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 the Welcome to Zoom Scheduler mini-course (14 min; requires SSO login)

Before you start, you need:

- an account on Bryn Mawr’s Zoom license
- an 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

All members of a team must do this before you can create a team booking schedules.

Manage your availability

Availability settings delineate the time windows in which Scheduler should offer meetings. At a minimum, you should edit the default Availability for your account to match your typical working hours. If your availability differs for different types of meetings, you can either create additional availability templates to apply to those meetings or customize availability when creating those Schedules.

Appointment booking for groups

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

Coming soon ... email help@brynmawr.edu for help in the meantime.