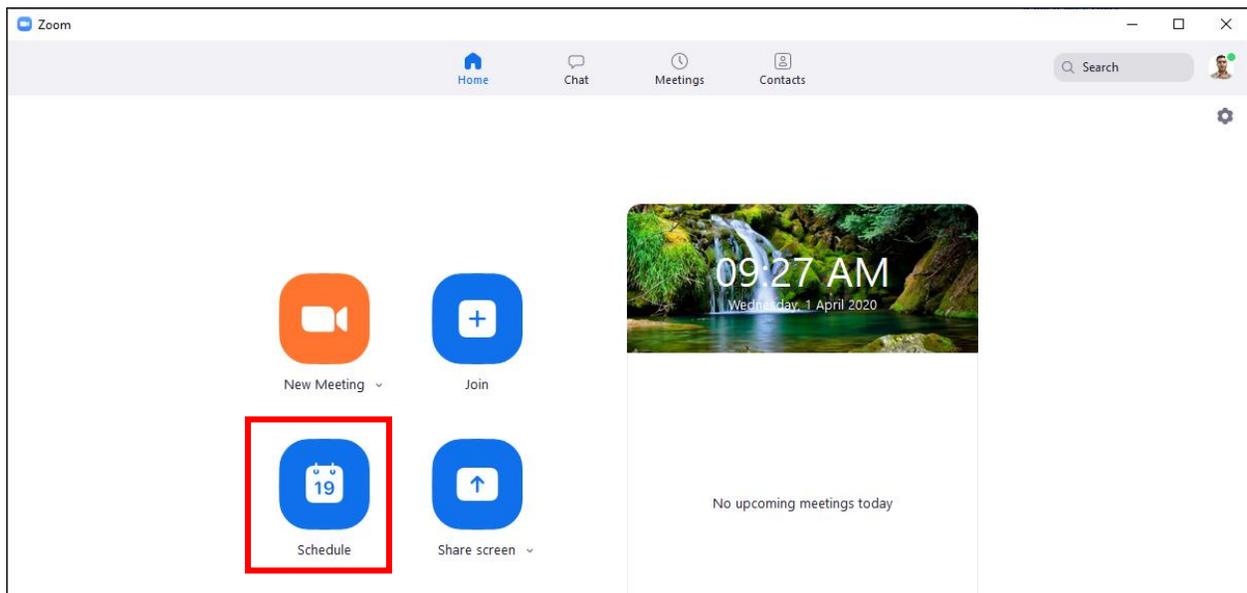# Schedule a Zoom Meeting.

If for some reason you get disconnected from this meeting (you were the Host), you **do not have to restart a new meeting**. Instead you can **use the same meeting link and re-join to the meeting**. Your participants will remain connected.

Step 1: Sign in to Zoom and Click on Schedule.

Step 2: Select the required details (Type in appropriate Topic, Select the desired Start date, Time and Duration for the meeting) and **click on Schedule**.

Schedule Meeting

Topic

Ashwani Kumar's Zoom Meeting

Start: Mon April 13, 2020   05:00 PM

Duration: 1 hour   0 minute

☐ Recurring meeting   Time Zone: Fiji Islands, Marshall Islands ⌄

Meeting ID

🔘 Generate Automatically   ◯ Personal Meeting ID 679-998-4197

Password

☑ Require meeting password   021289

Feature enabled by default

Video

Host: ◯ On 🔘 Off   Participants: 🔘 On ◯ Off

Audio

◯ Telephone   ◯ Computer Audio

🔘 Telephone and Computer Audio   ◯ 3rd Party Audio

Dial in from United States   Edit

Calendar

🔘 Outlook   ◯ Google Calendar   ◯ Other Calendars

Advanced Options ⌃

☑ Enable waiting room

☐ Enable join before host

Schedule   Cancel

Step 3: Zoom software will open up your **Outlook calendar**. Type in participant's email address and fill in the required details to schedule a meeting. Click on **Send**.

Meeting password is encrypted and embedded in the meeting invite link
Meeting ID and password are also stated separately
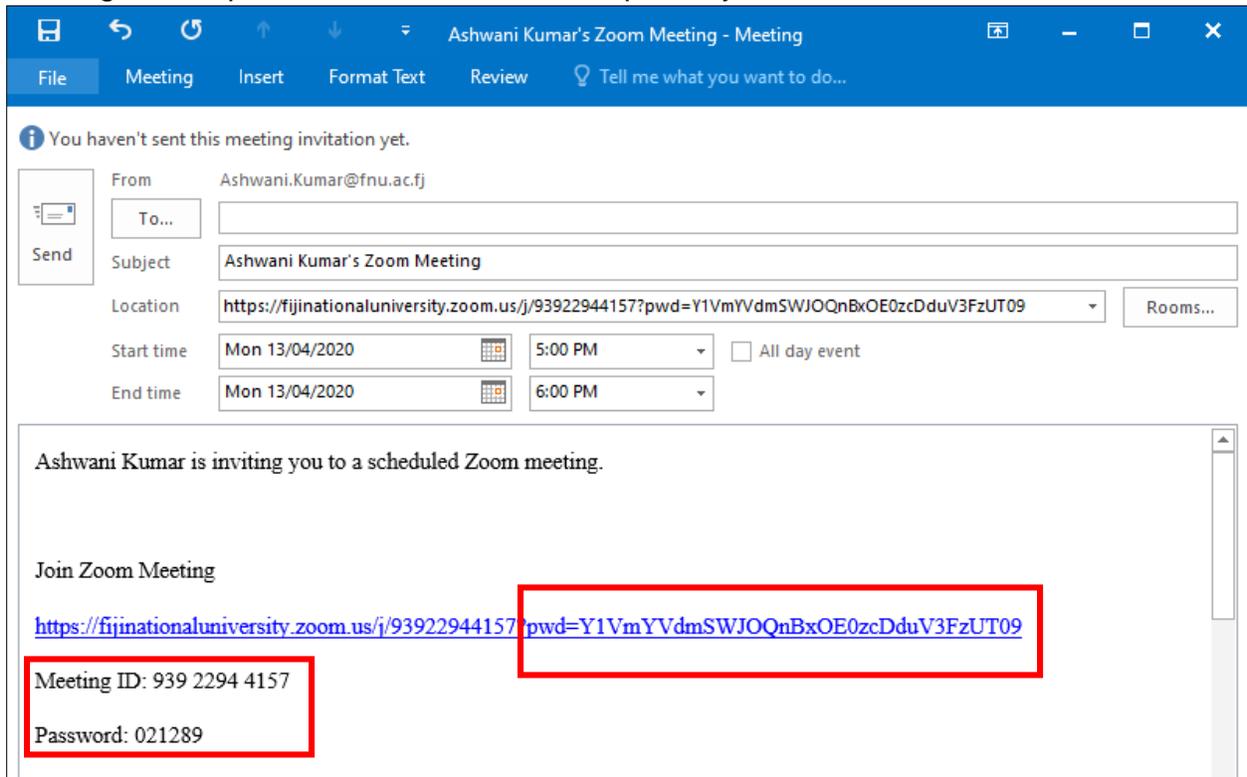
Step 4: To start your meeting, open the Zoom software and click on **Meetings**. Click on **Start** to start the meeting.