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Scheduling and configuring Zoom meetings [1]

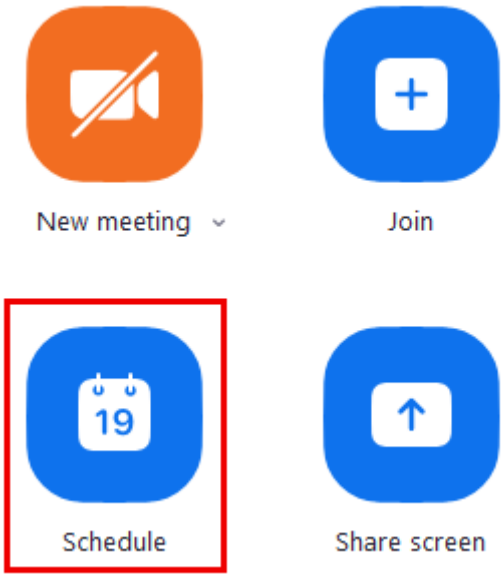
August 8, 2025 by ES and UIS Communications [2]

Take control of your meeting experience by setting up Zoom to work how you want it. From scheduling meetings that automatically generate calendar invites to enable helpful advanced features, Zoom can be optimized to fit your preferences.

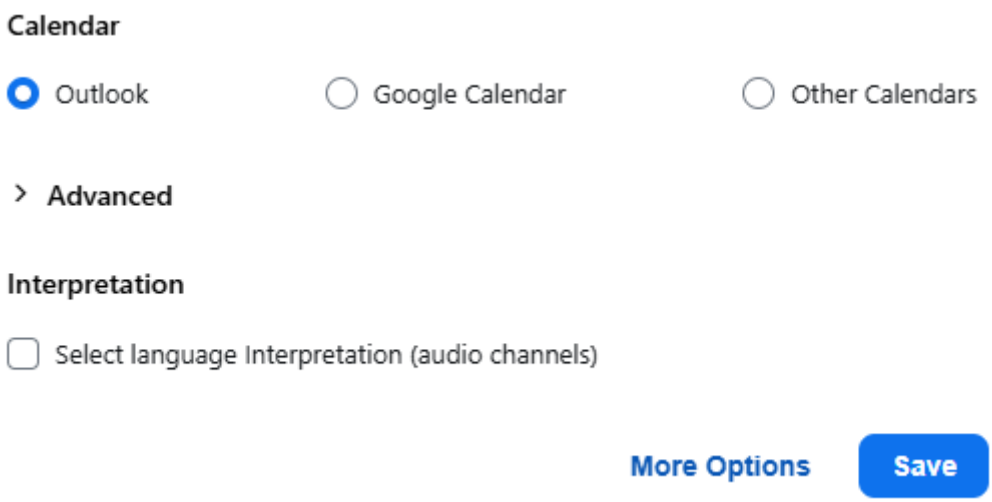
Schedule meetings with calendar integration

Zoom makes it easy to schedule meetings that sync with your Outlook calendar or allow you to copy the meeting invite to send manually.

1. Open the Zoom desktop app or go to cusystem.zoom.us [3] and sign in using SSO.
2. Click the **Schedule** button.

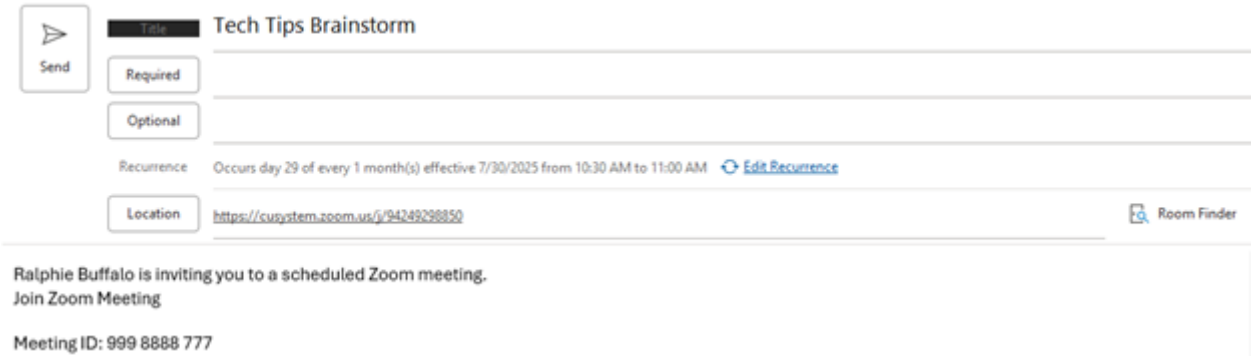


3. Fill in your meeting name, date, time and recurrence (if applicable).
4. Scroll down to the **Calendar** section and choose whether to sync with Outlook or another calendar platform.



