Use Zoom's new **Scheduler tool** to enable other people to schedule **online or in-person meetings** with you or groups you belong to. You set up and share links to an **appointment booking page** that shows time slots when you are available for different types of meetings. When someone schedules an appointment, Zoom sends an email or calendar invite (with a Zoom link if needed) to the people involved and reminders or follow-up emails or texts (if desired). By default all messages contain links for rescheduling or cancelling the meeting.

See also: [Welcome to Zoom Scheduler](#) video mini-course (14 min; requires SSO login).

**Before you start, you need:**

- an account on Bryn Mawr's Zoom license
- a Bryn Mawr college [Outlook/Office365 account](#) (see [Microsoft 365: Overview](#)). Zoom Scheduler uses your Outlook calendar to determine times that you are free and busy.

## Set up Scheduler

### Connect Scheduler to your Outlook calendar

Note: All members of a team must do this before you can create a team booking schedule.

### Manage your availability

Your Zoom Scheduler **availability settings** set up the **time windows** in which Zoom will offer appointments. Zoom will also check your connected calendar and **excludes time slots** that are marked "busy" or "out-of-office."

### Set your availability in Scheduler

At minimum, **edit your account-level Scheduler availability** to match your normal working hours (Zoom defaults to 9am-5pm, M-F). If your availability will vary for different types of meetings (online vs. in-person or in a particular location), you can create multiple availability templates and apply them to different booking schedules.
Keep your connected calendar up-to-date

Since Scheduler also checks your connected calendar, be sure to block off the times and dates when you are busy or out-of-office to prevent appointments from being scheduled at those times.

Appointment booking for individuals

Create and share booking schedules that people can use to make one-on-one appointments with you.

Create booking schedules

Create One-to-One booking schedules for the different types of appointments you offer (If you are migrating from Calendly, a booking schedule is like a Calendly event type.)

- If all of your appointments will be in the same location and the same length, you only need one booking schedule.
- You will need multiple booking schedules to offer appointments in different locations (office, lab, online, etc.) or of different lengths (30 mins, 1 hour, etc.)

See Zoom's Creating One-to-One booking guide for step-by-step instructions.

Tip: Zoom does not have a built-in option to enable the person making an appointment to specify the location. As a workaround, create a booking without a specified Location, then add a required Attendee Question where they can enter a location (text question type) or choose if from a list of options (single-choice type).

Customize reminders and follow-up notifications (optional)

When someone makes an appointment with you, Zoom immediately sends you and them a calendar invite and confirmation email. You can turn on additional reminders and follow-up messages when setting up a booking schedule. Change format (email/SMS), recipients (you/attendee) and the messages in these from your main Scheduler page.

Test, activate, and share booking schedules

How to troubleshoot, activate and de-activate and share booking schedules with people who need to book appointments.

View scheduled appointments
When an appointment is booked, **Scheduler** automatically sends a meeting invite to your connected calendar, making that time unavailable for other bookings. You can **view, reschedule, cancel and join booked meetings using links in these calendar events** or from within Scheduler.

**Appointment booking for groups**

Create and share booking schedules that allow people to make appointments with **members of a group**.

**Questions?**

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

**Phone:** 610-526-7440 | Library and Help Desk hours

**Email:** help@brynmawr.edu | Service catalog

**Location:** Canaday Library 1st floor