

Scheduling and configuring Zoom meetings ^[1]

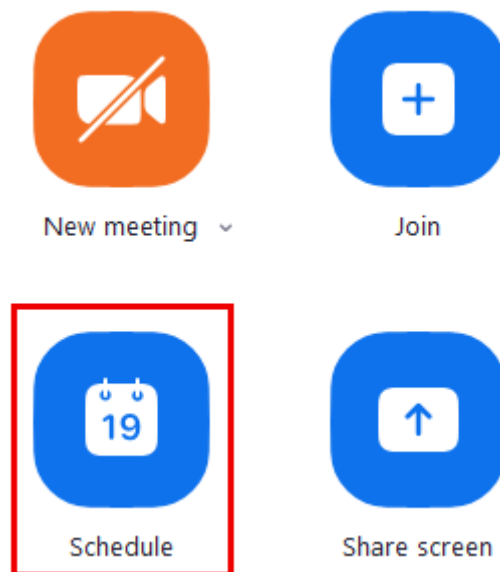
August 8, 2025 by [ES](#) and [UIS Communications](#) ^[2]

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.

Calendar

☒ Outlook

☐ Google Calendar

☐ Other Calendars

> **Advanced**

Interpretation

☐ Select language Interpretation (audio channels)

[More Options](#)

Save

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.

Title Tech Tips Brainstorm

Required

Optional

Recurrence Occurs day 29 of every 1 month(s) effective 7/30/2025 from 10:30 AM to 11:00 AM [Edit Recurrence](#)

Location <https://cusystem.zoom.us/j/94248298850> [Room Finder](#)

Send

Ralphie Buffalo is inviting you to a scheduled Zoom meeting.
Join Zoom Meeting
Meeting ID: 999 8888 777

7. Click **Send**.

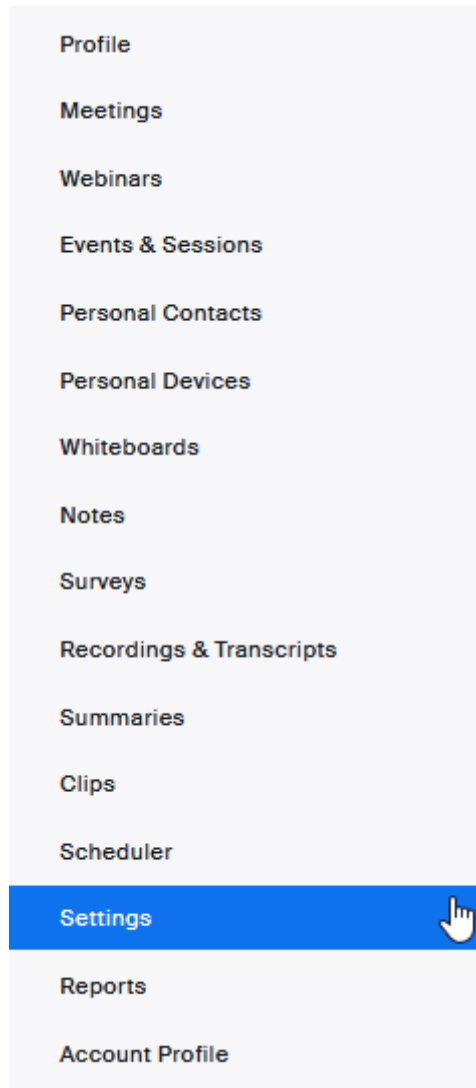
Configure Zoom meeting settings and enable advanced features

