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/kgjfgplpabljkjnmjjonmennimdecpdpfankdle/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.
   
   ![Zoom Scheduler Icon](image1)

   b. Click on the Open Zoom icon in the pop-up window.
   
   ![Open Zoom Icon](image2)

   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.