5. Click **Save** to generate the meeting and corresponding calendar invite.

6. From your Outlook calendar, you can add participants, update details and send reminders.



7. Click **Send**.

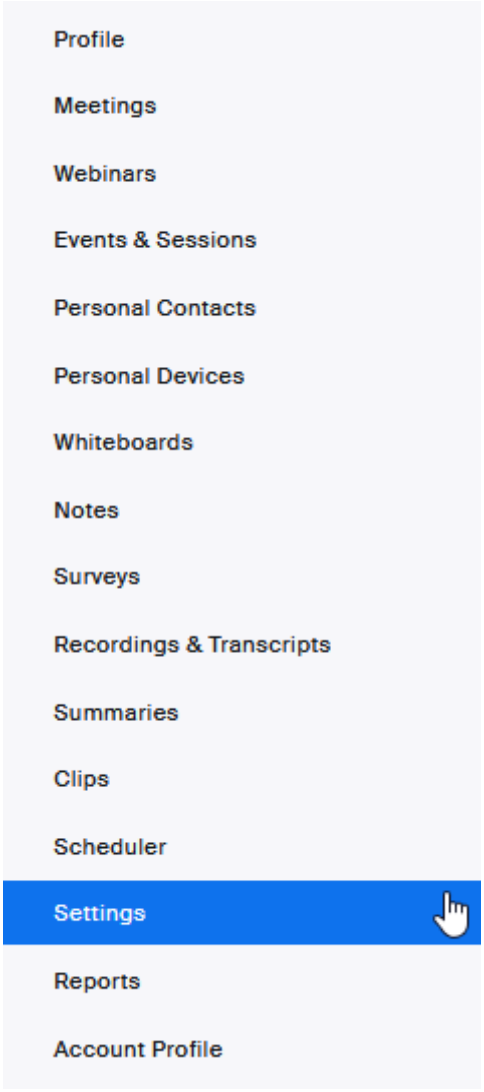
Configure Zoom meeting settings and enable advanced features

Adjust your meeting defaults to better match your needs and enable advanced functionalities to help elevate your meetings and enhance accessibility.

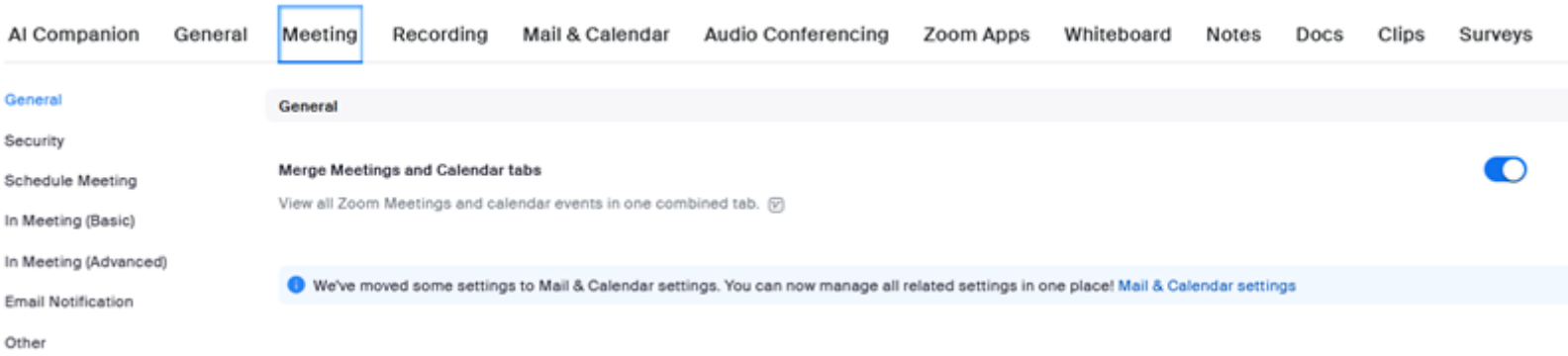
Options like auto-mute on entry and auto-record help streamline your meetings, especially useful for training sessions and webinars where it's helpful to capture everything automatically.

