

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: [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 requires an Outlook connection to determine when you are free and busy and create a calendar events when appointments are booked.

Connect Scheduler to your Outlook calendar

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

Reauthorizing your account

Zoom may send you an **Unable to access your calendar" email** asking you to reauthorize the connection to your Outlook calendar if updates or changes to security settings on either platform disrupt it. This is normal, but see Zoom's [Reauthorizing Zoom Scheduler to maintain calendar connectivity](#) 🎥 for tips on verifying the email comes from Zoom and alternative log in options.

Manage your availability

Zoom will also check your connected calendar and **excludes time slots** that are marked "busy" or "out-of-office."

Set your availability in Scheduler

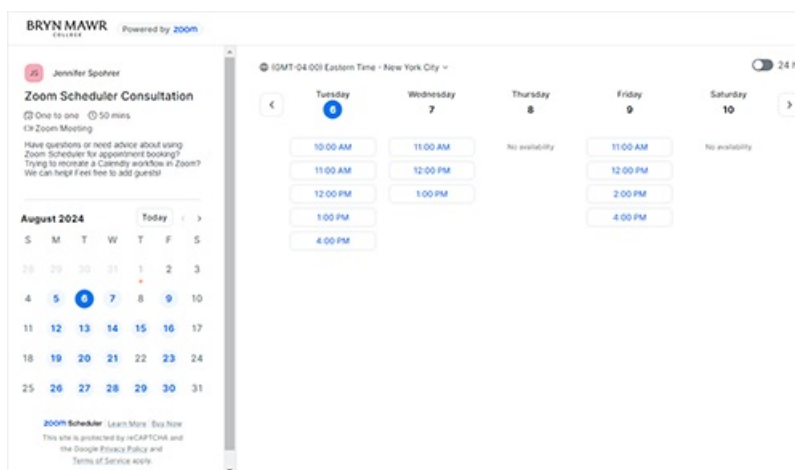
Your **Availability** settings delineate the **time windows** in which Zoom should offer appointments. At a minimum, **you should edit your account-level Availability** settings to match your normal working hours (Zoom defaults to 9am-5pm, M-F). If your availability varies for different types of meetings (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

Block off the dates and time when you are busy or out-of-office in your Outlook calendar to prevent appointments from being scheduled at those times.

Create Booking Schedules

A **booking schedule** is a page you can share with people to allow them to book a certain type of appointment with either an individual or one or more members of a team. If your appointments are the same length and in the same place, you might need only one booking page. If you want to offer appointments of different lengths (30 mins, 1 hour, etc.), in different locations (office, lab, online, etc.) or a specified purpose, you will need multiple booking pages.



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 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!**

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