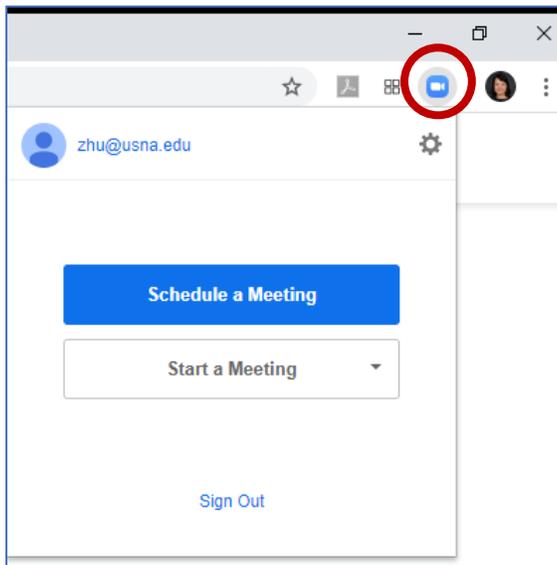


Use Zoom Scheduler Chrome Extension to Schedule/Start Meetings

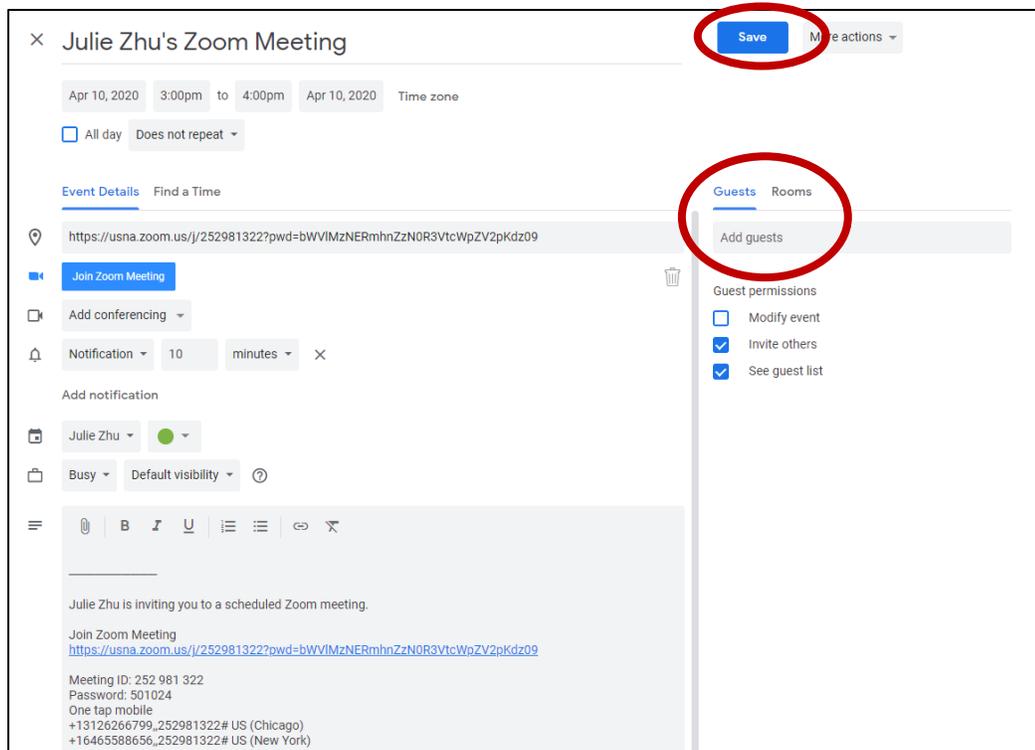
The Zoom Scheduler Chrome Extension allows participants to schedule Zoom cloud meetings directly from Google Calendar. With the click of a button, you can start an instant meeting or schedule a future meeting. The meeting URL and information is sent via a Google Calendar invitation so the attendee can join with a single-click.

1. Add the Zoom Scheduler Chrome Extension at:
<https://chrome.google.com/webstore/detail/zoom-scheduler/kgifgplpablkinlkjmjdecgdpfankdle/related?hl=en-US>

