**4 ways to schedule a Zoom Meeting**

**How do I schedule meetings?**

Zoom allows users to schedule meetings from the desktop client, the Zoom web portal, calendar plugins, and even from their mobile device.

* Scheduling from your desktop Zoom client: Click on the **Schedule** icon in your Zoom client. Select your meeting settings, and then click **Schedule** to finalize. You will have the option to add your meeting to your chosen calendar, such as Google Calendar, Outlook, or iOS calendar.
* Scheduling from the Zoom web portal: Log onto [My Meetings](https://umassmed.zoom.us/signin) and click **Schedule A Meeting**. Select the meeting options and then click **Save** to finish. You can select a calendar to automatically add your meeting to your calendar or select **Copy The Invitation** to manually send it out via email.
* Scheduling from plugins: To use Chrome, make sure the [Zoom Chrome Extension](https://chrome.google.com/webstore/detail/zoom-scheduler/kgjfgplpablkjnlkjmjdecgdpfankdle?hl=en-US) is installed and link your Google account. You can directly schedule a meeting from the extension, or schedule a meeting from Google Calendar by clicking **Make it a Zoom Meeting**. To use Outlook, make sure the [Outlook Plugin](https://zoom.us/download) is installed. Click **Schedule a Meeting** on the Outlook toolbar.
* Scheduling from the Zoom mobile app: Tap the **Schedule** icon. Select your meeting settings, and then tap **Schedule** or **Done** to finalize and add your meeting to your chosen calendar and invite attendees.

Learn more about scheduling meetings [here](https://support.zoom.us/hc/en-us/articles/201362413-How-Do-I-Schedule-Meetings-).