

Quick How-To:

How to Schedule a Zoom Meeting

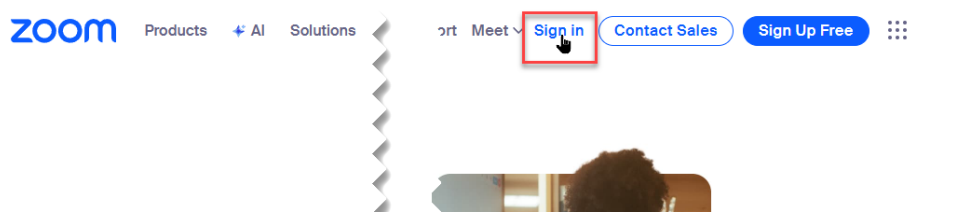
Who is this for?

This guide is for learners who want to plan a Zoom meeting in advance and send out invitations to others with a date, time, and link.

Step-by-Step Instructions

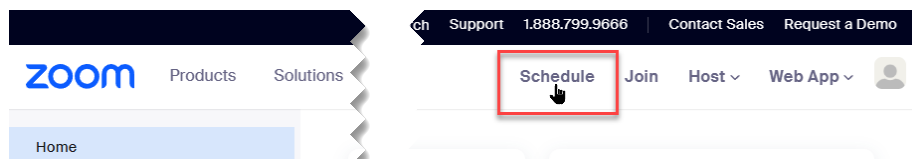
Step 1: Open Zoom and Sign In

- Go to **zoom.us** or open the **Zoom app**.
- Click **Sign In** with your account.



Step 2: Click 'Schedule'

- On the Zoom home screen, click the **Schedule** button.



- This opens a form to set up your meeting.

Step 3: Choose a Date, Time, and Topic

- Fill in the meeting name.
- Pick the date, time, and length.
- You can also add a password if needed.

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Schedule Meeting

Topic

[+ Add Description](#)

When

Duration hr min

You can schedule meetings for up to 40 minutes each with your current Basic plan. Need more time?
[Upgrade to Zoom Workplace Pro](#)

Time Zone

Recurring meeting

Invitees

Meeting ID Generate Automatically Personal Meeting ID 892.627.3473

Step 4: Save and Send the Link

- Click **Save**. You'll see a summary with a meeting link.
- Copy that link and send it in an email, text, or calendar invite.

You Did It!

Your meeting is set! Now others can join you by clicking the link at the right time.