1. Go to cusystem.zoom.us [3] and sign in with SSO.

2. From the left-hand menu, select **Settings**.



3. Under the **Meeting** tab, review the **General, In Meeting (Basic)** and **In Meeting (Advanced)** sections.



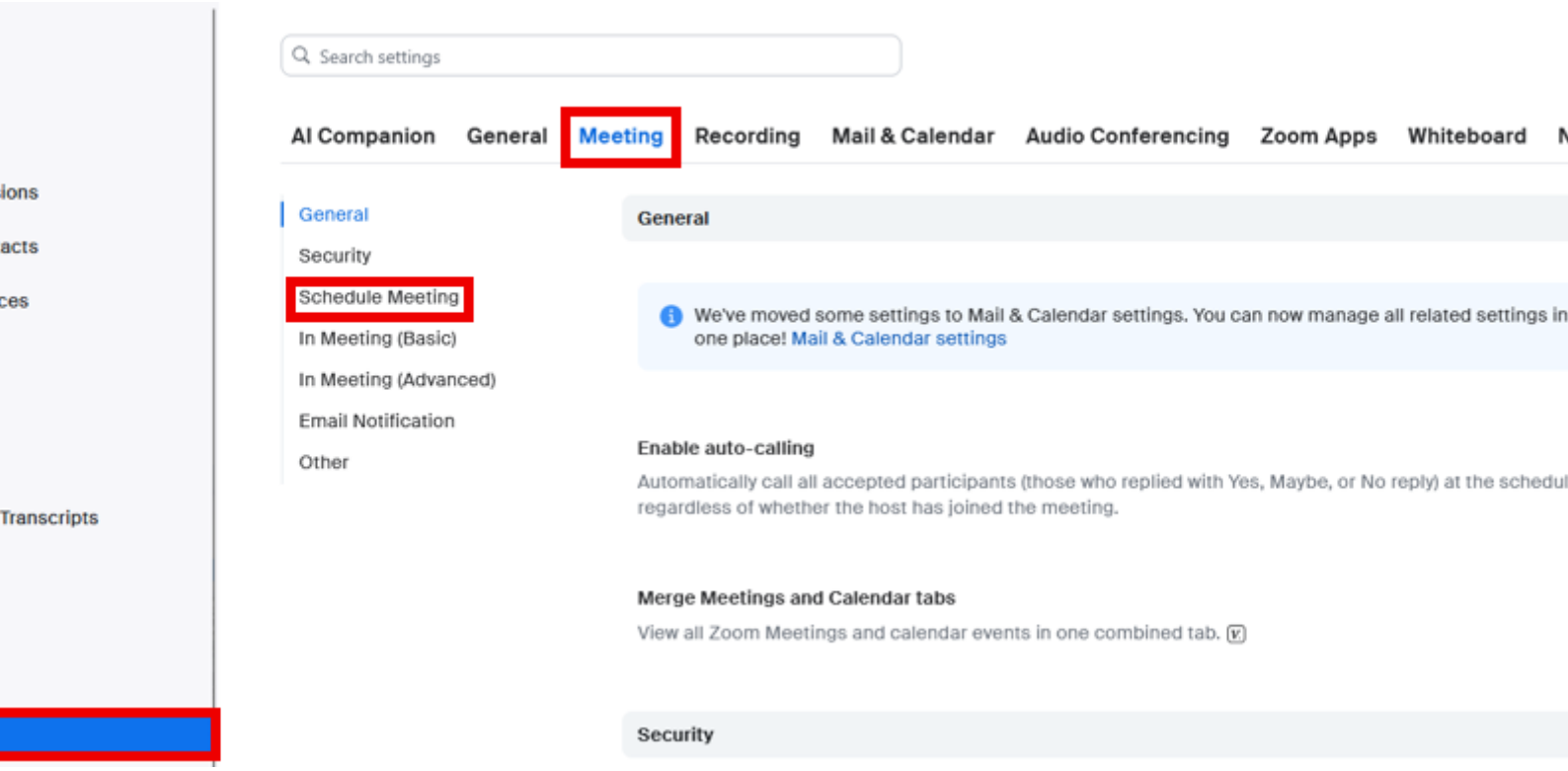
4. Enable or disable features like:

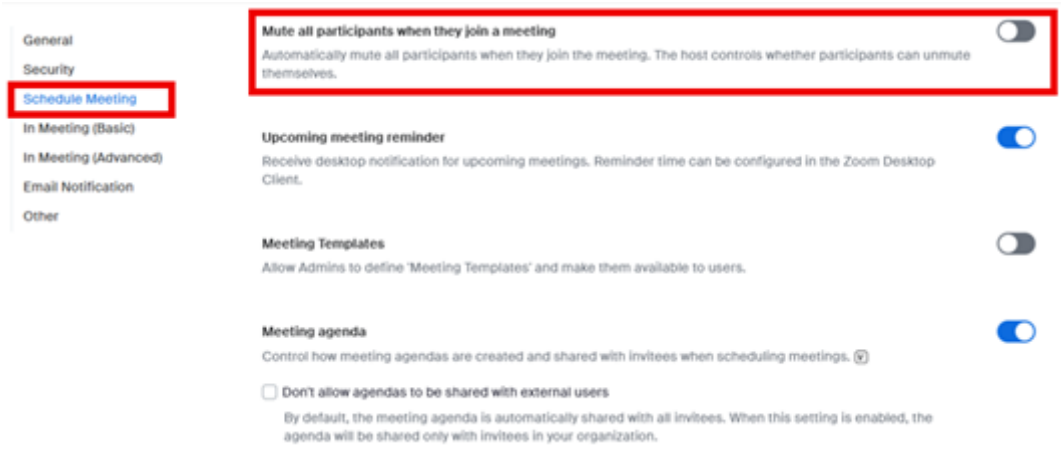
a. Mute participants upon entry
b. Automatically record meetings
c. Breakout room support
d. Meeting chat permissions
e. Waiting rooms
f.

