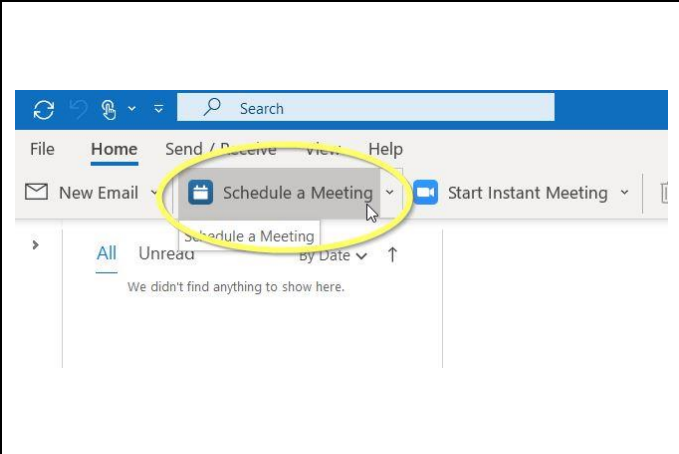
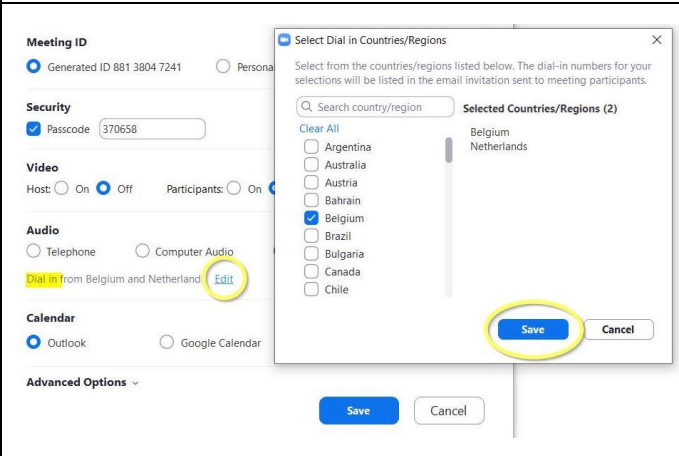
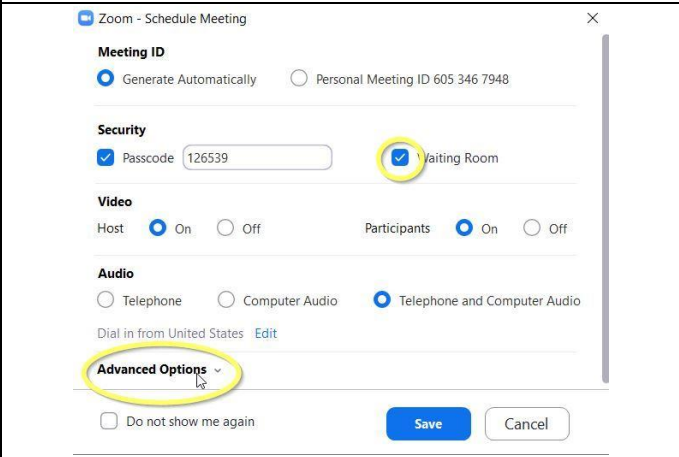


Scheduling a Zoom Meeting via Outlook

	Initiate scheduling a meeting: 1. Make sure Outlook is started 2. Click “Schedule a Meeting”
	Initiate scheduling a meeting (2): 3. Ensure the dial-in numbers reflect the country/countries from where participants might <i>dial-in by phone</i> 4. In the subsequent window (de)select the required country/countries 5. Click “save”
	Initiate scheduling a meeting (3): For each meeting the default parameters can be adjusted. E.g. the behavior of the camera for host (you) and the participants. 6. Optional: disable “waiting room”. By disabling this option participants will join the meeting without your approval. 7. If needed: Expand “Advanced Options” for more settings

Advanced Options ^

☐ Allow participants to join anytime

☐ Mute participants upon entry

☐ Only authenticated users can join: Sign in to Zoom

☐ Automatically record meeting

☒ Include invite link in location field

☐ Insert Zoom meeting invitation above existing text

Select a language for meeting invitation: English

Alternative hosts:
Example:john@company.com;peter@school.edu

☐ Do not show me again

Save **Cancel**

File Meeting Scheduling Assistant Insert Draw Format Text Review Help Tell me what's new

Cancel Change Settings Teams Meeting Response Options

You haven't sent this meeting invitation yet.