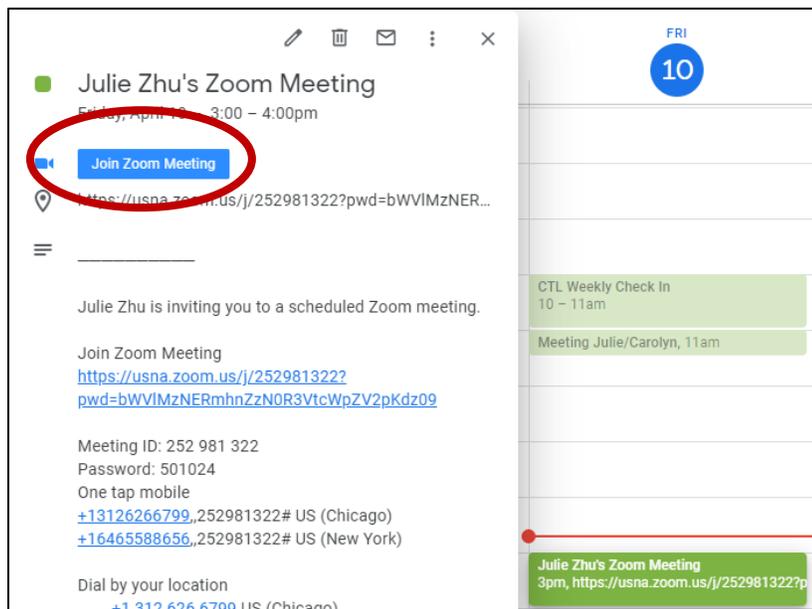
2. To schedule a meeting with the Zoom Scheduler icon:
 - a. Click on the **Zoom Scheduler** icon (top righthand corner of the Chrome Browser), and select **Schedule a Meeting**.



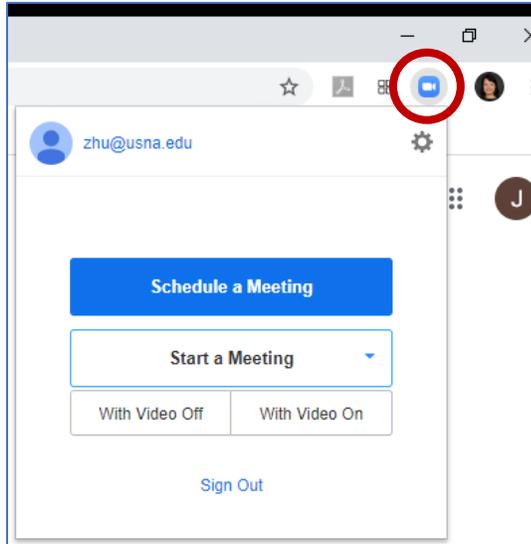
- b. The following meeting event details page will open with pre-populated meeting details including the meeting URL, ID, password, etc. You can also change meeting title, adjust meeting date/time and add guests to the meeting. After you are done, click on the **Save** button and the event will be saved to your Google Calendar.



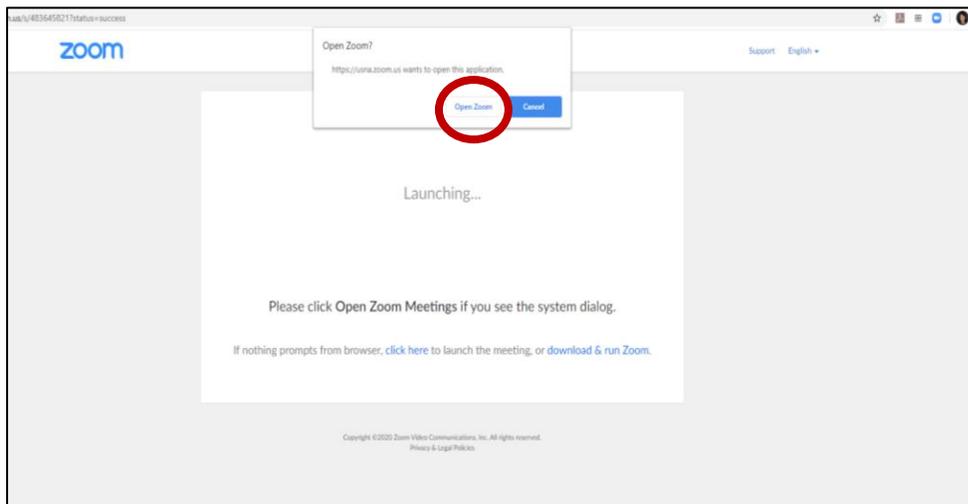
c. To join the meeting, click on the calendar event and select **Join Zoom Meeting** on the pop-up window.