Automated captions and transcription
g. Meeting polls and quizzes
h. Q&A for webinars (helps manage audience questions in large sessions)
i. Meeting reminders (sends alerts before scheduled meetings so nothing gets missed)

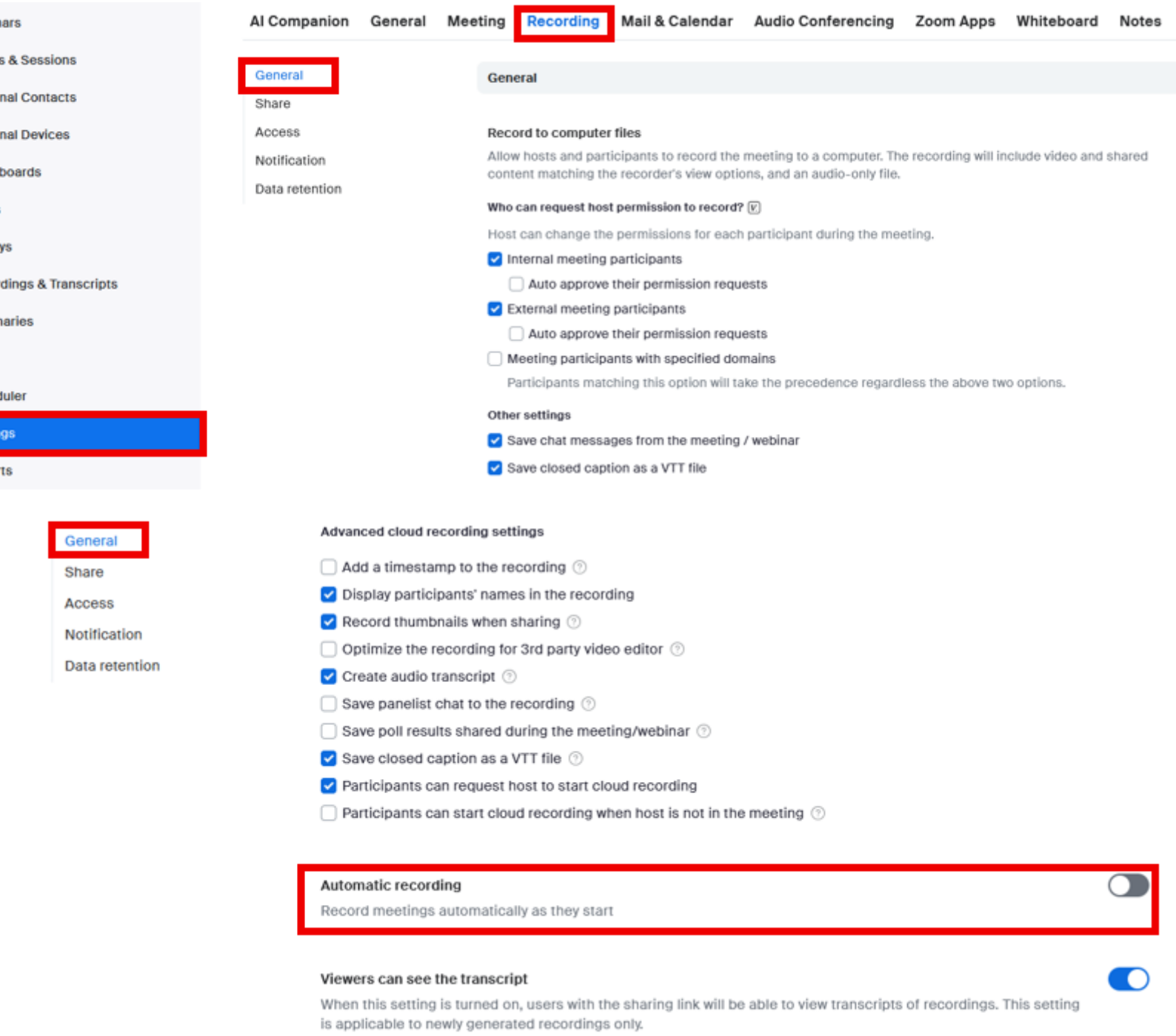
For example:

To automatically mute participants when they join meetings, navigate to **Settings > Meeting > Schedule Meeting** and enable **Mute all participants when they join a meeting**.





To record meetings automatically, navigate to **Settings > Recording > General >** enable **Automatic recording**.



Zoom [4]

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