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

Select the date & time, you wish to create your Zoom
Click on Schedule a Meeting

Sign In Zoom Cloud Meetings “Sign in with SSO”

Sign In

Enter your email
Enter your password  Forgot?

☐ Keep me signed in  Sign In

Sign In with SSO

Company Domain

utrgv

ZOOMPLUS

I do not know the company domain  Continue

“UTRGV” should be the only typed in if needed – click Continue
Type in Your UTRGV Credentials and Sign In

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

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
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

Hi there,

Jose Gonzalez is inviting you to a scheduled Zoom meeting:

Join Zoom Meeting

Phone one-tap: US: +14262487799, 426681534 or +61869000853, 429951534
Meeting URL: https://utrgv.zoom.us/j/426681534
Meeting ID: 426 681 534