Send

From: Joe Jackson

Title: Joe Jackson's Zoom Meeting

Required

Optional

Start time: di 10-11-2020 23:00 ☐ All day ☐ Time zones

End time: di 10-11-2020 23:30

Location: <https://dummenorange.zoom.us/j/82553513972?pwd=K0ZFUFJFeyRGU1gyNW9YdVxMzIQUT09>

Joe Jackson is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting
<https://dummenorange.zoom.us/j/82553513972?pwd=K0ZFUFJFeyRGU1gyNW9YdVxMzIQUT09>

Meeting ID: 825 5351 3972
Passcode: 126539
One tap mobile
+13462487799,,82553513972#,,,,,0#,,126539# US (Houston)
+16699006833,,82553513972#,,,,,0#,,126539# US (San Jose)

Zoom – Schedule Meeting; Advanced Options:

Additional settings can be made, if required.
If you want to assign Co-Hosts who can control the meeting as well, enter their email addresses in the “Alternative Hosts” – section.

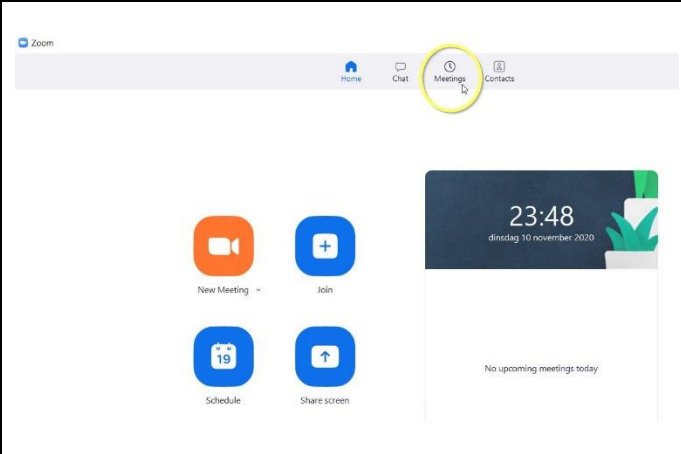
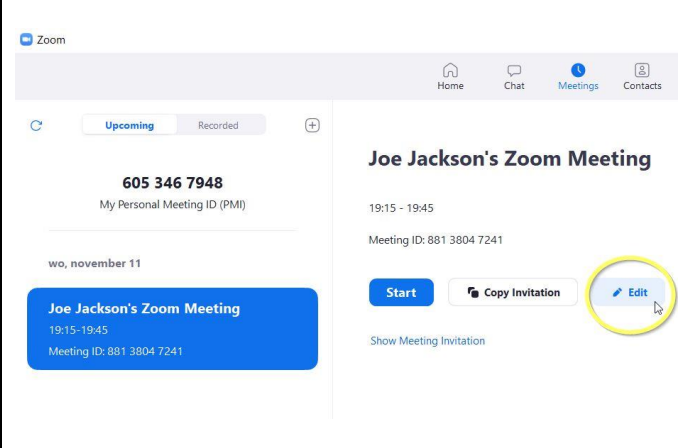
8. When finished, Click “Save”

Completing and sending the meeting-invite:

9. Complete the invitation by:
 - a. Change Settings: Review previous settings
 - b. Entering attendees
 - c. Determining Date & Start/End Time
10. Hit “Send” when ready

Note: The link in the “Location” – field will redirect the attendees to the Zoom meeting.

Managing scheduled Zoom Meetings by the Zoom Application

	Adjusting Meetings via the Zoom App: By using the Zoom application (via Windows Startmenu or Taskbar) you can manage (adjust) your scheduled meetings. 1. Open the Zoom Application 2. Click on “Meetings” in the Ribbon on the top
	Zoom-Meetings: Edit: 3. Select the intended meeting on the left side of the window 4. Click “Edit” 5. After adjusting the required settings, click “save”