This article explains how to schedule Zoom meetings through the Zoom web portal and desktop or mobile apps.

You can also create Zoom meetings through integrations with other platforms:

- Moodle: Schedule class Zoom meetings
- Zoom add-in for Outlook/Microsoft365

Before you begin, you may need:

- An account on Bryn Mawr's Zoom license
- The Zoom desktop client or mobile app if you wish to use them

### Schedule a meeting

**Prefer video? Watch Zoom's How to Schedule a Meeting tutorial.**

1. Go to the Zoom web portal or open your Zoom desktop or mobile app and choose Sign in with SSO to log in.
2. Click Schedule a Meeting (web portal, pictured below left) or Schedule (desktop and mobile app, pictured below right).
3. Give the meeting a Topic (name) and, optionally, a short Description.
4. Use When to set the meeting date and start time. (For a recurring series, use the date of the first meeting.) If you want to create a meeting link without a specified date and time, skip to step 7.
5. Use Duration to set how long the meeting will last. Note that the meeting link will still work outside of this time window.
6. Zoom will default to your computer’s Time Zone; click the drop-down menu if you need to change this. Meeting invitees/participants will see dates and times adjusted to their own time zones.
7. Check Recurring meeting box to set up a series of meetings with the same meeting link/ID.
   - Use the Duration settings to control how often the meeting recurs — see Zoom's article on Recurring meetings for more details.
   - Choose Duration > No fixed time to create a meeting link that is not associated with a date/time.
8. Click Save to finish scheduling your meeting.

### Change meeting options
For the remaining meeting options, you can keep the default settings unless you have a specific reason to override them. (To change your defaults for all new meetings, log into the Zoom web portal and click Settings.)

Here's how to change additional meeting options

**View/manage a scheduled meeting**

All of your Zoom meetings (including any scheduled through the Outlook/Webmail Add-in and a Zoom activity in Moodle) will show up on your Zoom Meetings page.

To open the Meetings page:

1. Log into Zoom by going to brynmawr-edu.zoom.us or opening your Zoom desktop or mobile app and choosing Sign in with SSO.
2. Click Meetings in the left sidebar (web portal) or top menu bar (apps).

Click on any Meeting to view information about it; if you created the meeting, you will see buttons to:

- Start the meeting.
- Edit the time, date, recurrence or other meeting settings.
- Delete the meeting (if a series, Zoom will clarify whether you wish to delete this occurrence or all).

*Note:* In the web portal, scroll beneath the summary of meeting details to see these options.

There are three meeting management options that you can only access by logging into the Zoom web portal:

- **Save as template:** Use this meeting’s settings to setup subsequent meetings.
- **Poll:** Create questions for in-meeting polls
- **Live streaming:** Configure a connection to a live streaming platform. Typically used to enable people who are not logged in to view and listen to the meeting but not participate; may be needed for certain captioning services.

**Invite people to a scheduled meeting**

To invite people to your meeting, send them the information they will need to join:

1. Log into Zoom by going to brynmawr-edu.zoom.us or opening your Zoom desktop or mobile app and choosing Sign in with SSO.
2. Click Meetings in the left sidebar (web portal) or top menu bar (apps).
3. Click on the meeting to which you want to invite people.
4. Click **Copy invitation** (next to the meeting invite link in the web portal) to copy the meeting link and information participants need to phone in (if application) to your clipboard.
5. Paste the invitation into an email and send it to the people you wish to invite to the meeting.

**Notes:**

- You can paste the meeting link and information about how to join your meeting anywhere. However, keep in mind that anyone who has the link can join the meeting.
- Although you can paste the invitation onto a Moodle page to share it with students, we recommend you [Schedule Course Meetings with the Moodle Zoom Activity](#) instead.
- If you are scheduling a meeting that is open to the public, we recommend turning **registration on** and sharing the registration link, rather than posting the meeting link to a website. Meeting links posted on websites are very vulnerable to Zoom-bombing because they can be harvested by bots that crawl the web looking for them. Registration prevents this and helps with security even if you set it up so that people are automatically approved and receive the meeting links immediately.
- When sharing a meeting invitation with a mailing list or posting to a message board or other limited-access site, consider your audience. If it is small and you trust recipients not to share the link, it's probably okay to send out the meeting link and invitation details. If it's large or people may share widely, it is safer to turn registration on and share the registration link instead.

**Questions?**

If you have any additional questions or problems, don't hesitate to reach out to the **Help Desk**!

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