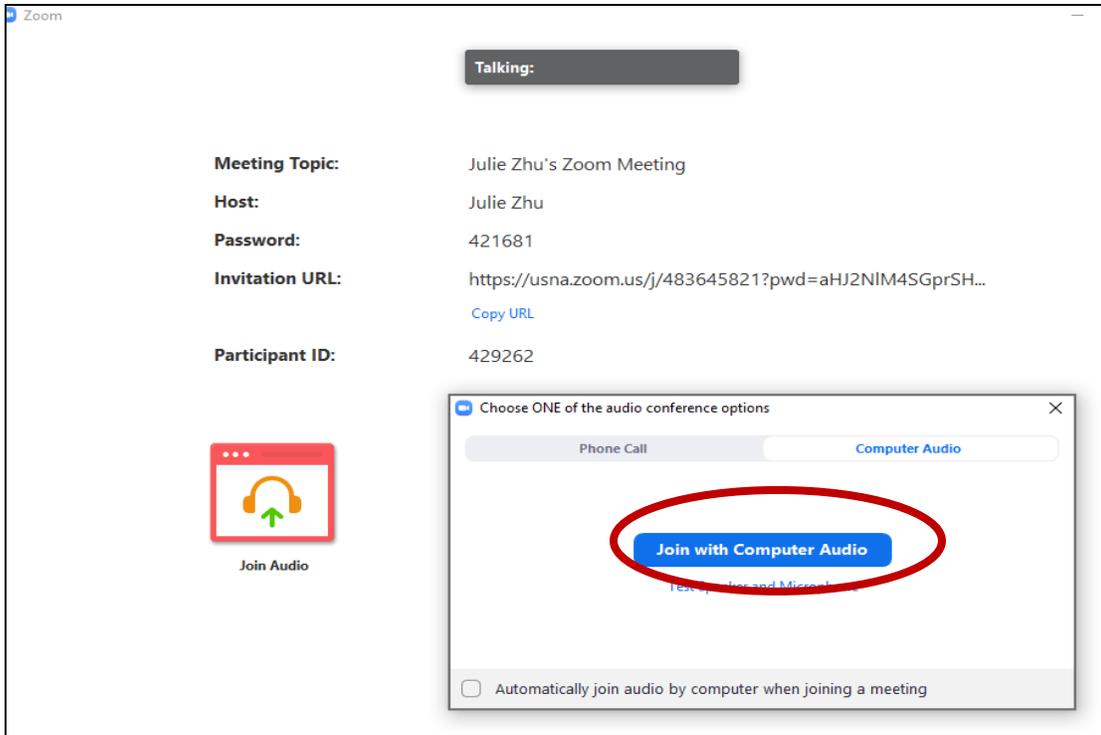
3. To start an instant meeting with the Zoom Scheduler icon:
 - a. click on the **Zoom Scheduler** icon (top righthand corner of the Chrome Browser), and select **Start a Meeting with Video Off** or **Start a Meeting with Video On**.



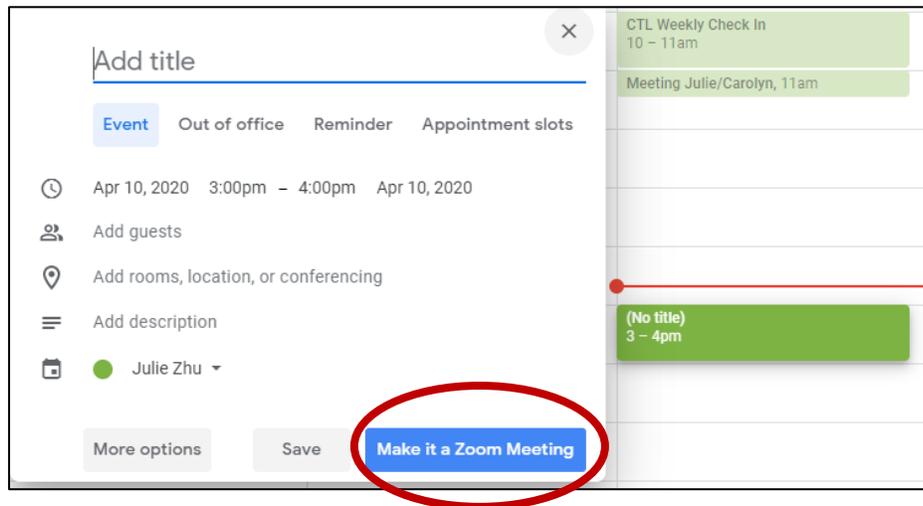
- b. Click on the **Open Zoom** icon in the pop-up window.



- c. Click on the **Join with Computer Audio** button or click on the **Phone Call** tab to join with a phone in the pop-up window, and your meeting will start.



4. To schedule a meeting from Google Calendar:
 - a. Click on a time slot where you would like to add the Calendar event on your Google Calendar
 - b. From the pop-up window, add a title for the event, adjust date/time of the event, invite guests, and click on the **Make it a Zoom Meeting** button. And the meeting will be saved with Zoom meeting details prepopulated.



- c. To join the meeting, click on the calendar event and select **Join Zoom Meeting** on the pop-up window.