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

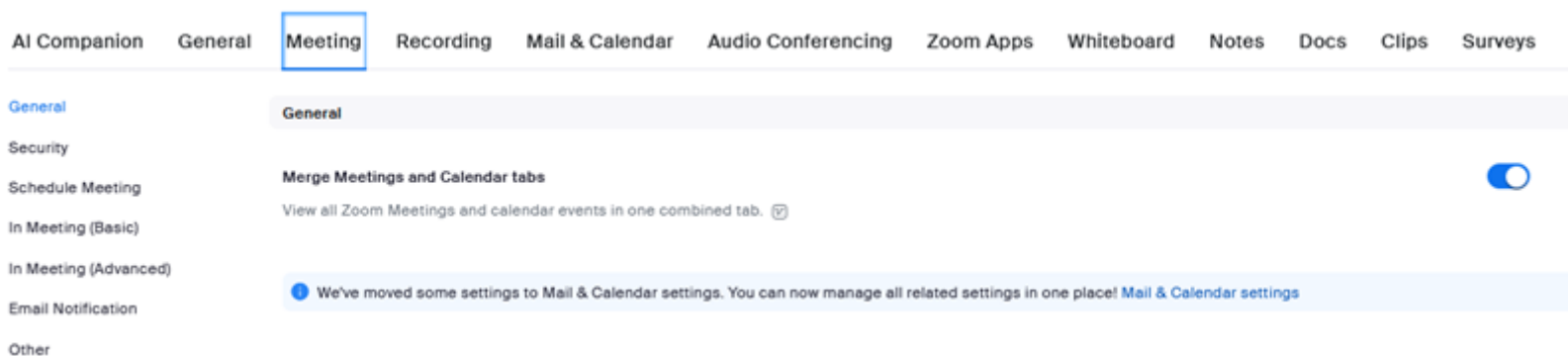
Options like auto-mute on entry and auto-record help streamline your meetings, especially useful for training sessions and webinars where it's helpful to capture everything automatically.

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**.

The image shows a screenshot of the Zoom Settings interface. The left sidebar contains a search bar and a list of settings categories: AI Companion, General, Meeting, Recording, Mail & Calendar, Audio Conferencing, Zoom Apps, Whiteboard, and More. The 'Meeting' category is selected and highlighted with a red box. Under the 'Meeting' category, the 'Schedule Meeting' sub-tab is selected and highlighted with a red box. The main content area shows the 'General' settings for 'Schedule Meeting'. A blue information banner at the top states: 'We've moved some settings to Mail & Calendar settings. You can now manage all related settings in one place! [Mail & Calendar settings](#)'. Below this, there are two sections: 'Enable auto-calling' and 'Merge Meetings and Calendar tabs'. The 'Enable auto-calling' section has a description: 'Automatically call all accepted participants (those who replied with Yes, Maybe, or No reply) at the scheduled time regardless of whether the host has joined the meeting.' The 'Merge Meetings and Calendar tabs' section has a description: 'View all Zoom Meetings and calendar events in one combined tab.' and a toggle switch that is currently turned on. Below these sections, the 'Security' section is visible, and the 'Mute all participants when they join a meeting' toggle is highlighted with a red box. This toggle is currently turned off. Below it, there are three other settings: 'Upcoming meeting reminder' (turned on), 'Meeting Templates' (turned off), and 'Meeting agenda' (turned on). The 'Meeting agenda' section has a description: 'Control how meeting agendas are created and shared with invitees when scheduling meetings.' and a checkbox labeled 'Don't allow agendas to be shared with external users' which is currently unchecked.

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

General

- Share
- Access
- Notification
- Data retention

General

Record to computer files

Allow hosts and participants to record the meeting to a computer. The recording will include video and shared content matching the recorder's view options, and an audio-only file.

Who can request host permission to record?

Host can change the permissions for each participant during the meeting.

- ☒ Internal meeting participants
 - ☐ Auto approve their permission requests
- ☒ External meeting participants
 - ☐ Auto approve their permission requests
- ☐ Meeting participants with specified domains

Participants matching this option will take the precedence regardless the above two options.

Other settings

- ☒ Save chat messages from the meeting / webinar
- ☒ Save closed caption as a VTT file

General

- Share
- Access
- Notification
- Data retention

Advanced cloud recording settings

- ☐ Add a timestamp to the recording
- ☒ Display participants' names in the recording
- ☒ Record thumbnails when sharing
- ☐ Optimize the recording for 3rd party video editor
- ☒ Create audio transcript
- ☐ Save panelist chat to the recording
- ☐ Save poll results shared during the meeting/webinar
- ☒ Save closed caption as a VTT file
- ☒ Participants can request host to start cloud recording
- ☐ Participants can start cloud recording when host is not in the meeting

Automatic recording

Record meetings automatically as they start



Viewers can see the transcript

When this setting is turned on, users with the sharing link will be able to view transcripts of recordings. This setting is applicable to newly generated recordings only.



Zoom ^[4]

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