

# How to Schedule a Zoom Meeting



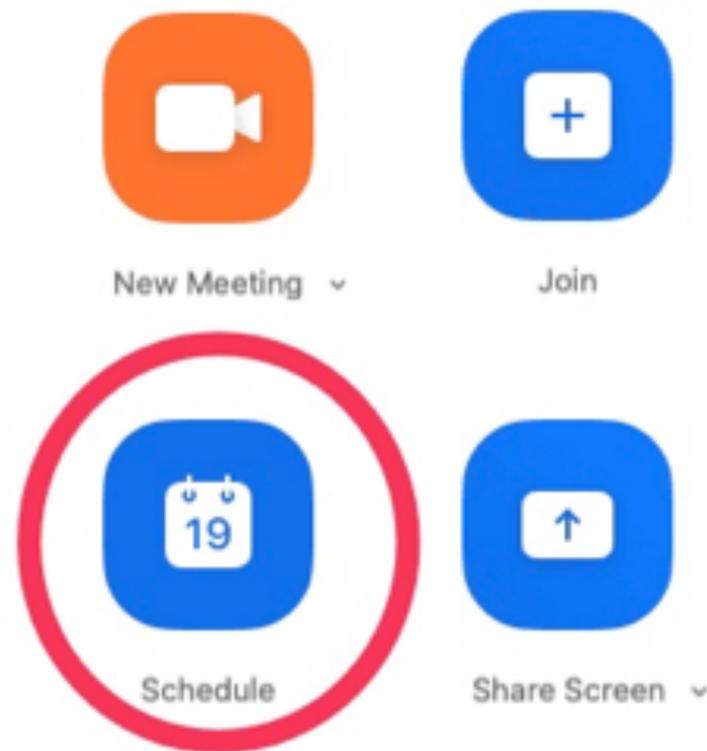
1. Choose Schedule
2. Add necessary topic, time, choose Generate Automatically and click Require Password. Add to Outlook (Other leaves all calendars alone)
3. Check date/time then COPY INVITATION and paste into an Email to share the details

Invitee should end up with:

TOPIC  
TIME AND DATE  
LINK  
**MEETING ID**  
**PASSWORD**

**This is the recommended way as it's considered more secure**

All of this info will be retained in your Zoom Account



### Schedule Meeting

**Topic**  
Dave Wain's Zoom Meeting

**Date**  
12/06/2020 13:00 to 12/06/2020 13:30  
 Recurring meeting Time Zone: London

**Meeting ID**  
 Generate Automatically  Personal Meeting ID 567 121 0339

**Password**  
 Require meeting password 218ZMN

**Video**  
Host  On  Off Participants  On  Off

**Calendar**  
 iCal  Google Calendar  Outlook  Other Calendars

Advanced Options

Cancel Schedule

### Your meeting has been scheduled

#### MEETING INVITATION

Dave Wain is inviting you to a scheduled Zoom meeting.

Topic: Dave Wain's Zoom Meeting  
Time: Jun 12, 2020 01:00 PM London

Join Zoom Meeting  
<https://us04web.zoom.us/j/78581428927?pwd=akU3NmhwMnVMNlFBTHZrcEVPaWtQZz09>

Meeting ID: 785 8142 8927  
Password: 218ZMN

Open

Close

Copy Invitation