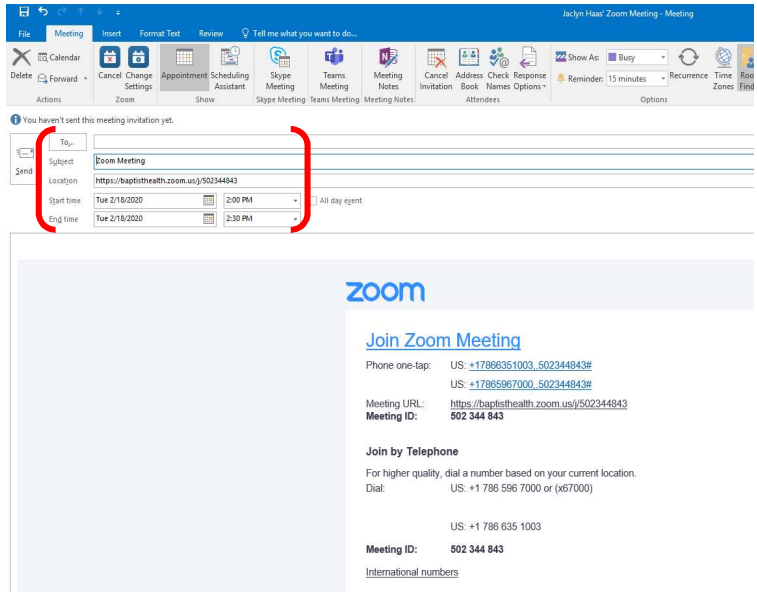
Once you have gotten to the scheduling window, if you decide not to schedule the meeting, you must click "Cancel" at the top of the screen. If you just click the "X" to leave the screen, the meeting will remain on your calendar.

If you need to change settings once the meeting has been scheduled, go into the meeting invite in your Outlook calendar. Click **Change Settings** at the top of the screen. You will see the settings screen pop up.

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