How to schedule a Zoom Meeting in Outlook using the Zoom App

Do NOT do this for Rooms 3.104, 3.102, 2.125 & Auditorium Open Video Conference Request

Click on your calendar in Outlook

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Select the date & time, you wish to create your Zoom

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Click on Schedule a Meeting



Sign In Zoom Cloud Meetings "Sign in with SSO"

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"UTRGV" should be the only typed in if needed – click Continue



Sign In with SSO

Company Domain	.zoom.us
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Type in Your UTRGV Credentials and Sign In



After login - Minimize this screen and continue with the Outlook app Zoom Scheduler

Zoom					<mark>–</mark> – ×
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C Upcoming Recorded + 618-669-3200 My Personal Meeting ID (PMI)	SOM 2.125	Resear	ch Semir	nar Series Z	Coom Meeting in EMEB
Today	12:00 PM Meeting II	- 1:00 PM): 425-289-01	12		
Jose Gonzalez's Zoom Meeting 12:00 PM-12:30 PM Meeting ID: 426-661-534	Show Mee	for c	Copy Invitation	✔ Edit	X Delete Join from a Room

Under Meeting ID select "Generate Automatically"

Under Password Meeting password uncheck "Require meeting password"

Under Video both should be set to "On"

Under Audio "Telephone and Computer Audio"

Alternative hosts: type in a backup host via the utrgv email address

Click Continue

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						Enable Waiting Room Enable join before host Mute participants upon entry	
						Automatically record meeting Force include Join URL in location field Insert Zoom meeting invitation above existing text	
						Select a language for meeting invitation: English Alternative hosts: Samuel.ballenger@utrgv.edu	
						Do not show me again Continue Cancel	

Type in Attendees

Adjust Subject Line (Title your Meeting)

Adjust Location (Bldg and room number of your meeting)

Adjust Start time (Make time Changes if needed)

Adjust End time (Select the end time of your meeting)

Send your Invite

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