

Zoom: Use Scheduler for appointment booking

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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) and [Getting started with Zoom Scheduler](#)

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 individuals

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.
